

**Job Application Form**

**Support Staff**



**Cascade Multi Academy Trust**

The Trust is located in Sheffield, which is a great vibrant city.

We offer a wide range of employment opportunities, providing many services to the children and families within our communities, and the Team working in our schools.

[Working for us](https://www.sheffield.gov.uk/whats-new/job-vacancies/working-for-us.html), you can expect a rewarding career with a range of attractive benefits, a friendly, supportive work environment and the chance to be part of a dedicated team.

**Completing your form**

Please read the application form, job description, person specifications carefully, so that you understand what the position involves. This information is designed to help you complete the application form as thoroughly as possible.

When completing your application, give as much information as you can that is relevant to the job for which you are applying. Please check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process you will be disqualified

The decision to shortlist you for interview will be solely based on the information you provide in the application form.

Please return your form by email or by hard copy to the Headteacher. If you have not been contacted within four weeks of the closing date, please assume your application has been unsuccessful.

**NB: CVs will not be accepted**

**Equality Act**

People are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual

orientation, political or religious beliefs or trade union activity. Included in the pack, is an equality monitoring form.

**Disabled Candidates**

We are committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you’re called for an interview, please state the arrangements you require. Following the questions at interview there will also be time to discuss any reasonable adjustment that may be required to enable you to carry out the job.

**Asylum and Immigration Act**

If shortlisted you will be asked to bring relevant documentation to interview.

**Complaints Procedure**

If you have a complaint regarding the recruitment process, please Email: [hr@cascademat.co.uk](mailto:hr@cascademat.co.uk)

giving full details. We will investigate and respond within 28 working days.

**Data Protection Notice**

Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

* You have given us your consent
* We must process it to comply with our legal obligations

You will find more information on how we use your personal data in our privacy notice for job applicants which is included in the recruitment pack

You are advised that information given on this form may be checked with appropriate bodies to ensure its accuracy.

**Disclosure and Barring & Recruitment Checks**

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy notice.

If you’ve lived or worked outside of the UK in the last 5 years, the Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last 5 years?** ☐ Yes ☐ No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

**Time spent living and/or working Overseas**

If you’ve lived and/or worked outside of the UK, the Trust must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:

* The amount of information you disclose in the DBS check

The length of time you’ve spent in or out of the UK

**Right to Work in the UK**

The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006

**APPLICATION FOR EMPLOYMENT S**

**Confidential**

**Please return this form by email or hard copy to:**

**Office Use Only App No**

Shortlisted: Interviewed:

Successful: Pre-Offer Check:

Date Offered:

Date Accepted:

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| **JOB TITLE:** | | | | | | |
| **CLOSING DATE:** | | | | | | |
| **TRUST/SCHOOL:** | | | | | | |
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| **PERSONAL DETAILS (BLOCK CAPITALS PLEASE)** | | | | | | |
| **First Name:** | | | | **Surname:** | | |
| **Preferred Title:** | | | | | | |
| **Previous Surnames:** | | | | | | |
| **DOB:**  **(If under 21)** | | | | | | |
| **National Insurance Number:** | | | | | | |
| **Address:** | | | | **Postcode:** | | |
| **Home Telephone:** | | | | | | |
| **Mobile Telephone:** | | | | | | |
| **Email Address:** | | | | | | |
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| **CURRENT EMPLOYMENT**  Please give details of your current or most recent employment. Please also provide  details of any other employment which, if appointed to this post, would mean you would  be working an average of more than 48 hours per week. | | | | | | |
| **Post Title:** | | **Employer, Address & Telephone number:** | | **From:**  **To:** | **Current Salary per annum:**  **Grade/Scale point:** | |
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| **Brief details of main duties/responsibilities:** | | | | | | |
| **Reason for leaving current job(s):** | | | | | | |
| **Or, if successful in your application, please indicate if you intend to continue working in this/these job(s), stating the job title and hours of work** | | | | | | |
| **Length of notice required, or date you could start**: | | | | | | |
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| **EMPLOYMENT HISTORY**  Please give details of all previous jobs and work experience **since leaving full time education**. Please list these in date order, starting with the most recent first.  \*Please list any periods where you were not in full time employment, education or training, for example periods of unemployment, voluntary work, travelling etc. | | | | | | |
| **From**  **Month/Year** | **To**  **Month/Year** | | **Employer & Jobs held and brief details, plus information on other periods\*** | | **Scale/Salary** | **Reason for leaving** |

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| **EDUCATION & QUALIFICATIONS**  Please give details of any qualifications obtained, including Secondary and Further Education |

| **Place of Study** | **From** | **To** | **Qualifications gained, including grade** |
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| **RELEVANT COURSES ATTENDED IN THE LAST FIVE YEARS**  **Please provide details of the course including the training provider** | | | |
| **Training Provider** | **From** | **To** | **Course Title** |
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| **SUITABILITY FOR THE JOB**  Please provide your personal statement and state why you think you are suitable for this job.  **Note:** We will recruit solely on merit. To do this we will seek to match the information you  provide against the person specification. Therefore, you should ensure that you address each  point identified in the person specification and provide evidence of relevant experience and  skills, including areas other than paid work.  Enclose additional sheets if necessary. |
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**OTHER INFORMATION**

**EQUALITIES**

Cascade Multi Academy Trust is an Equal Opportunities Employer and is committed to this by signing up to the ‘Disability Confidence Scheme’. This ensures that all disabled applicants, able to demonstrate that they meet the minimum criteria of the job description are guaranteed an interview.

**I consider myself to be a disabled person and I would like to apply under the Guaranteed Interview Scheme**

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| **RIGHT TO WORK IN THE UK** ching positions: right to work in the uk | |
| Do you have the right to work in the UK?  ☐ Yes  ☐ No | |
| If yes, please state on what basis:  ☐ UK citizen  ☐ EU settled status  ☐ Skilled worker visa  ☐ Graduate visa  ☐ Youth mobility visa  ☐ Other – please provide full details below: | |
| **TIME SPENT LIVING OR WORKING OVERSEAS** ching | |
| Have you spent time living and/or working outside of the UK?  ☐ Yes  ☐ No  If Yes, please give details including countries and relevant dates: | |
| **INTERVIEWS**  Please give any dates, when you are not available for interview.    **NB:** Due to the availability of the panel it may not be possible to offer an alternative interview  date | |
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| **REFERENCES**  Provide the names and addresses of two people to whom we may write for references.  • Referee (1) should be your present or most recent employer.  • Please state whether Referee (2) is in a personal or employment capacity. | |
| Please note that it is our policy to take up references prior to interview, and that we reserve the  right to approach any of your previous employers for a reference.  If you have not been previously employed then Headteacher/Lecturers, Employment Advisors etc  are acceptable.  If you **do not** wish a reference to be taken up at this stage, please state why:  We will always ask for two references at job offer stage. | |
| You may use a Trustee/School Governor as a referee, ideally the should not be directly involved in  the recruitment process (unless no alternative exists). However, any attempt to influence the  process in your favour or on your behalf will disqualify you. | |
| **Referee (1)**  **Present or Most Recent Employer** | **Referee (2)** |
| **Name:** | **Name:** |
| **Job Title:** | **Job Title/Capacity Known:** |
| **Address:** | **Address:** |
| **Telephone Number:** | **Telephone Number:** |
| **Email Address:** | **Email Address:** |

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| **DATA PROTECTION** The information that you provide on this form will be used to process your application for employment. We process this information in line with our privacy policies  If you succeed in your application for employment, the information will be used in the administration of your employment with us. Further details on the processing of your data at this stage will be provided to you on offer of employment.  By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our registration with the Information Commissioner’s Office.  If you would like further information, please read our privacy notice |

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| **SAFEGUARDING**  **Cascade Multi Academy Trust is committed to safeguarding and promoting the welfare**  **of children and we expect all staff to share this commitment. This post is exempt from**  **the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried**  **out, references will be sought and successful candidates will be subject to an enhanced**  **DBS check and other relevant checks with statutory bodies.**  We comply with the Disclosure & Barring Service (DBS) code of practice and have a written  safer recruitment policy which covers the recruitment of ex-offenders which is available on request. You are required to declare any relevant convictions, adult cautions or other matters  which may affect your suitability to work with children. As a result of amendments to  the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some  minor offences are now protected (filtered) and should not be disclosed to potential employers,  and employers cannot take these offences into account.  If you are shortlisted for interview, you will be asked to make any relevant disclosures relating  to previous cautions or convictions. If you are unsure whether you need to disclose  criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock  for impartial advice. There is more information on filtering and protected offences on the Ministry  of Justice website.  Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> , [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999  Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848  In line with Keeping Children Safe in Education (KCSIE) guidance, the Trust will carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.  It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. |

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| **DECLARATION**  I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true and will be used as part of my contract of employment. I understand that Cascade Multi Academy Trust may contact my referees and verify any qualifications/registrations, which are required for the job.  I accept that any false statement or omission may lead to my being dismissed, if appointed to the post.  By signing this application form, I am agreeing and understand the Data Protection Statement and Declaration above. | |
| **Signature:** | **Date:** |
| If submitting this form by email, please mark this box in lieu of a signature as an indication of your acceptance of the above conditions**.** | |

**Please return this form by email or hard copy to: -**

The recruiting manager