Application for the post of Office Admin Assistant at Mereside C of E Primary Academy

Closing Date: Tuesday 15th October 2024 @ 12.00pm

**Please do not include a CV.**

**Please refer to the accompanying guidance notes when completing your application. Please return your completed application for the attention of Mrs Laura Hopley**

**SECTION 1 – PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname (Title: Dr/ Mr/ Mrs/ Miss/ Ms/ Other) | Forename(s) |
| Former surname(s) (for pension purposes) | |
| Postal Address  Post Code | |
| Telephone  Home:  Business:  Mobile:  Email address:  Please indicate preferred contact method: | |
| National Insurance Number: | |
| Date of Birth: (DD/ MM/ YYYY) | |

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes / No

If yes, please provide details:

If you are successful in your application, would you require a work permit prior to taking up employment? Yes / No

**All candidates will need to provide evidence of Right to Work in the UK at Interview stage and then bring the same documents to their first day of employment.**

Do you hold a valid driving license? Yes / No

If yes, please specify type:

**SECTION 2 – ACADEMIC, VOCATIONAL & SKILLS-RELATED QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary School/  College of Further Education | Date  From MM/YY | To MM/YY | Qualifications:  A Level/BTEC/GCSE etc. give subject and grades | Date of award |
|  |  |  |  |  |
| College of Higher Education/University/ Other establishment | Date  From MM/YY | To MM/YY | Degree or Certificate/Diploma: please state classification, as applicable | Date of award |
|  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| National Professional Qualification for Headship (NPQH please complete if applicable to the role); | | | | | | |
| Current Head teacher: | Yes |  |  |  | No |  |
| NPQH/EL date completed: | | | | | | |
| Date of Qualified Teacher Status: | | | | | | |
| DfE Teacher Reference Number: | | | | | | |

**SECTION 3 – PROFESSIONAL DEVELOPMENT**

Please give details of recent significant Professional Development

|  |  |  |
| --- | --- | --- |
| Organising Body | Nature/Title of Course | Dates  from/to |
|  |  |  |

**SECTION 4 – CAREER DETAILS**

## **Present Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school/ academy | | Nature of school/ academy  (e.g. Primary / Secondary / Comprehensive / Academy / Selective / Mixed / Boys / Girls) | |
| Age Range: | Group of school/ academy: | | Local Authority (if applicable): |
| Post Held: | Date of Appointment (MM/YY): | | Current Salary Point (& range): |
| Reason for leaving: |  | | |

|  |
| --- |
| **Current Responsibilities** |

**Other Employment (both teaching and non-teaching appointments)**

Please list in reverse chronological order

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates**  **From**  **MM/YY** | **To**  **MM/YY** | **School and LA**  **(or employer if non school-based post)** | **Job title and responsibilities** | **Reason for Leaving** |
|  |  |  |  |  |

**Breaks in employment history since leaving school (Completion is mandatory)**

Any gaps in employment history since leaving school and reasons must be detailed below; this should include voluntary work, unemployment, domestic reasons, prison custody, etc (DD/MM/YYYY format).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **From:** | |  | **To:** |  | **Reason:** |  | |
| **From:** | |  | **To:** |  | **Reason:** |  | |
| **From:** | |  | **To:** |  | **Reason:** |  | |
| **From:** | |  | **To:** |  | **Reason:** |  | |
| **From:** | |  | **To:** |  | **Reason:** |  | |
| **SECTION 5 – EVIDENCE OF COMPETENCIES** | | | | | |

Please use the space below to provide evidence of how you meet each key competency outlined in the person specification that accompanies this application form. You should use specific – and where possible, different - examples of your **experience** and describe the **impact** of your actions.

**SECTION 6 – REFEREES**

|  |  |
| --- | --- |
| Please provide names and addresses of persons willing to supply employment references; one of the named referees **must** be your current employer or your most recent employer in work with children or young people. References cannot be accepted from relatives. | |
| Name:  Address: | Name:  Address: |
| Position:  Relation to Applicant:  Telephone number:  Email address:  May your referee be approached prior to interview?  Yes / No | Position:  Relation to Applicant:  Telephone number:  Email address:  May your referee be approached prior to interview?  Yes / No |
| Local Academy Committee members in a Church of England Academy may consider your application on the grounds of your religious commitment and your ability and fitness to preserve and develop the religious character of the school.  **VOLUNTARY THIRD REFEREE**  If possible, please give the name and address of a Vicar/Rector/Minister/religious leader, or other suitable person who may be asked for a reference on these matters. | |
| Name: Position:  Address: Relation to Applicant:    Telephone number:  Email address:    May your referee be approached prior to interview? Yes / No | |

Do you give permission for referees to be contacted prior to an offer of employment being made? Yes No

Please note we may request further references in some instances.

**SECTION 7 – Equality & Diversity Monitoring**

St Chad’s Academies Trust is committed to promoting equality and eliminating unlawful discrimination, and we are aiming to achieve diversity in the range of people we involve. You do not have to answer these questions, and we understand that some of this information is personal and sensitive in nature. However, gathering this data helps us to know if we are succeeding in involving different groups of people, and to change our approach if some groups are not represented.

**Data protection**

The information you provide is anonymous and will not be stored with any identifying information about you. We may use anonymised statistics and data to inform discussions about improving the diversity of our processes and policies, but no information will be published or used in any way which allows an individual to be identified. All details are held in accordance with the Data Protection Act 1998.

The information that we are asking you to provide is informed by our duties under the Equality Act 2010, and includes information about your age, race, sex and sexual orientation.

If you would like this information in an alternative format, or would like help in completing the form, please contact us *01543 622 433.*

**Gender** Male ☐  Female ☐  Intersex ☐  Non-binary ☐  Prefer not to say ☐

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth?

Yes ☐    No ☐  Prefer not to say ☐

**Age** 16-24☐  25-29☐  30-34☐  35-39☐  40-44☐  45-49☐

50-54☐ 55-59☐  60-64☐  65+☐  Prefer not to say☐

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***Asian or Asian British***

Indian ☐  Pakistani ☐  Bangladeshi ☐  Chinese ☐  Prefer not to say ☐

Any other Asian background, please write in:

***Black, African, Caribbean or Black British***

African ☐  Caribbean ☐  Prefer not to say ☐

Any other Black, African or Caribbean background, please write in:

***Mixed or Multiple ethnic groups***

White and Black Caribbean ☐  White and Black African ☐  White and Asian☐

Prefer not to say ☐  Any other Mixed or Multiple ethnic background, please write in:

***White***

English ☐  Welsh ☐  Scottish ☐  Northern Irish ☐  Irish ☐

British ☐  Gypsy or Irish Traveller ☐  Prefer not to say ☐

Any other White background, please write in:

***Other ethnic group***

Arab ☐  Prefer not to say ☐  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes **/** No / Prefer not to say *\*Delete as appropriate.*

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual ☐  Gay ☐  Lesbian ☐  Bisexual ☐  Asexual ☐

Pansexual ☐ Undecided ☐  Prefer not to say ☐

If you prefer to use your own identity, please write in:

**What is your religion or belief?**

No religion or belief ☐  Buddhist ☐  Christian ☐  Hindu ☐  Jewish ☐

Muslim ☐  Sikh ☐  Prefer not to say ☐  If other religion or belief, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply.**

None ☐

Primary carer of a child/children (under 18) ☐

Primary carer of disabled child/children ☐

Primary carer of disabled adult (18 and over) ☐

Primary carer of older person ☐

Secondary carer (another person carries out the main caring role) ☐

Prefer not to say ☐

Information supplied on this form will be used to monitor the effectiveness of our practices and procedures, in particular our Equality and Diversity policy and practice. The monitoring is for statistical purposes only, and your personal details will not be identifiable from this process. We use the ACAS Equality and Diversity Monitoring form template. <https://www.acas.org.uk/equality-and-diversity-monitoring-form-template>

**DECLARATION**

|  |  |
| --- | --- |
| **Relationship to the Academy/Trust**  Please list any personal relationships that exist between you and any of the following members of the academy or St Chad’s Academies Trust:   * Trustee * Local Academy Committee member * Colleague * Pupils   If you have a relationship with a Trustee, Local Academy Committee member or colleague, this does not necessarily prevent them from acting as a referee for you.  Yes No  If yes, please provide details:  Canvassing of any member of the Trustees, Local Academy Committee member, colleagues or the Trust could lead to the disqualification of the candidate concerned. | |
| **Please note that appointment to this post will be subject to medical clearance, satisfactory references and satisfactory Enhanced DBS clearance.**  **Applicants can find guidance and the criteria by following the below link, which explains the filtering of old and minor cautions and convictions which are now ‘protected’ so not subject to disclosure to employers.**  [**www.gov.uk/government/collections/dbs-filtering-guidance**](http://www.gov.uk/government/collections/dbs-filtering-guidance)  **If you have a caution or conviction other than those listed you must provide details in a sealed envelope, marked confidential, and this should be attached to your application form. Alternatively if you are applying electronically, please send a separate email marked ‘private and confidential’ outlining this information.** | |
| **Child Protection and Safeguarding**  This Academy is committed to safeguarding and promoting the welfare of our children and young people. We have a robust Child Protection Policy (please refer to Academy website) and all colleagues will receive training relevant to their role throughout employment at the Academy.  In relation to this appointment process you should be aware that your referees will be asked the following question:  *“Are you aware of any Child Protection allegations or issues of a similar nature in relation to this person? If so, please provide details.”*  **At interview all candidates will be asked if there have been any allegations, or issues, raised against them by children or young people and if so, the outcome of them.**  If you would like to discuss any of the above before making an application, please contact the Principal | |
| **Data Protection Notice**  Throughout this form we ask for your personal data. We will only use this data in line with data protection legislation and process your data for one 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 | |
| **Online Checks**  With effect from September 2022 and in line with [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2), shortlisted candidates may have an online search carried out as part of the process of assessing suitability.  You (and all other candidates) are therefore required to provide the following information as part of your application:   * The account names/handles/URLs for all your social media accounts, including any under a nickname or pseudonym. * Any websites you are involved with, in or featured on or named on; and * Any other publicly available online information about you of which the Academy/Trust should be aware of.   If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you within the last 5 years. This will be carried out separately to the interviewing panel, where the panel will have a report, which they might want to explore as part of the interview and give you opportunity to discuss.  You are not required to provide account passwords or to grant the Academy/Trust access to private social media accounts.  All details will be kept on your personal file confidentially if you are successful. If you are not shortlisted for the role, online searches will not be carried out on you. | |
| **Facebook** |  |
| **Instagram** |  |
| **X (formally known as Twitter)** |  |
| **Threads** |  |
| **LinkedIn** |  |
| **TikTok** |  |
| **YouTube** |  |
| **Snapchat** |  |
| **Any other social media profile names, websites, or other publicly available information.** Please provide URLs |  |
| **Disability and Accessibility**  St Chad’s Academies Trust has 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 adjust or arrangements to assist if you are called for an interview, please state the arrangements you require: | |
| Date on which you could take up duty, if appointed: | |
| I confirm that the information I have provided is true and accurate and that I am not on a DBS Barred List, disqualified from work with children or young people, or subject to sanctions imposed by a regulatory body and have no convictions, cautions, or bind overs (or have provided details of these as instructed above).  Signature: Date: | |

**IMPORTANT ADVICE ON COMPLETING THIS APPLICATION**

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

**Barring and Recruitment Checks**

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’ll 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 St Chad’s Academies Trust privacy notice.

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

**Right to Work**

St Chad’s Academies 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.

By signing this application, you agree to provide such evidence when requested.

If the vacancy is for a teaching position, find out more about how the St Chad’s Academies trust recruits teachers from overseas [here](https://www.gov.uk/guidance/recruit-teachers-from-overseas).

Canvassing

You must not try to influence any officer of St Chad’s Academies Trust, member of the Local academy committee, to act in your favour, as this will disqualify you. If you are related to a Trust official or a local Academy Committee member you must indicate this in the relevant section of the application form.

**Rehabilitation of Offenders**

If the post, you are applying for requires you to have a Disclosure & Barring Services (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability, and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post applied for involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the Trust. Any information given will be completely confidential and will be considered only in relation to this application.

# Policy Statement on the Recruitment of Ex-Offenders

1. As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), St Chad’s Academies Trust complies fully with the [Code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and undertakes to treat all applicants for positions fairly. St Chad’s Academies Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of conviction or other information revealed.
2. St Chad’s Academies Trust can only ask an individual to provide details of convictions and cautions that St Chad’s Academies Trust are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended). St Chad’s Academies Trust can only ask an individual about convictions and cautions that are not protected.
3. St Chad’s Academies Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
4. St Chad’s Academies Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. St Chad’s Academies Trust select all candidates for interview based on their skills, qualifications and experience.
5. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
6. Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Trust and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
7. St Chad’s Academies Trust ensures that all those in the Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. St Chad’s Academies Trust also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. At interview, or in a separate discussion, St Chad’s Academies Trust ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.
9. St Chad’s Academies Trust makes every subject of a criminal record check submitted to DBS aware of the existence of the [Code of Practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and makes a copy available on request.
10. St Chad’s Academies Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

(Source : [www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders](http://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders))