

Support Staff Application Form

Apply for something different | Apply to make a difference
Apply to work with The Evolve Trust

Please complete **ALL** sections of this form in **BLOCK** capitals.

SECTION 1 : DETAILS OF THE OPPORTUNITY WITHIN THE EVOLVE TRUST			
Opportunity of interest:		Closing date:	
SECTION 2: PERSONAL DETAILS			
Surname:		Forenames:	
Title: (Mr/Mrs/Miss/Ms/Other)		Date of Birth:	
Address for Correspondence:		Permanent Address (if different):	
Postcode:		Postcode:	
Home telephone no:		Email address:	
Work telephone no:		National Insurance No:	
Extension (if applicable):			
Mobile telephone no:			
SECTION 3: CURRENT/MOST RECENT EMPLOYMENT			
Name and address of employer:		Name and address of establishment where employed (if different):	
Postcode:		Postcode:	
Nature of business:		Date Appointed:	
Present job title/post:		Reason for leaving:	
Current Annual Salary/weekly wage (gross):		Notice required or leaving date of last appointment:	
Hours worked per week:		Other benefits (if applicable):	
Brief description of duties:			

SECTION 4: FULL PREVIOUS EMPLOYMENT HISTORY

(Please continue on separate sheet if necessary)

Starting with the most recent first, Include work/voluntary experience ensuring employment dates are exact and there are no gaps in your employment history.

Employer	Post	Salary	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
				From	To	

SECTION 5 - EDUCATION & TRAINING

Dates		Full/Part Time	Educational Establishment	Qualification gained	Grade	Date of award
From	To					

OTHER RELEVANT TRAINING COURSES ATTENDED		
Organising body	Course title	Length of course
MEMBERSHIP OF PROFESSIONAL BODIES		
Name of body	Type of membership	Date obtained
SECTION 6 - PERIODS OF UNREMUNERATED ACTIVITY		
Have you had any periods of unremunerated activity after the age of 18 years, e.g. raising family, unpaid voluntary work?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please give details	Dates	
	From	To

SECTION 7 – THE EVOLVE TRUST CORE VALUES

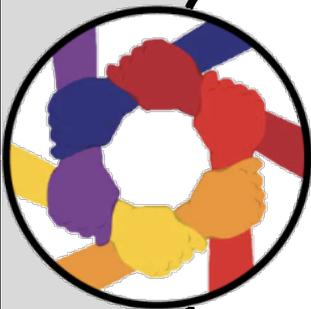
The Evolve Trust is a values driven organisation which has its 5 core values at the heart of everything they do. It is important for staff to not only understand these values but also live by them, day in, day out. **Please give recent examples (within the last 12 months) of how you have demonstrated:**



AMBITION



INTEGRITY

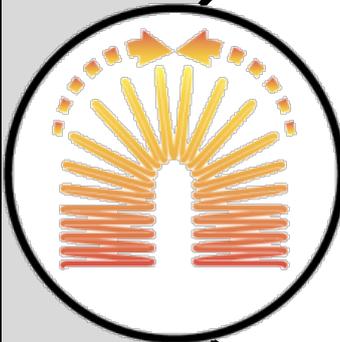


INCLUSIVITY

SECTION 7 - CONTINUED



ENDEAVOUR



RESILIENCE

SECTION 8 - SUPPORTING INFORMATION

You may wish to include additional information in support of your application.
This additional information should include some indication of why you are interested in this particular post and what experience, interests and skills you can offer in relation to the job description / person specification.
This should be brief but in any case, no more than two sides of A4 size paper.

SECTION 9 - REFERENCES

Please provide details of two referees below. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

Friends and relatives are NOT acceptable referees.
 The Evolve Trust reserves the right to approach any previous employer or manager.

Name (Referee 1):		Name (Referee 2):	
Status:		Status:	
Organisation/School Name (if appropriate):		Organisation/School Name (if appropriate):	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
Do we have your permission to approach the above prior to interview?			YES <input type="checkbox"/> NO <input type="checkbox"/>

If No, you may wish to give reasons:

Where references are taken up on shortlisted candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel

SECTION 10 – GENERAL	
Are you / would you be interested in Job Share?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you hold a current full driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have regular use of a vehicle?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>For posts carrying Authorised Car User status, employees are expected to have access to transport for the majority of the time, with notice.</i>	
Please give details of any dates within the next 2 months when you will not be available for interview. <i>However, if you are not available for interview on a specific date, we cannot guarantee being able to offer you an alternative date.</i>	
You are required to declare any relationship with or to an employee of The Evolve Trust.	
Please state name and position:	
Have you ever been the subject of formal disciplinary proceedings?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details including dates:	
<p>This information is required, including that related to warnings regarded as "spent" in order for The Trust to ensure safe recruitment and meet its obligations, for relevant appointments, to safeguard vulnerable users of The Trust's services. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for.</p> <p>Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.</p>	
SECTION 11 - DISCLOSURE OF CRIMINAL BACKGROUND	
<p>The Evolve Trust is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from The Disclosure and Barring Service (DBS).</p> <p>Under the Safeguarding Vulnerable Groups Act 2006, there will be phased arrangements for anyone who wants to work or volunteer with vulnerable people, which may require you to be subject to further checks. Further information can be found on the DBS GOV.UK website:</p> <p>https://www.gov.uk/disclosure-barring-service-check/overview</p> <p>Due to the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you must provide information about all convictions, including those which for other purposes are 'spent' under the provisions of the Act.</p>	

Please answer the following questions.	
Have you ever been convicted of a criminal offence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been cautioned for a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you at present the subject of a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES to any of the above questions, please give brief details including dates.	
The Evolve Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS).	
SECTION 12 - HEALTH/MEDICAL DETAILS	
Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.	
SECTION 13 - THE EQUALITY ACT 2010	
The Equality Act 2010 defines disability as, "physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities." and covers people with cancer, HIV and MS from the date of diagnosis. The Act requires an employer to make "Reasonable Adjustments" to working conditions, in order to enable disabled applicants to have equal access to employment opportunities. The information disclosed here will only be used to enable a fair decision to be made and will not be used to discount applicants.	
Do you consider yourself to be disabled?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is there any information that we need in order to offer you a fair selection interview/process?	

