

Support Staff Application Form

Position applied for:

Reference no:

Closing date:

Please complete all sections in black ink and block capitals. Refer to job description / person specification / guidance notes for help. Please note if you have not heard from us within 4 weeks of the closing date, you should assume that your application has been unsuccessful. Please complete this form and return this to the email address specified on the advertisement or the email it was contained in and please complete the equal opportunities form (link is in section 12).

1. Personal details

Title:

Surname:

First name(s):

Other name(s):

Current address:

Postcode:

Home telephone number:

Work telephone number:

Mobile telephone number:

Email:

National insurance number:

Are you related to any trustee, governor or employee of Eko trust? Yes/no (delete as appropriate)

If yes, give details (include in here if you have been referred by an Eko trust employee)

2. Work details

Are you eligible to work in the UK?

Yes/no (delete as appropriate)

Do you need a work permit to work in the UK? Yes/no (delete as appropriate)

If yes, when does your current permit expire?

You will be required to produce documentary evidence of your legal rights to work in the UK (section 8 – asylum & immigration act).

Date of availability to commence post if appointed:

3. Education details

Please include details of examinations, which have been or are about to be taken but results are not yet available. Continue on an additional sheet if necessary. You will be required to provide original evidence of qualifications gained, if appropriate.

Secondary, further & higher education

(if overseas trained, please advise of UK comparability)

Name of college, university or institute (address if outside UK)	Date of qualifying	Qualifications and / or certificates (including subjects & grades)

Other relevant qualifications / in-service courses

(if overseas trained, include details of gcse or equivalent maths and english)

Name of professional body	Date	Membership grade	Was membership gained by examination?

4. Current or most recent employment

Name and address of employer:

From (month/year): _____ to (month/year): _____

Position held: _____

Basic salary & grade: _____ other payments: _____

Total remuneration: _____

5. Previous employment

Please give details of your full employment history explaining any gaps in it. Also give details of any voluntary work undertaken.

Name and address of previous employer	Position	From (month/year)	To (month/year)

If necessary, please add more rows.

6. Interests and activities

Please give details of any responsibilities and achievements including any voluntary work or additional languages.

7. Experience and relevant skills - supporting statement

You should tell us how you meet the criteria in the person specification, giving specific examples wherever possible including knowledge, abilities, skills and experience gained both inside and outside paid work, or through study and training. If you do not complete this section, we will not be able to consider you for shortlisting as we will not have enough information to assess your application. For further guidance on completing this section, please refer to information supplied in the Recruitment Pack. Attach additional sheets if necessary. Short listing will be conducted on the basis of written/taped applications only. The Trust is a Disability Confident employer; we guarantee to interview disabled people if they meet the minimum criteria for the job. If you are a disabled person but are unable to meet some of the job requirements, specifically because of your disability, please address this in this section.

8. Referees

Please give details of two referees who are in a position to provide a professional reference, one of which should be your current line manager. Referees must not be friends or relations of yours. If you are not currently working with children, one referee must be from the organisation where you last did, if appropriate. Please note that if you are shortlisted references will be automatically requested at the same time as the invitation to interview so as to be available to the panel at interview stage. It is possible that previous employers may be approached for information to verify particular experience or qualifications, before interview.

First referee:

Second referee:

Name:	Name:
Position:	Position:
Address:	Address:
E-mail:	E-mail:
Tel no:	Tel no:
Mobile:	Mobile:
How do you know this person?:	How do you know this person?:

9. Other details

Is the post applied for: full time/ part time/ jobshare (delete as appropriate)

If jobshare, do you have a jobshare partner? Yes/no (delete as appropriate)

Have you previously been employed by Eko trust? Yes/no (delete as appropriate)

Have you previously received any redundancy payment or enhanced retirement benefit from Eko trust? Yes/no (delete as appropriate)

If yes, please state when and job title:

Do you have any interests or hold any appointments that may conflict with this Trust's employment? Yes/no (delete as appropriate)

(if yes, please give date(s), department(s) and position(s) held)

10. Health details

All successful applicants will be required to undertake appropriate medical screening to ensure their fitness for the post.

11. Protection of children

Disclosure of any criminal background is required. Teaching in the UK is exempt from the provisions of section 4(2) of the rehabilitation of offenders act 1974 (exemptions) (amendment) order 1986, and therefore applicants are not entitled to withhold information about convictions, cautions and bind-overs which for other purposes are spent under the provisions of the act.

Offers of appointment will be conditional upon the individual obtaining a disclosure certificate from the dbs and on the relevance of the information contained in the disclosure. Disclosure of criminal background will not necessarily bar you from appointment.

If you are currently working with children on either a paid or voluntary basis, your current and / or previous employers will be asked about any disciplinary offences relating to children, including any in which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

12. Equal Opportunities Monitoring

In accordance with our policy on equal opportunities in employment, we will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is, we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on [this form](#) (click on link). We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage. On this form you may choose the option “prefer not to say” against any of the protected characteristics.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be stored separately and used only to provide statistics for monitoring purposes. There is no obligation on you to provide information. All applicants will be treated the same regardless of whether or not they provide this information, but we would be very grateful if you could complete the form.

Have you completed the equal opportunities monitoring form? Yes No

13. Declaration

I hereby declare that I have understood and will comply with the provisions concerning the disclosure of criminal convictions, that I do not appear on list 99 and am not subject to sanctions imposed by a regulatory body. I agree that the information given on this form may be used for registered purposes under the data protection act, 1998.

Providing any misleading or false information to support your application or canvassing, directly or indirectly, anyone likely to be involved in the appointment process will disqualify you from the appointment or if appointed will render you liable to dismissal without notice and possible referral to the police.

I certify that the information provided is true and accurate and that I have not omitted any facts, which may have a bearing on my application. I authorise the employer to check the information that I have supplied. I understand that falsification of qualification or information may lead to dismissal without notice or in some circumstances legal action taken against me.

Signed:

Date: