

Application Form: Support Staff Roles

Thank you for your application to join the Oasis Community Learning family. You can find out more about us by visiting our main website at www.oasiscommunitylearning.org or your nearest academy website. To complete your application, please fill in all the fields in this form and return to the email address listed on the advertisement. We recommend that you read our Recruitment & Selection Policy, which is on our main website, prior to completing this form.

Location (National/regional office or academy name)	
Position applied for	

Personal Details				
Title		First Name		
Surname				
Former Names				
Home Address (Including postcode)				
Telephone Numbers	Home/ Mobile		Work	
Email Address				
National Insurance Number				
Do you have the right to work in the UK?	Yes/No (please delete as appropriate)			
Do you require a work permit or visa?	Yes/No (please delete as appropriate)			
(If yes, please provide brief details)				
OCL recognises continuous service; do you have continuous service?	Yes/No (please delete as appropriate)			
(If yes, please provide brief details)				

Current Employment			
Name & address	Position held	Main responsibilities	
Start date	DD/MM/YY	End date	DD/MM/YY / Present
Current salary	£	Notice period	
Reason for leaving			

Previous Employment

Please include all work, including part-time and voluntary positions. If you need additional space, please use the additional sheets at the bottom of the application form.

Previous Employer (name & address)	Job held & main responsibilities	Start date	End date	Salary	Reason for leaving
Please use this space to provide a brief explanation for any gaps in your employment					
Have you lived or worked outside of the UK for a continuous period of more than 6 months during the last 10 years? If you have, please provide dates, locations and purpose of your stay.		Yes/No (please delete as appropriate)			

Professional and Personal Development

(Please include details of any training courses (accredited and in-house) attended in the last 5 years. You can use the additional sheets at the end of the application form if necessary.)

Name of provider	Award/qualification gained	Start date	End date

Education History

(Please list your education history, most recent qualifications first. You can use the additional sheets at the end of the application form if necessary.)

Institution	Qualification(s) gained / Subjects	Start date	End date

Supporting Statement

Use no more than **two sides of A4** to explain why you're applying for this post at Oasis Community Learning and what skills and experience you can bring to the post (please refer to the Oasis Ethos and how you meet the requirements set out in the person specification in your answer).

(Please use the additional sheets at the bottom of the application form to complete your statement if it doesn't fit within the box)

References

Please provide details of two professional/employment referees, covering the last three years. One of these should be your current/most recent employer.

Further information about references is contained within the OCL Recruitment & Selection Policy.

Name		Name	
Job Title		Job Title	
Organisation		Organisation	
Relationship to you		Relationship to you	
Address		Address	
Telephone number		Telephone number	
Email (professional, not personal)		Email (professional, not personal)	
Are you willing for this referee to be approached prior to interview?	Yes / No (please delete as appropriate)	Are you willing for this referee to be approached prior to interview?	Yes / No (please delete as appropriate)

Personal data

Have you applied for a position with Oasis before?	Yes/ No (please delete as appropriate)
If yes, please give details of the role and when	
Please declare if you are related to or know personally any Oasis employee	
Where did you hear about this vacancy? (please highlight appropriate answer(s))	<ul style="list-style-type: none"> • OCL / academy website • TES Online • DfE Jobs • Charity Jobs • Local Authority/Council bulletin • LinkedIn • Twitter • Facebook • Word of mouth* • Other :
*If you were referred the role through a member of Oasis, please provide their name so we can thank them.	

Criminal record information

The role you are applying for is considered an 'excepted post' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As such, you are required to disclose any spent or unspent conviction or caution other than those deemed 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020. Detailed guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Non-disclosure may lead to withdrawal of an offer or termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Yes / No (please delete as appropriate)	If yes, please give details:
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes / No (please delete as appropriate)	If yes, please give details:
I can confirm that I am not barred or disqualified from working with children or subject to sanctions imposed by a regulatory body in the UK or EEA.		
Electronic Signature		
Date		

Declaration

In submitting this form to Oasis Community Learning:

I declare that to the best of my knowledge and belief, the details given by me on this application form are correct and can be treated as part of any subsequent contract of employment.

I understand that if I give any information which is false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of employment. By signing this declaration I confirm that I have read and understood the Candidate Privacy Notice and consent to my personal data being processed for the purposes of recruitment, in line with the Data Protection Act 2018.

Full Name		Date	
Signature to confirm agreement			

Additional Sheet