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|  | **Application Form** |  |

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| **Thank you for your interest** | Job reference: SBA & Admin Assistant |
| The following information is necessary to ensure that full consideration can be given to all candidates.  The information given will be treated as confidential.  Please complete **all pages** of the application form in black ink or type |  |
| Closing date: 2 November 2025 |
|  |

**Personal Details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: | |  | | | | | | Title (eg. Mr, Mrs, Miss, Ms): | | | | | |  |
|  | | *(BLOCK CAPITALS)* | | | | | | | | | | | | |
| First Name/s: | |  | | | | | | | | | | | | |
| If you prefer to use a different first name please state: | | | | |  | | | | | | | | | |
| Address : | | | | | |  | | | | | | | | |
|  |  | | | | | | | | Post Code: | | |  | | | |
| Telephone No. (home): | | |  | | | | Email (home): |  | | | | | | |
| Telephone No. (work): | | |  | | | | Email (work): |  | | | | | | |
| Telephone No. (mobile): | | |  | | | |  |  | | | | | | |
| May we contact you at work? | | | YES | NO | | | Do you require a work permit/visa? | | | YES | | | NO | |
| Are you an existing employee? | | | YES | NO | | | If yes, please give details | | | |  | | | |
|  | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- |
| National Insurance  No. |  |  |  |  |  |

**Employment Details** – *please give details of your current or most recent employer*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of current  or most recent employer | Post held and salary  *(Proof of salary may be required)* | Date appointed | Date left or  notice required | Reason for leaving  *(if applicable)* |
|  |  |  |  |  |

**Current job** - *Write a brief description of your present (or most recent) duties/responsibilities stating to whom you report*

*(ie their position) and, if appropriate, who reports to you.*

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**Previous Employment** - *Please provide a full employment history since leaving secondary education, including dates, roles, and reasons for leaving. Explain any gaps.*

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| --- | --- | --- | --- | --- |
| Name and address of current  or most recent employer | Post held and salary  *(Proof of salary may be required)* | Date appointed | Date left or  notice required | Reason for leaving  *(if applicable)* |
|  |  |  |  |  |

**Education, Qualifications and Membership of Professional Associations** – *Please give details of your*

*education and qualifications obtained. This includes any qualifications, which you are studying now. You will be required to prove you have obtained these qualifications.*

|  |  |  |
| --- | --- | --- |
| Name of school, college, university/  Professional Association | Qualifications/Membership Level | Date achieved |
|  |  |  |

**Training** – *Please give details of any training you have had, which is relevant to this job. Include any on‑the‑job training as well as*

*formal training courses. There is no need to mention any courses listed in the Education Section.*

|  |  |
| --- | --- |
| Title of training programme/course and brief description | Date started/completed |
|  |  |

**Relevant Skills and Experience** – *Please set out why you are applying for the post and how well you meet the requirements of the person specification, e.g. the skills and abilities, experience and knowledge etc needed to do the job.* ***Wherever possible give practical examples from your current or previous employment. Examples may also include any voluntary or social activities if you consider them relevant to the requirements of the job. Please use additional pages if necessary.***

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**References** – *One reference must be from your current or most recent employer. References from relatives or friends are not accepted. Where possible, references will be requested before the interview, and we may also contact previous employers where you worked with children. References will be obtained from employers within the last 3 years. If you haven’t been employed during this time, please provide two personal referees (not family members) for confidential reference.*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **First Reference** | | | | |  | **Second Reference** | | | | | |
| Referee | |  | | |  | Referee | | |  | | |
| Relationship to You |  | | | |  | Relationship to You | |  | | | |
| Address |  | | | |  | Address | |  | | | |
|  | | | | |  | |  | | | | |
|  | | | | |  | |  | | | | |
|  | | | Post Code |  |  | |  | | | Post Code |  |
| Tel No |  | | | |  | Tel No | |  | | | |
| Email |  | | | |  | Email | |  | | | |

**Gaps in employment** – Please list any gaps together with the reasons for the gaps

**Gaps in Employment**  - Please list any gaps in employment together with the reasons for the gaps:

**Employment of People with Disabilities** – *The Trust operates an interview guarantee scheme for applicants*

*who declare they have a ‘disability’ as defined in the Equality Act 2010 (see page 5 of the application form for*

*information on the definition of a disability) and meet the requirements for the job. If you consider that you have a disability relevant*

*to the performance of the duties described in the job description for the post, please provide details of:*

|  |  |
| --- | --- |
| Any assistance you will require if called for interview | Any equipment or adaptations that will assist you to meet the requirements of the job description |
|  |  |

**Additional Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you applying for the post on a job share basis? | YES |  | NO |  |
|  | | | | |
| If YES, and you have a job share partner give her/his name |  | | | |
|  | | | | |
|  | | | | |
| Do you have: (a) a full current driving licence? | YES |  | NO |  |
|  | | | | |
| (b) a car you can use for work? | YES |  | NO |  |
|  | | | | |
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**Data Protection**

Under the terms of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, the information you provide on this form will only be used by the Trust for the purpose of assessing your suitability for employment, for monitoring policies and procedures, and for personal management purposes. For any position that you apply for, if unsuccessful, this information may be retained on file for 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend against a legal challenge to the fairness of the selection process from any interested party. The information you provide to us on this form may also be used in the prevention and detection of crime and fraud, or shared with other bodies administering public funds solely for this purpose.

**Protection of Children**

If you are invited to interview you may be required to answer formal questions as to whether or not you have unspent criminal convictions or summonses pending against you. Spent convictions must be disclosed for certain posts, e.g. Teachers as these are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Some posts are subject to political restrictions. If any of the above applies to the post you are applying for, further details will be made available to you.

**Safeguarding Commitment**  
We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

**Right to Work in the UK**  
All applicants must provide proof of their right to work in the UK. This will be required prior to any offer of employment.

**Online Checks**  
As part of our safer recruitment process, we may carry out online searches on shortlisted candidates to help identify any incidents or issues that have occurred and are publicly available online.

**Reference Consent**  
By submitting this application, you consent to us contacting your referees prior to interview and to them providing information regarding your suitability to work with children.

**Safeguarding Self-Disclosure**   
Have you ever been the subject of a safeguarding concern, investigation, or disciplinary action related to the welfare of children or vulnerable adults? **If yes, please provide details**:­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(This information will be treated confidentially and assessed in line with KCSIE guidance.)

**Declaration of Personal Relationships**  
Do you have a close personal relationship with any member of the Trust, Governing Body, or staff?  
**If yes, please provide details:­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
(This information is requested to ensure transparency and to manage any potential conflicts of interest in the recruitment process.)

**To be signed, by hand, by all Applicants**

I confirm that, to the best of my knowledge, the information on this form is true and correct.

I am in possession of the certificates which I claim to hold and understand that willful falsification may result in dismissal if I am appointed.

I understand that any offer of employment will be subject to satisfactory pre-employment checks including medical and police checks.

Signed: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Declaration of Suitability: I confirm that I am not disqualified from working with children and have no unspent convictions relevant to safeguarding. I understand that providing false information may result in dismissal and referral to the Disclosure and Barring Service (DBS).

Consent for Checks: I consent to pre-employment checks including enhanced DBS, barred list checks, online searches, and overseas checks where applicable.

**To be signed, by hand, by all Applicants**

I confirm that, to the best of my knowledge, the information on this form is true and correct.

I am in possession of the certificates which I claim to hold and understand that willful falsification may result in dismissal if I am appointed.

**Remove Before Sifting Process**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Birth |  |  |  |

**Recruitment Monitoring**

The Trust is committed to Equal Opportunities. The aim of its policy is to ensure that no job applicant or employee is treated unfairly on the grounds of age, colour, national origins, nationality, race, disability, family commitments, gender, marital status, membership or otherwise of a trade union, religion, or sexual orientation.

Without accurate data on the composition of our workforce and on job applicants we are unable to monitor the effectiveness of our policies and procedures. Therefore, we ask for your cooperation in completing the monitoring section of this form. This information will be used for statistical purposes only and will not be reproduced in a way that enables individuals to be identified. All information supplied by job applicants is treated in the strictest confidence.

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Job Reference | Surname |  |
|  |  | **(*BLOCK CAPITALS)*** |

**Gender**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Male |  | Female | First Name/s |  |

**Advertising Response** *– Please indicate how you became aware of the post by ticking the appropriate box.*

**11**

|  |  |  |  |
| --- | --- | --- | --- |
| Newspaper *(please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)* | | Professional journal *(please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)* | |
| Bromley website | Internal vacancy list | Friend/relative | Employment Services |
| Other *(please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)* | |  | |

**Ethnic Group** *– Please tick one box (or write in one box if appropriate)*

|  |  |  |  |
| --- | --- | --- | --- |
| **(a)** | **Asian or Asian British** | **(b)** | **Black or Black British** |
|  | Bangladeshi |  | African |
|  | Indian |  | Caribbean |
|  | Pakistani |  |  |
|  | Asian other *(please write in)* |  | Black other *(please write in)* |
|  |  |  |  |
|  |  |  |  |
| **(c)** | **Mixed** | **(d)** | **White** |
|  | White and Asian |  | British |
|  | White and Black African |  | European |
|  | White and Black Caribbean |  | Irish |
|  |  |  | Romany/Traveller |
|  | Mixed other *(please write in)* |  | White other *(please write in)* |
|  |  |  |  |
|  |  |  |  |
| **(e)** | **Chinese or other ethnic group** | **(f)** | **I decline to self classify** |
|  | Chinese |  | *(please tick)* |
|  | Other *(please write in)* |  |  |
|  |  |  |  |

**Disability**

To help you decide whether you have a disability as defined under the Equality Act 2010 please read the following information:

A disability is defined as ‘a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day‑to‑day activities’.

The effect an impairment may have on day-to-day activities is defined in the Act as falling within the following categories:

(1) mobility;

(2) manual dexterity;

(3) physical co‑ordination;

(4) continence;

(5) ability to lift, carry or otherwise move everyday objects;

(6) speech, hearing or eyesight;

(7) memory or ability to concentrate, learn or understand; or

(8) perception of the risk of physical danger.

The impairment has to be substantial, that is something more than trivial and it needs to be long-term, i.e. has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected. Having considered the above information, please tick the appropriate box and indicate the category of impairment, which applies to your disability.

**Please tick one of the following as defined by the Equality Act 2010**

**I do** consider myself to have a disability

**I do not** consider myself to have a disability

**I decline to** self classify as to whether I consider I have a disability

**Age –What is your age range?**

Under 20

20 - 29

30 - 39

40 - 49

50 - 59

60+