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**Job Application Form - Support Staff**

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| **Post Applied for:**  |   |
| **School (s)**  |   |

**PLEASE COMPLETE ALL SECTIONS IN BLACK TO FACILITATE PHOTOCOPYING**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry).

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| 1. **PERSONAL DETAILS**
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| **Surname** |  | **Preferred Title** |  |
| **First name(s)** |  | **Previous surname**  |  |
| **Home address** |    | **Present address*****(if different)***  |    |
| **Post code** |  | **Post code** |  |
| **Telephone (home)** |  | **Telephone (work)** |  |
| **Telephone (mobile)** |  | **E-mail** |  |
| **Date of Birth:**  |  | **National Insurance No.** |   |

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| **2. CURRENT EMPLOYMENT**  |
| **Employer** |   |
| **Department** |   |
| **Nature of Business** |  |
| **Address** |   |
| **Job Held** |  | **Total annual salary** |   |
| **Date Started** |  | **Date available to start**  |   |
| **Are you still employed?** | **Yes/No**  | **If No, date ended?**  |   |
| **Notice Required** |   |
| **Reason for Leaving** |   |
| **Please summarise the main duties of your job**         |

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|  **3. PREVIOUS EMPLOYMENT****Start with the most recent first and include full employment history since leaving school.****Include work/voluntary experience and indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on a separate sheet if necessary).**  |
| **Employer name & address** | **Job title** | **Salary/income** | **Full or part-time (if part-time, give hours)** | **Dates (month/year)**  | **Reason for leaving** |
| **From** | **To** |
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| **4. EDUCATION, TRAINING AND QUALIFICATIONS****Please give details of your education including any professional qualifications, starting with the most recent attained. Continue on a separate sheet if necessary.** |
| **From**  | **To**  | **Secondary** **School/College/** **University**  |  |  **Qualifications awarded** ***(State level/grade/date awarded)***  |
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| **OTHER RELEVANT TRAINING COURSES ATTENDED**  |
| **Length of Course** | **Course Title** | **Organising Body** |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** |
| **Valid from** | **Name of Body** | **Type of Membership** |
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| **5. INFORMATION IN SUPPORT OF YOUR APPLICATION****Please give details of any relevant experience, skills or knowledge to support your application.****Be concise but make sure you cover ALL the essential points of the person/employee specification.****Note – Your response to this section is extremely important and will be the basis of the short-listing panel’s decision to invite you to interview. This section should be no longer than three sides of A4 (font calibri; font size 12)** |
| give details of your education including any professional qualifications, starting with the most recent attained. a separate sheet if necessary. |

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| **6. LEISURE INTERESTS****State briefly what your main leisure interest are, particularly where these are relevant to the work for which you are applying.**  |
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| **7. FURTHER INFORMATION****If you could sit down and have dinner with three people, who would they be and why?** |
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| **What is your “go to” karaoke song?** |
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| **8. PROTECTION OF CHILDREN – REFERENCES AND ONLINE CHECKS****REFERENCES** |
| **In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references and complete an online search on shortlisted candidates.****Please provide details of two referees below that we can contact for a reference. Friends and relatives are NOT acceptable referees. 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.****Please ensure the reference are from a relevant employer from the last time the applicant worked with children.****The Trust reserves the right to approach any previous employer or manager.** |
| **Name (Referee 1)** |  | **Name (Referee 2)** |  |
| **Title**  |  | **Title** |  |
| **Role:** |  | **Role:** |  |
| **Organisation (if appropriate)** |  | **Organisation (if appropriate)** |  |
| **Address** |  | **Address** |  |
| **Postcode** |  | **Postcode:** |  |
| **Telephone No** |  | **Telephone No** |  |
| **Email address** |  | **Email address** |  |
| **How long known?** |  | **How long known?** |  |
| **ONLINE CHECKS**Manual online searches are conducted to identify any incidents/issues that have happened and are publicly available. The Trust might want to explore any matters identified at interview.Please set out the social media platforms you use and the handle(s) that you use for each one**.** |
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| If you would like to inform us of anything that might come to light when we perform this search, please outline the details below. |
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| **9 GENERAL INFORMATION** |
| **Are you interested in job sharing or flexible working options** | Yes/No |
| **Do you hold a current full driving licence** | Yes/No |
| **Do you have regular use of a vehicle** | Yes/No |
| **Are you a relative or partner of any employee or governor of any school in the Trust?**  | Yes/No  |
| **If yes**, please give details |
| **Have you ever been the subject of formal disciplinary proceedings?**This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. 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. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed. | Yes/No |
| **If yes please give details** |
| **Has someone else completed this form on your behalf?**  | Yes/No  |
| **If yes**, please provide the person’s name and an explanation:  |

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| **10 REHABILITATION OF OFFENDERS ACT** *This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offenders Act 1974. Applications are not, therefore, entitled to withhold information about convictions, which for other purposes are ‘spent’ and in the event of appointment, failure to disclose such convictions could result in dismissal or disciplinary proceedings by the school. Any information will be treated confidentially.* |
| Have you ever been convicted of a criminal offence by a Court of Law?  | Yes/No  |
| **If yes**, please attach details in a sealed envelope, including the offence and the date |

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| **11 DISABILITY**If you are disabled and believe that you may require adjustments to this application process, please give details of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact cbooth@nwatrust.co.uk to discuss any requirements.Please note that if you believe adjustments would only be required for a later stage of the process (such as at interview stage), you are not required to provide information in this form |
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| **12 Declaration**  |
| I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. I consent to approaching my current and previous employer/s for a reference. |
| **Signature:**    |
| **Date:**  |