

BATH & WELLS

Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10

Support Staff Application Form

Application for the post of:	
Name of school you are applying to:	
Where did you see this vacancy advertised?	

Personal Details			
Surname			
First Names			
Title			
Home Address			
Daytime telephone number			
Evening telephone number			
Email			
Preferred method of contact			
National Insurance Number			
TRN Number (Qualified teachers only)			
Do you require a permit for working in the UK? You will be required to produce evidence of eligibility to work in the UK.	Yes		No
Details:			
Do you have access to transport for work related travel?	Yes		No

Candidate Number:

Candidate Number:

Education and Qualifications

Please give details of secondary schools/colleges/university attended and subjects passed. Please give details of any educational, technical and/or professional qualifications. If you are currently studying, please provide details of the qualification(s). If study was on a part time basis, please specify.

Name of school/ college/university	Dates		Subject and Qualification	Grade and date awarded
	From	To		

Further Training and Membership of Professional Bodies

Training courses, certificates, diplomas, including membership of professional bodies, particularly any which are relevant to this post.

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Employment	
Present Appointment (or most recent position)	
Post Held:	
Name of current/ most recent employer:	
Address:	
Dates appointed from and to: (MM/YYYY)	
Current salary:	
Notice required and/or date available if appointed:	
Reason for leaving:	

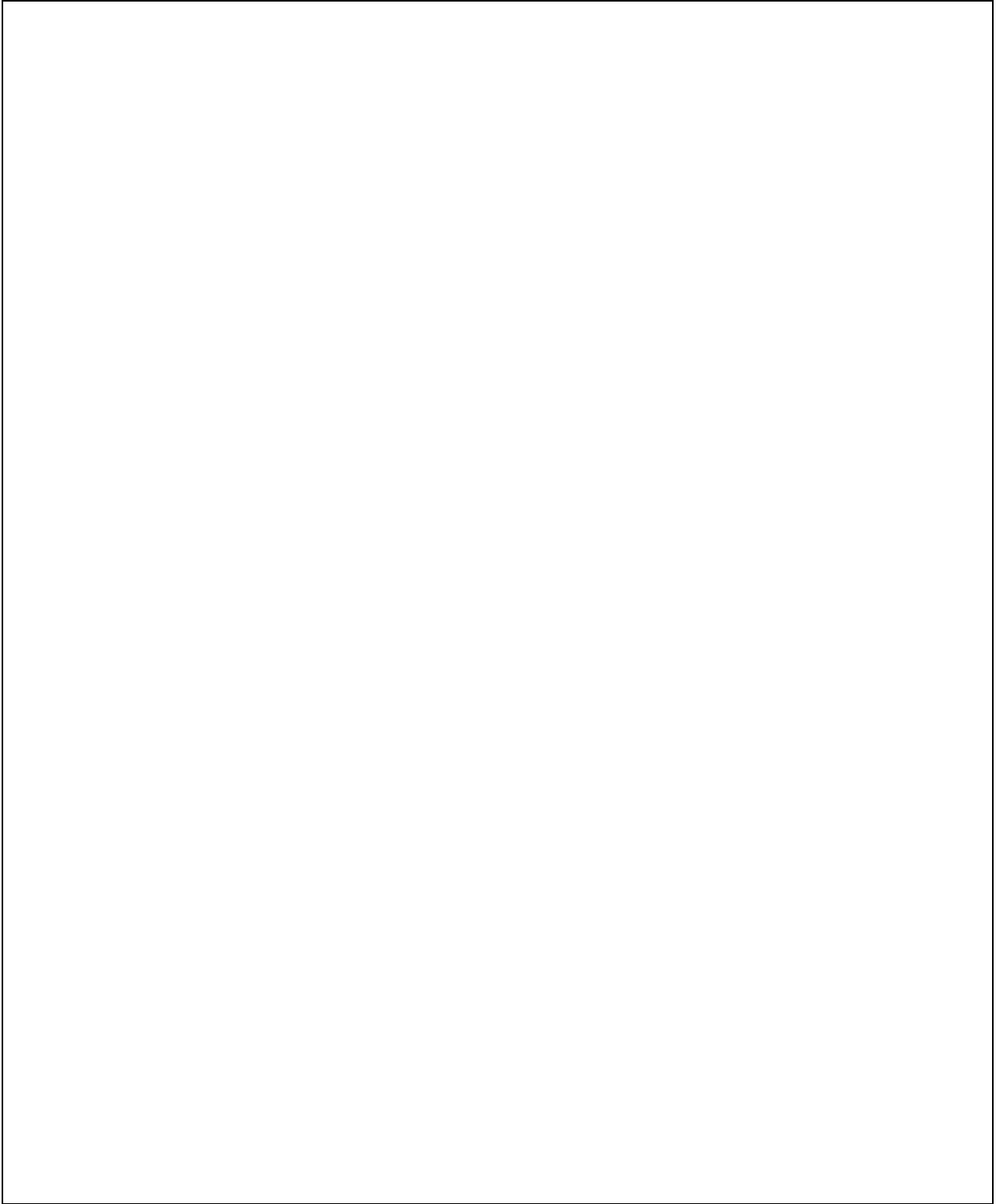
Previous Employment History				
List in chronological order, with most recent employment first. A continuous employment history is required from when you left full-time education. Please explain any breaks in employment.				
Dates (month and year)		Name of employer and job title	Post (including responsibilities and grade/ salary)	Reason for Leaving
From	To			

Previous Experience

Include part time and voluntary work as well as any time spent out of employment – travelling, caring for family etc. with reasons for leaving employment.

Reasons for applying for the post/information in support of your application.

Please provide a written statement, no longer than 2 sides of A4, detailing why you believe your personal qualities and experience are relevant to your suitability for the post advertised and how you meet the person specification. You should use specific – and where possible, different - examples of your **experience** and describe the **impact** of your actions. Please include other interests or any other information you wish to be taken into consideration.



Rehabilitation of Offenders Act 1974

The rehabilitation of Offenders Act helps rehabilitate ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Please answer the following questions:

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes/No

2. 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

If you have answered yes to either of the questions above, supply details of all convictions in a sealed envelope marked 'confidential' and attach to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. .

References

Please give details of two referees who are able to comment on your suitability for the position, one of whom must be your present or most recent employer. References will be sought on shortlisted candidates and previous employers will be contacted to verify authenticity, experience, qualifications etc. prior to interview. References from **friends and relatives are not acceptable.**

Reference 1		Reference 2	
Name:		Name:	
Address:		Address:	
Telephone Number:		Telephone Number:	
Email:		Email:	
Position/Occupation:		Position/Occupation:	
Relationship to you:		Relationship to you:	

Other Information			
Do you consider yourself to have a disability?	Yes		No
If yes, would the provision of any aids or modification assist you in carrying out the duties of the post?			
Is there anything we need to know about your disability in order to offer you a fair selection interview?			

<p>Declaration:</p> <p>I certify that all information given by me on this form and in supporting documents is correct to the best of my knowledge, and that all questions have been fully and accurately answered, and that I possess all qualifications which I claim to hold. I understand that any job offer will be conditional on references that are satisfactory to the Bath & Wells Multi-Academy Trust.</p> <p>To the best of my knowledge and belief the information supplied by me on each section of this form is correct.</p> <p>I understand that my name will be withdrawn from the list of candidates if, prior to the appointment, I am found knowingly to have omitted or concealed any relevant fact about my eligibility for the post, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice.</p> <p>I understand that appointment to this post is subject to a satisfactory Enhanced Disclosure and Barring Service Check. I also understand that, under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and subsequent amendments, I am required to disclose any record I may have of criminal convictions, and to attach details of such convictions.</p> <p>I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 2018, involved in the consideration of this application.</p>			
Signature		Date	

Please return this form by no later than the advertised closing date to the school or via email.

Candidate Number:

Equal Opportunities Monitoring Form

The Bath & Wells Multi-Academy Trust supports equal opportunities in employment and opposes all forms of unlawful and unfair discrimination. Our aim is to ensure that job applicants and employees are treated equally and fairly and are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective and job-related criteria. We will also ensure that individuals are not disadvantaged by conditions or requirements, which cannot be shown to be justified as being necessary for the safe and effective performance of the job.

To assist us with this aim and to comply with legislation, we would ask that you please complete and return this form. This information will be used solely for monitoring purposes and will not be available to those involved in the selection process.

Vacancy Applied for:

Name:

Date of birth:

Gender and Marital Status

☐Female ☐Male ☐Transgender ☐Gender Neutral

☐Single ☐Married/Civil Partnership ☐Widowed ☐Divorced

Ethnic Origin (mark one box only)

<input type="checkbox"/> White or White British	<input type="checkbox"/> Mixed	<input type="checkbox"/> Asian or Asian Black	<input type="checkbox"/> Black or Black British	<input type="checkbox"/> Other Ethnic Groups
<input type="checkbox"/> Irish	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Chinese
<input type="checkbox"/> White & Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> African	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other ethnic group
<input type="checkbox"/> White & Asian	<input type="checkbox"/> Other White background	<input type="checkbox"/> Other black background		

Sexual Orientation

☐Bisexual ☐Homosexual ☐Heterosexual ☐Other ☐Prefer not to say