

Acknowledgement

Thank you for choosing to apply for a position with us.

Guidance on your application

The information you provide on this application form in the 'personal statement' section must show how you meet the requirements of the post (as outlined in the job description / person specification). This will determine whether you are invited for interview.

Please note that a CV will not be accepted in place of our application form as they do not meet our assessment criteria and commitment to equal opportunities.

Completing the application form

Ensure your responses directly relate to the requirements of the post (as outlined in the job description / person specification), using different examples of relevant skills and experience to demonstrate how you meet the criteria and requirements of the position. This includes skills learned outside the work environment.

Applicants with disabilities

Applicants with a disability may request and return the application on tape, large print or as a word document. If you have a disability (as defined by the Equality Act 2010, as amended from time to time) you will be invited for interview if you meet the essential criteria for the position. If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

Disclosure & Barring Service Check (DBS)

An Enhanced DBS Clearance is required for all positions. Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position in the school and each case will be considered on its merits. It is illegal for anyone barred from working with children or young people by the DBS, to work or apply to work with children or young people. Further information is available on the UST website (vacancies) regarding disclosing criminal record information on your application form.

Recruitment monitoring form

Monitoring of equality information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes and throughout our workforce. All applicants are required to complete the recruitment monitoring page.

Return of this form

Please return this form to recruitment@unityschoolstrust.co.uk or post to the relevant UST / School address, marked for the attention of HR Department. Queries may also be emailed to this email address.

Outcome

If you have not heard from us within two weeks of the closing date you should assume that you are unsuccessful.

The Unity Schools Trust and our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to an Enhanced DBS check and other pre-employment checks.

Application Form Support Staff



Job Details	
Job Title	
Reference (if applicable)	
Closing Date	

Personal Details									
Title									
Forename(s)									
Surname									
Home Address									
Postcode									
Home Telephone									
Mobile Phone									
Daytime Telephone Number <i>(if applicable)</i>									
Email Address									
Preferred method of Contact									
National Insurance Number									
Do you hold a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/> Licence type: _____ <i>(if applicable)</i>								
Do you currently have the right to work in the UK?	Yes <input type="checkbox"/> No* <input type="checkbox"/> *If no, please specify your circumstances below:								

Education and Qualifications			
Please also include any relevant professional qualifications.			
Name of School, College or University	Dates Attended		Qualifications obtained <i>(please include subjects and grades/levels)</i>
	From (Month/Year)	To (Month/Year)	

Professional Development

Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

Membership of Professional Bodies

Please give details of any relevant professional bodies to which you belong.

Name of Professional Body	Membership Status	Date Membership Commenced

Employment History

Please provide details of all previous employment starting with the most recent. Please explain any breaks in employment (subject to the provisions relating to disclosures under the Rehabilitation of Offenders Act 1974 and 1986). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview.

Current / Last Employer (Name and Address)	Dates Employed From and To (Month/Year)	Position Held (full time or part time?)	Salary and Benefits	Notice period required and Reason for Leaving

Please give a brief account of the key aspects, main duties and responsibilities of your current / last role

Previous Employers (Name and Address)	Dates Employed From and To (Month/Year)	Position Held (full time or part time?)	Salary and Benefits	Reason for Leaving

Please use a continuation sheet if necessary.

Personal Statement

Please describe how you believe that you meet the requirements of this position taking into consideration the job description / person specification. Applicants should note that the information given in this section will be taken into account when compiling a shortlist for interviews.

Please continue using a separate sheet, if necessary.

Other Relevant Information

Please provide any other information you feel is relevant to your application, i.e. career achievements, sports achievements, voluntary work, hobbies and interests, any special needs and/or support required as a result of having a disability.

Referees

- References will only be sought for shortlisted candidates. It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal.
- If you are currently working with children / young people, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer/s.

Referee 1 Current or most recent employer	Referee 2
Name	Name
Job Title	Job Title
Address	Address
Tel. Number	Tel. Number
Email Address	Email Address
In what capacity do you know the referee?	In what capacity do you know the referee?

Interview

You should note that although we will try to arrange the interview date around your availability, this may not be possible, particularly if the date of the interview was contained in the advertisement. Please give dates on which you will not be available for interview.

People with disabilities are guaranteed an interview if they meet all of the essential requirements of the person specification. If you consider yourself to have a disability to be taken into account during the recruitment and selection process, please explain what assistance you would like to receive:

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)

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.

Do you have any convictions or cautions (excluding youth cautions, reprimands, or warnings) that are not 'protected' as defined by the Ministry of Justice? Yes* ☐ No ☐

**If yes, please provide details separately*

Disclosure of non-protected convictions will not necessarily be a bar to employment but failure to disclose this information could result in dismissal if subsequently discovered.

Application Declaration

I understand that false or misleading information on this form will disqualify me from appointment and, if appointed, may result in disciplinary action which could lead to my dismissal.

I acknowledge and agree that the UST / school will use my personal data for the purposes of processing and assessing my application for employment. The information I have provided will be used in accordance with the General Data Protection Regulations (GDPR).

Applicant Signature

Date

Please ensure that once completed, this form is returned to recruitment@unityschoolstrust.co.uk before the closing date and time listed on the advertisement, thank you