|  |
| --- |
| **For Office Use Only:** (Initials/Date) |
| Application Form Received |  |
| Shortlisted  | Yes/No |
| If yes, complete Recruitment Checklist |



# APPLICATION FORM FOR SUPPORT STAFF POST

**Please type or use black ink/ballpoint. Use Block letters.**

|  |  |
| --- | --- |
| **APPLICATION FOR POST OF** |  |

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| **Last name** |  | **Mr/Mrs/Miss/Ms/Dr ….(other)** |
| **First names** |  |
| **Previous name(s)/maiden name** |  |
| **Home address**  |  |
| **Telephone number and a mobile number if applicable** |  |
| Email address |  |

**EMPLOYMENT HISTORY**

**Please provide a full history, detailing the reason for any gaps in employment.**

**PRESENT POST (if applicable)**

|  |  |
| --- | --- |
| **Present Post (title)** |  |
| **Full Time or Part Time**  |  |
| **Employment Start Date** |  |
| **Name of Employer** |  |
| **Address (include postcode)** |  |
| **Annual Full Time Salary** |  |
| Telephone Number |  |
| Brief description of duties |  |

**PREVIOUS WORK HISTORY**

**Please list in chronological order, explaining any gaps in your work history, and be explicit about type of post.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer | From | To | Position held and brief description of duties | Reason for leaving |
|  |  |  |  |  |

|  |
| --- |
| **Membership of Professional Associations** |
| **Professional Body** | **Status of Membership** | **Membership by exam? Yes/No** | **Since** |
|  |  |  |  |

**EDUCATION & TRAINING**

|  |  |  |
| --- | --- | --- |
| **Names of Secondary Schools** | **Dates** | **Qualifications Gained** |
|  | **From** | **To** | **Subject** | **Level** | **Date** |
|  |  |  |  |  |
| **Names of Colleges/Universities** | **Dates** | **Full****or****P/T** | **Qualifications Gained** |
|  | **From** | **To** |  | **Title &****Subject** | **Class/****Grade** | **Date** |

|  |
| --- |
| **Courses attended over the last three years** |
| **Title** | **Organising Body** | **Date (month & year)** | **Duration** |
|  |  |  |  |

**Outside Interests and Activities**

|  |
| --- |
|  |

**LETTER OF APPLICATION**

Please include a letter of application on A4 size paper giving further information in support of your application. You may wish to attach a copy of your CV, however, this application form must be completed in full.

Please indicate where you found details of this post: GOV.UK, TES, Trust Website, Social Media, Other

**DECLARATIONS**

DUE TO THE NATURE OF THE WORK FOR WHICH YOU ARE APPLYING, THIS POST IS EXEMPT FROM THE PROVISION OF SECTION 4(II) OF THE REHABILITATION OF OFFENDERS ACT, 1974 BY VIRTUE OF THE REHABILITATION OF OFFENDERS ACT (EXCEPTIONS) ORDER, 1975 [2013 AND 2020] AND YOU ARE NOT ENTITLED TO WITHOLD INFORMATION ABOUT CONVICTIONS WHICH FOR OTHER PURPOSES ARE "SPENT" UNDER THE PROVISIONS OF THE ACT AND, IN THE EVENT OF EMPLOYMENT, ANY FAILURE TO DISCLOSE SUCH CONVICTIONS COULD RESULT IN DISMISSAL OR DISCIPLINARY ACTION.

All appointments are subject to the satisfactory completion of a one year probationary period. This post will be subject to a full Disclosure and Barring Service (DBS) check.

As part of our interview process we routinely check to confirm identity, right to work in the UK and qualification evidence. If you are shortlisted, we will advise you which documents to bring with you.

|  |  |
| --- | --- |
| Do you give consent for your previous employer(s) to disclose your attendance record during the past 12 months? | **Yes 🞏 No 🞏** |
| If you have suffered from any medical condition which has affected (or might in future affect) your performance as teacher, please give details: |
| Do you consider yourself to be disabled under the Equality Act 2010?  | **Yes 🞏 No 🞏** |
| If you require adjustments for your interview, please detail them here: |
| Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges? If Yes please supply detailsYou will not be contracted to commence work until the disclosure record has been received and cleared.  | **Yes 🞏 No 🞏** |
| Even though you are required to disclose any ‘unspent’ criminal convictions in line with the Rehabilitation of Offenders Act 1974, we will not necessarily exclude you from employment if you have a criminal record. We will treat the information you provide as strictly confidential and we will only take this into account when the conviction is relevant.**Do you have any unspent convictions, cautions, reprimands or warnings?**If Yes please supply details | **Yes 🞏 No 🞏** |
| **If the role involves working in Early Years or wrap around care with children up to the age of 8**, are you Disqualified under the Childcare Act of 2006 or the 2018 Regulations? | **Yes 🞏 No 🞏** |
| **Do you have the right to work in the UK?**If appropriate, please state the expiry date of your right to work in the UK and/or your work permit. *Note: You will be required to provide evidence of your right to work in the UK if we make you an offer of employment.* | **Yes 🞏 No 🞏**Expiry Date: |
| Are you a registered member of the DBS Update service through payment of an annual subscription? | **Yes 🞏 No 🞏** |
| If Yes, do you give consent for us to carry out a Status Check on sight of your original certificate, and if applying for supply teaching, to check this every 3 months? | **Yes 🞏 No 🞏** |
| To enable a Status Check to be carried out, please provide the following information: |
| Your Surname (as shown on DBS Certificate): |  |
| DBS Certificate Number: |  |
| Update Service ID Number: |  |

**REFEREES**

References will normally be taken up from your present/last employer and if in education your Headteacher. If you are at present unemployed, one of your two referees should be your last employer; a person who knows you as a helper or volunteer. (If you have worked in an educational establishment this should be the Headteacher). Please include telephone numbers and e-mail addresses.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
|  |  |
|  |  |
| Telephone Number: | Telephone Number: |
| E-mail: | E-mail: |
| Status: | Status: |

References will be taken up after shortlisting and before interview. May we contact your past/present employer if you are shortlisted? **Yes 🞏 No 🞏**

Are you, to your knowledge, related to any employee, member, trustee or governor within our trust?

If ‘yes’ please declare:  **Yes 🞏 No 🞏**

|  |  |
| --- | --- |
| Their name and position in the school/trust:  |  |
| Your relationship: |

**APPLICANT’S STATEMENT**

* I have read, or had explained to me, and understand all the questions on this form.
* I understand that canvassing, directly or indirectly, will result in being disqualified from the post.
* I declare that all the answers and information I have given on this form are to the best of my knowledge accurate and true.
* I understand that under legislation for the Disclosure and Barring Service, if offered the post I will be asked to agree to a check being made by the Disclosure & Barring Service about the existence and content of a criminal record. I am required to present my original DBS Disclosure Certificate within 10 days of receipt to my employer.
* I understand that I will be required, if I am offered the post, to submit a pre-employment medical questionnaire.
* I understand that if offered the post, if I give any false information on this form it may lead to my dismissal.
* If appointed, I accept it is my responsibility to immediately report to the Trust any changes which may affect my employment such as convictions or offences including those related to the declarations section within this form.

Signed ................................................................. Date ........................................................

**Please note that if you submit your application by email, we will deem that as signature of this form.**

Please telephone the relevant school/trust office if you wish to confirm of receipt of your application form.

Horncastle Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is subject to enhanced DBS disclosure, medical and reference checks, and all pre-employment checks are in line with ‘Keeping Children Safe in Education’. We are committed to promoting equality, diversity and inclusion within our recruitment process.

Horncastle Education Trust

West Street, Horncastle, Lincolnshire LN9 5AD

Tel: 01507 522465 [www.horncastleeducationtrust.org](http://www.horncastleeducationtrust.org)

Revised: March 2023