

CONFIDENTIAL

Application for post of – SUPPORT STAFF

Please return this application form to the email or postal address as requested in the advertisement /recruitment pack

POST DETAILS		
Post Title:	School:	
Grade:		
What date are you available to begin a new post?		
PERSONAL DETAILS		
Surname/Family name	First Name(s)	
Previous Surname:		
Preferred Title (Mr/Mrs/Miss/Ms/Other)	Do you have the right to work in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/>	National Ins No
	Do you require a Certificate of Sponsorship? YES <input type="checkbox"/> NO <input type="checkbox"/>	Visa Expiry Date
Permanent Private Address		
	Postcode	
Telephone (Day)	Telephone (Evening)	
Mobile	E-Mail	
Date of Birth		
PRESENT EMPLOYMENT		
Name and address of employer		
Postcode	Telephone	
Job Title		
Start Date	Leaving Date/Notice Required	
Salary	Grade	

BRIEF DESCRIPTION OF DUTIES

Reason for leaving (if no longer employed)

EMPLOYMENT HISTORY Previous posts (please start with most recent)

Start Date	Leaving Date	Employer's Name & Address	Position Held	Salary on leaving
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Please can you advise if you have had a gap in employment and if so give dates and an explanation:

Please attach additional sheets if necessary

EDUCATION

Secondary School/College/University

Please state qualifications gained for which you will need to provide evidence

Name and Address	Courses Taken/Subjects	Dates (From – to)	Full/ Part- time	Qualifications/ Grade

Please can you advise if you have had a gap in education and if so please provide an explanation:

Any other relevant qualifications or training

Including membership and status of any relevant professional technical association

GENERAL EXPERIENCE AND FURTHER INFORMATION

Please use this section to tell us how you feel you meet the requirements of the Person Specification. Please ensure that you have read the job description and specification and give us as much information as necessary to demonstrate the skills, experience and knowledge you have gained. (Use additional sheet if required)

ADDITIONAL INFORMATION

Are you applying on a job share basis?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes are you applying with a job share partner?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If the job requires a driving licence: Have you a clean/full driving licence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Type of licence?		
Where did you hear about this vacancy?		

DISCLOSURE OF CRIMINAL BACKGROUND

Please refer to WF Guidelines on Employing People with Criminal Records

Because of the nature of the work for which you are applying, you are required to disclose any criminal convictions, cautions or bind-overs which you have incurred, including any that would be regarded as 'spent' under the Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Order 1986. If you are offered employment an Enhanced Disclosure will be sought from the Criminal Records Bureau before the appointment is confirmed. This will provide details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on your suitability for the post.

Disclosure of a criminal background will not necessarily exclude you from employment – this will depend upon the nature of the offence(s), frequency and when they occurred. Failure to declare a conviction, caution or bind-over may disqualify you from an appointment, or result in summary dismissal if the discrepancy comes to light.

It is an offence to seek employment in regulated activity if you are on a barred list.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the Police of a criminal offence? **Yes** **No**

If **YES**, please give brief details of the offence, including the date of the conviction.

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? **Yes** **No**

If your answer is yes, you should provide brief details on a separate sheet, marked confidential. The information you will provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Do you have any criminal charges or summonses pending against you? **Yes** **No**
If **Yes**, please give details.

NB: Prior to employment Prime7 MAT check your details provided in this application against the ISA 'Children's Barred' List (a list of individuals who are barred from working with children). Once an offer has been made we will then request an enhanced Disclosure and Barring Service check (DBS)..

If you have lived or worked outside of the UK in the last 10 years the Trust/School will require additional information in order to comply with 'safer recruitment checks.

Have you lived or worked outside of the UK in the last 10 years? Yes No

Applicants should be aware that a general internet/social media search may be carried out pre interview.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

REFERENCES

REFERENCES (One of these should be your present or most recent employer)

Please note if you are currently working with children, one reference must be obtained from the employer relating to children. We reserve the right to contact your present/last employer if an offer is made and accepted. Once received, references will be reviewed. If there are any queries about the quality of the reference we will discuss with you.

NB: Please note that Prime7 MAT requires two references prior to employment commencing.

External Applicants: If you are selected for interview we will take up references. One referee should be a senior person in your present (or most recent) company or training provider who has knowledge of your work.

Internal Applicants: If you are selected for interview we will seek references from your current Head teacher/Line Manager.

Current/Most Recent Employer

Address

Postcode

Telephone

E-mail

Relationship

How long have they known you?

Other Referee – Name:

Address

Postcode

Telephone

E-mail

Relationship

How long have they known you?

Please advise if we can contact your referees prior to interview: YES NO

DECLARATION

- I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and qualifications, medical clearance.

- I understand that providing false or misleading information will disqualify me from appointment or if appointed will render me liable to summary dismissal.
- I declare that the information I have given is, to the best of my knowledge, true and complete.
- I agree that the information given may be used for registered purposes under the GDPR legislation.
- I understand I have the right to withdraw or change your consent at any time by giving Prime7 MAT written notice.

Signed

Date

(Please note if you are applying on the web you will be required to sign this declaration at interview)

Prime7 MAT are required under **GDPR (General Data Protection Regulation)** legislation to comply with essential good practice in respect of the information collected here and to manage it securely. Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You can find more information on how we use your personal data in our privacy notice for job applicants that was posted with the job advertisement or is available upon request.

