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| Support staff form |

Application form for [Job title]

Our Child Protection Policy can be found on our website [www.stephensonmktrust.org.uk](http://www.stephensonmktrust.org.uk) under the tab Vacancies.

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| vacancy information |
| Application for the post of:  What date are you available to begin a new post?  Where did you first hear about this job? |

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| Data protection notice |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for 1 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’ll find more information on how we use your personal data in our privacy notice for job applicants.  This can be found on our Trust website – [www.stephensonmktrust.org.uk](http://www.stephensonmktrust.org.uk) under the Vacancies tab |

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| Disclosure and barring and recruitment checks |
| Stephenson (MK) Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a barred list check.  It is an offence to seek employment in regulated activity if you are on a barred list. We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. **It is an offence to provide or manage childcare covered by these regulations if you are disqualified.**  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Stephenson (MK) Trust privacy notice.  **Do you have a DBS certificate?:**  Yes  Yes (transferable DBS)  No Date of check:  If you’ve lived or worked outside of the UK in the last 5 years. The trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  Please sign here if you agree that the appropriate enquiry may be made to the Disclosure and Barring Service about the existence and content of any criminal record.  Signature: ………………………………………………….  **Have you lived or worked outside of the UK in the last [5 years]?:**  Yes  No  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.  **Social Media Checks**  Should you be successful at interview, your appointment will be subject to Social Media Checks undertaken by a third party company. As part of Safer Recruitment, the expectations regarding safe and responsible use of social media applies to all members of Stephenson (MK) Trust. The term social media may include (but is not limited to): blogs; wikis; social networking sites; forums; bulletin boards; online gaming; apps; video/photo sharing sites; chatrooms. |

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| Time spent living and/or working overseas |
| If you’ve lived and/or worked outside of the UK, the trust must make any further checks it considers appropriate (in addition to the usual pre-employment checks).  We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:   * The amount of information you disclose in the DBS check * The length of time you’ve spent in or out of the UK |

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| right to work in the uk |
| The trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested. |

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| sign and date |
| Name (please print):  Sign:  Date: |

1. Instructions

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if this form is completed in full. **CV’s are not** accepted as a form of application

Please email your application to [**recruitment@stephensonmktrust.org.uk**](mailto:recruitment@stephensonmktrust.org.uk)**,** alternatively you can hand this in at Reception, Stephenson Academy, Crosslands, Stantonbury, Milton Keynes, MK14 6AX.

1. Personal details

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| personal details | |
| **First name** |  |
| **Surname** |  |
| **Preferred title** |  |
| **Previous surnames** |  |
| **If you prefer to be called by a name other than the one listed above, please specify** |  |
| **National Insurance number** |  |

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| contact details | |
| **Address** |  |
| **Postcode** |  |
| **Home phone** |  |
| **Mobile phone** |  |
| **Email address** |  |

1. Employment history

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| current employment details | | | | | | | | |
| **Job title** | **Employer details (name, address, email and/or telephone)** | **Dates employed** | **Age range taught** | **No. on roll** | **Permanent or temporary** | **Part-time or full-time** | **Salary (inc. allowances)** | **Description of responsibilities** |
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| Previous employment | | | | |
| Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. List the most recent employment first. | | | | |
| **Job title** | **Name and address of employer** | **Dates employed** | **Description of responsibilities** | **Reason for leaving** |
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| employment gaps | | |
| Please provide details of any employment gaps since leaving school, and give the reasons for the gap. | | |
| **Start date** | **End date** | **Reason for employment gap** |
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1. Education and training

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| education and qualifications | | | | | | |
| Please provide details of your education from secondary school onwards.  You’ll be required to produce evidence of qualifications should you be asked to attend an interview. | | | | | | |
| **Dates attended (month and year)** | | **Name and location of school/college/university** | | | **Qualifications gained (including grades, awarding body and date of award)** | |
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| training and professional development | | | | | | |
| Please give details of training or professional development courses undertaken | | | | | | |
| **Course dates** | **Length of course** | | **Course title** | **Qualification obtained** | | **Course provider** |
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| Driving licence details | |
| **Do you have a valid driving licence?** | Yes  No |
| **If yes, what type of licence?** | Standard/cat B  Private/Light Goods  HGV  Class |
| **Do you hold a PSV licence which would allow you to drive a school minibus?** | Yes  No |

1. Covering Letter

Please include a covering letter explaining why you’re applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification. ***Maximum of 400 words***

1. References

Please give at least names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you’ve not previously been employed, please provide details of another suitable referee.

The Trust reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted.

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| Name | designation | address and postcode | contact number | email address | is this your current employer? |
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If either of your referees knows you by a different name, please state:

If you **do not** wish us to contact your referees without your prior agreement, please tick this box: ☐

**Please Note:**

1. We reserve the right to take up references with any previous employer
2. If any of your referees knew you by another name please specify that name

Are you (or your spouse/civil partner) related by marriage, blood or as a cohabiter to any member of the Governing Body or existing employees of the Governing Body? Yes  No

If yes, please give their name and state the relationship. Failure to disclose such a relationship may lead to disqualification or dismissal without notice.

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| Name | Relationship to you |
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1. Equalities monitoring

We’re bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we need to know the information requested below. **This information will not be used during the selection process. It will be used for monitoring purposes only.**

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| disability AND MONITORING |
| The definition of disability is a ‘physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities’.  Do you have a disability, long-term illness (mental or physical, on-going medical condition or treatment that we should be aware of?  Yes  No  Please give brief details of your disability and any reasonable adjustments you anticipate we would need to make to your workplace or equipment to undertake the duties outlined in the job description or that you consider necessary to attend interview:  If you are registered disabled, please state your number: ……………………………………….  *This does not form part of the selection process.* |

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| right to work in the uk |
| Do you have the right to work in the UK?  Yes  No |
| If yes, please state on what basis:  UK citizen  EU settled status  Skilled worker visa  Graduate visa  Youth mobility visa  Other – please provide full details in the box below |
| Time spent living and/or working overseas |
| Have you spent time living and/or working outside of the UK?  Yes  No |
| If yes, please give details, including countries and relevant dates: |

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| equalities monitoring information | | | | | | | | | | |
| **What is your date of birth?** | | **D** | **D** | **M** | | **M** | **Y** | **Y** | **Y** | **Y** |
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| **What is your sex?** | | Male  Female | | | | | | | | |
| **What gender are you?** | | Male  Female  Other  Prefer not to say | | | | | | | | |
| **Do you identify as the gender you were assigned at birth?** | | Yes  No  Prefer not to say | | | | | | | | |
| **How would you describe your ethnic origin?** | | | | | | | | | | |
| **White**  British  Irish  Gypsy or Irish Traveller  Any other White background  **Asian or British Asian**  Bangladeshi  Indian  Pakistani  Chinese | **Black or Black British**  African  Caribbean  Any other Black background  **Mixed**  White and Asian  White and Black African  White and Black Caribbean  Any other mixed background | | | | **Other Ethnic groups**  Arab  Any other ethnic group  Prefer not to say | | | | | |
| **Which of the following best describes your sexual orientation?** | | | | | | | | | | |
| Bisexual  Heterosexual/straight  Homosexual | | Other  Prefer not to say | | | | | | | | |
| **What is your religion or belief?** | | | | | | | | | | |
| Agnostic  Atheist  Buddhist  Christian  Hindu | Jain  Jewish  Muslim  No religion | | | | Other  Pagan  Sikh  Prefer not to say | | | | | |
| **Pregnancy and maternity** | | | | | | | | | | |
| Are you pregnant?  Yes  No  Prefer not to say | | Have you given birth within the last 12 months?  Yes  No  Prefer not to say | | | | | | | | |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | | | | | | | | | | |
| Yes  No  Prefer not to say | | | | | | | | | | |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.** | | | | | | | | | | |
| Physical impairment  Sensory impairment  Learning disability/difficulty  Long-standing illness  Mental health condition  Developmental condition  Other | | | | | | | | | | |

**DECLARATION**

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed then you will be liable to be dismissed summarily. You may also be referred to the Teachers’ Misconduct Team or the Police, if appropriate.\*

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children and/or vulnerable adults.

Signature: ……………………………………………………. Date: ……………………………………..

**DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS**

Have you ever been the subject of any child protection concern either in your work or personal like, or disciplinary action in relation thereto, including any which is time expired? Yes  No

The Governing Body is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I can confirm that I am not disqualified from working with children and/or included on the DfE List 99.

Signature:…………………………………………

**REHABILITATION OF OFFENDERS ACT 1974**

If you have no convictions, simply enter ‘NIL’. If you have been convicted of any criminal offence, the details must be listed on a separate sheet of paper, together with any cautions or bind-overs, pending criminal convictions, any pending criminal actions or court hearings against you, and enclosed with this form in a sealed enveloped marked ‘confidential’.

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| Date of Conviction/  Pending Hearing | | Offence | Sentence |
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**BARRING AND DISCLOSURE SERVICE**

In the event of a successful application an Enhanced Disclosure will be sought from the Disclosure and Barring Service in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry may be made to the Disclosure and Barring Service about the existence and content of any criminal record.

Signature:…………………………………………

**DATA PROTECTION ACT 1998**

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant riling systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature:…………………………………………

**IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an on-going entitlement to live and work in the United Kingdom. Therefore, an offer of, and before commencing a position, candidates should provide one of the specified documents listed in the **Notes to Applicants.**

I confirm that I am legally entitled to work in the UK.

Signature:…………………………………………

**RECRUITMENT MONITORING INFORMATION**

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| Post Title:  Last Name(s):  Date of Birth: | School:  First Name(s): |

Completion of this section will help us fulfil our general duty under the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination, to promote equality of opportunity and to promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post.

The Equality Act 2010, which came into force in October 2010, places specific and general statutory duties on all public authorities (e.g. local authorities, governing bodies of further and higher education institutions, colleges and universities and governing bodies of educational established maintained by local educational authorities (including schools) to promote equality. In order to assist us with our statutory duties, we would be grateful if you could complete the sections below. Please note that you are not obliged to disclose such information but that any information given will be used for monitoring purposes only. It will remain confidential and will not be passed to third parties.