**FRANK FIELD EDUCATION TRUST**

**SUPPORT STAFF APPLICATION FORM**

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| **Vacancy Information** | |
| **Application for the Post of** |  |
| **Name of School** |  |

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| **Applicant's Details** | | | |
| Legal Surname |  | Legal Forename(s) |  |
| Preferred Surname |  | Preferred Forename |  |
| Previous / Other Surnames |  | Title |  |
| Home Address (including postcode) |  | | |
| Mobile Telephone Number |  | Home Telephone Number |  |
| Personal Email address |  | | |
| National Insurance Number |  | | |

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| **Education and Qualifications** | | | | | |
| **Secondary Education** | | | | | |
| Establishment  (Name & Town) | Dates | | Qualification Name / Subject | Grade Achieved | Date awarded  (MM/YY) |
| From  (MM/YY) | To  (MM/YY) |
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| **Further Education** | | | | | |
| Establishment  (Name & Town) | Dates | | Qualification Name / Subject | Grade Achieved | Date awarded  (MM/YY) |
| From  (MM/YY) | To  (MM/YY) |
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| **Higher Education** | | | | | |
| Establishment  (Name & Town) | Dates | | Qualification Name / Subject | Grade Achieved | Date awarded  (MM/YY) |
| From  (MM/YY) | To  (MM/YY) |
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**N.B. You will be required to produce relevant evidence of your qualifications.**

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| **Continuing Professional Development** | | | |
| Institute / courses studied | Dates | | Standard or level achieved and date awarded |
| From | To |
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| **Professional Membership** | | | | | | |
| Please list any professional bodies of which you are a member: | | | | | | |
| **Employment History** | | | | | |
| **Current Employer** | | | | | |
| Employer’s Name | |  | | | |
| Address | |  | | | |
|  | | | | | |
| Postcode | | | | |  |
| Post held |  | | Date Appointed |  | |
| Permanent/Temporary |  | | Part Time/Full Time |  | |
| Salary |  | | Grade |  | |
| Other Allowances |  | | | | |
| Notice Period |  | | | | |

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| **Previous Employment** (most recent employer first) | | | | |
| Employer’s Name, Type of Business and Location | Post held | Date | | Reason for Leaving |
| From (MM/YY) | To  (MM/YY) |
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If there are any periods of time that have not been accounted for in your employment history, for example, periods spent raising a family or periods of extended travel, please provide details below, with dates. Please ensure that there are no gaps in the history of your education or employment. Failure to provide a full account may lead to your application being rejected.

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| **Dates (from – to)** | **Activity** |
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| **Statement in Support of Application** | |
| Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.  In addition, to the relevant experience, skills and abilities in your current and/or past employment history, this could also include any additional relevant voluntary work or unpaid duties you may have undertaken, particularly any positions of responsibility held, e.g. governor, playgroup leader, committee member of a club or organisation, etc. If you have had a break from paid work, it is important to include details of any voluntary work undertaken during this time. | |
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| **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** |
| The Rehabilitation of Offenders Act 1974 makes it unlawful for prospective employers to take into account offences in relation to which the person concerned is deemed to be rehabilitated.  This means that, after a certain period of time (which varies, dependent on the seriousness of the offence and length and severity of the punishment), cautions and convictions (except those resulting in prison sentences of over four years and all public protection sentences) may become ‘spent’. As a result, the conviction is deemed to have been ‘spent’ and the person is regarded as rehabilitated  This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. **Therefore, you are required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are ‘spent’**  The amendments to the Exceptions Order 1975 (as amended in 2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:  <https://www.gov.uk/government/collections/dbs-filtering-guidance>  If you do not disclose any conviction (or cautions or bind overs) you have, it could lead to your application being rejected or, if you are appointed, may lead later to your dismissal. If, between the completion of this application form and taking up employment with the Frank Field Education Trust, you are convicted of a criminal offence, you must inform the Trust of this immediately.  **People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. All applicants will be considered on merit and ability.**  **Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.** |
| **Disclosure & Barring Service (DBS)** |
| * Successful applicants will be subject to an **Enhanced Disclosure and Barring Service check.** This will require you to complete a separate DBS application form and to provide a range of identification/documentary evidence of your identity. * Although a criminal record involving offences against children is likely to bar appointment to this type of post, the existence of other criminal convictions will not necessarily be a bar to employment. * Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment. * It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS. * Criminal record certificates will only be issued directly to the applicant. Your employer will request that you show them your certificate and will record the Disclosure number and issue date, and retain this on your personal file, and on its computerised HR record system, in accordance with the UK General Data Protection Regulation (UK GDPR)and the Data Protection Act 2018 (the Data Protection Legislation). The Trust abides by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than six months, in order to comply with the requirements of the Data Protection Legislation. |
| **General Teaching Council (GTC) / Independent Safeguarding Authority (ISA) or Disclosure & Barring Service (DBS)** |
| Have you been referred to the previously names GTC, ISA or Disclosure & Barring Service on misconduct grounds and/or are subject to a reprimand and/or a conditional registration order?  **Yes  No** |
| **If ‘Yes’, please state:** |

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| **References** | |
| Please give details below of two people who can provide information that will confirm your suitability for this post. **Where possible, one reference should be from your current or most recent employer and completed by a senior person with appropriate authority;** the other should be someone who knows/has known you in a professional capacity.  References will be sought on shortlisted candidates prior to interview. Current/previous employers will be asked about any disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.  The Frank Field Education Trust reserves the right to seek any further references it deems appropriate. | |
| **Current Employer** | **Previous Employer/Other** |
| Referee’s Name: | Referee’s Name: |
| Relationship to Applicant: | Relationship to Applicant: |
| Position: | Position: |
| Organisation’s Name: | Organisation’s Name: |
| Organisation’s Address: | Organisation’s Address: |
| Referee’s Email Address: | Referee’s Email Address: |
| Contact Telephone Number: | Contact Telephone Number: |
| If this referee knows you by a different name, please state: | If this referee knows you by a different name, please state: |
| Please tick the relevant box if you **do not** want us to contact your referees without your prior agreement:  My current / most recent employer  My previous employer / other referee | |

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| Please state whether, to the best of your knowledge, you have any personal relationship to any governor or employee of the Frank Field Education Trust or its Academies. | Yes | No |
| If YES, please state below the nature of relationship and the name of the governor or senior employee. | | |
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| **Where did you first see the advertisement for this post?** |
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| **Further Information** |
| Do you have a valid driving licence? Yes  No |
| Do you have the use of a car for work? Yes  No |
| Would you require sponsorship (previously a work permit) to take up this post?    Yes  No |

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| **Diversity/Equal Opportunities** |
| The Trust is committed to equality of opportunity for everyone. We are committed to treating all our job applicants fairly and with respect. To assess whether our Diversity Policy is effective, we need to monitor it and, to do this, we need to collect the information requested below. We can then compare the success rates of different groups, at both the shortlisting and appointment stages, to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.  The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:  **Sex:** MaleFemale  **Date of birth:**Age:      Nationality:  **Marital status:** MarriedNot married    Other  **What is your religious belief?** Christian  Buddhist  Hindu  Jewish  Muslim  Sikh  No Religion  Other: ­­  **Ethnic Origin:** How would you describe your ethnic origin?  **White**  English, Scottish, Welsh, Northern Irish  Irish (Republic of)  Any other White background (please state)  **Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background (please state)  **Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background (please state)  **Black or Black British**  Caribbean  African  Any other Black background (please state)  **Chinese or Other Ethnic group**  Chinese  Any Other background (please state) |
| **Disability** |
| The Equality Act 2010 made it unlawful for employers to discriminate against their employees who are disabled, and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition of disability in the Act is "a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.  We make reasonable adjustments to our selection processes for candidates who indicate that, owing to a disability (including non-visible disabilities such as Dyslexia), our recruitment arrangement might otherwise disadvantage them – please let us know if you think this applies to you.  Do you consider yourself to have a disability? Yes  No |
| **Candidate Declaration** |
| I declare that the information given on this application form is, to my knowledge, true.  I understand that if it is subsequently discovered that any statement is false or misleading, my offer of employment may be withdrawn or I may be dismissed from my employment without notice. |
| Signature of Candidate  Date |

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| **Privacy Notice** |
| The Trust collects information about you in order to provide you with recruitment and employment services.  The information which you have given on your application form will be collected and processed in accordance with the Data Protection Legislation.  We will use the information for the recruitment and selection process and, if successful, to activate employment with the Trust.  The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and it is necessary for the Trust to comply with a legal obligation.  The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.  We will keep your personal information securely for 6 months following the interview date, if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed. We will not pass on your personal data to a third party unless we are required to do so by law.  You have some legal rights in respect of the personal information we collect from you. Please see the Trust’s website for further details on their privacy notice and data protection policy.  You can contact the Trust’s Data Protection Officer whose contact details are within our data protection policy if you have a concern about the way we collect or use your data. |