**Confidential **

**Alexandra Academy Trust**

**Support Staff Job Application Form Part 1**

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

The outside pages of this application form (which contain all your personal details and equality and diversity information) will be detached prior to shortlisting. This ensures that your application is dealt with objectively. The application form must be fully completed and CVs will not be considered.

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| **Data Protection Act**  Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc.) being held and processed by Alexandra Academy Trust in accordance with the Act. |

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| **Vacancy Information** |
| Application for the post of: |

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| **Applicant Details** | | | | |
| Preferred Title: | Surname: | | | |
| First Name: | | | Previous Surname (if any): | |
| Address for Correspondence: | | | | |
| Home Telephone: | | Mobile Telephone: | | |
| E-mail Address: | | | | NI Number: |

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| **Recruitment Monitoring**  Please indicate where you first saw the advertisement for this vacancy (if a newspaper, please state which one): |

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| **References** | |
| **Please give the names of two persons who are able to comment on your suitability for this post.**  **One must be your present or last employer\*. The employing body reserves the right to seek any further references it deems appropriate.**  **Please note that the Alexandra Academy Trust are unable to accept references from relatives of the applicant or from people writing solely in the capacity of friends.**  Please let your referees know that you have quoted them as a referee and to expect a request for a reference should you be shortlisted. | |
| Present/most recent employer\* | Previous employer/other |
| Name:  Relationship to Applicant:  Address:  Post Code:  Telephone No:  **E-mail Address:** | Name:  Relationship to Applicant:  Address:  Post Code:  Telephone No:  **E-mail Address:** |
| If the referee knows you by a different last name please state:  **\*If you have not previously been employed, please provide details of another referee.** | |
| Please note that the Academy Trust will contact your referees prior to an interview being carried out if you are shortlisted for the position. | |

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**Support Staff Job Application Form Part 2**

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

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| **Name:** | **Application for the post of:** |

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| **Current Employment Details** | |  | |
| Current/Most Recent Job Title: | | | |
| Name and Address of Employer: | | | |
| Telephone Number: | Date Appointed: | | Date Left (if applicable): |
| Current Salary: | Permanent or Temporary Contract: | | Notice Required(if applicable): |

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| **Main Responsibilities** |
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| **Job Related Training** |
| Brief details and dates of any training courses attended, excluding further education: |

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| **Current Memberships of institutions/professional bodies** |
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| **Previous Employment Details** |
| **Please enter most recent first** (Please explain any gaps in your Employment History) |

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| Dates  From: To: | | Job Title | Name and address of employer: | Duties and reason for leaving: |
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| **Education and Training** | | | | |
| **Please give details of schools and colleges attended from age eleven, including part time** (Please explain any gaps in your Education History) | | | | |
| Secondary Education  (Name and town of school) | Dates  From To | | Qualifications gained or for which you are studying | Grade attained |
|  |  |  |  |  |
| Education and training after school (name and town of college/university) |  |  |  |  |
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| **Div Equality and Diversity Monitoring Form** | |
| Alexandra Academy Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.  The Trust needs your help and co-operation to enable it to do this, but filling in this form is voluntary.  The information you provide will stay confidential, and be stored securely and limited to only some staff in the Trust’s Human Resources section. | |
| **Gender**  Male 🗆 Female 🗆 Prefer not to say 🗆 | Are **Are you married or in a civil partnership?**  Yes 🗆 No 🗆 Prefer not to say 🗆 |
| Age **Age**  16-24 🗆 25-29 🗆 30-34 🗆 35-39 🗆 40-44 🗆 45-49 🗆 50-54 🗆 55-59 🗆 60-64 🗆 65+ 🗆 Prefer not to say 🗆 | |
| **What is your ethnicity?**  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box: | |
| **White**  English 🗆 Northern Irish 🗆 Welsh 🗆 Irish 🗆 Scottish 🗆 British 🗆  Gypsy or Irish Traveller 🗆 Prefer not to say 🗆  Any other White background, please write in:    Any other white background, please write in:      *Mix* | |
| **Mixed/multi groups**  White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆 Prefer not to say 🗆  Any other Mixed/Multiple ethnic group background, please write in:  Any other mixed background, please write in: | |
| **Asian/Asian British**  Indian 🗆 Chinese 🗆 Pakistani 🗆 Bangladeshi 🗆 Prefer not to say 🗆  Any other Asian/Asian British ethnic group background, please write in:  Any other Asian background, please write in:    *Blac* | |
| *Blac* **Black/ African/ Caribbean/ Black British**  African 🗆 Caribbean 🗆 Prefer not to say 🗆    Any other Black/African/Caribbean background, please write in: | |
| **Other ethnic group**  Arab 🗆 Prefer not to say 🗆    Any other ethnic group, please write in: | |
| **Do you consider yourself to have a disability or health condition?**  Ye Yes 🗆 No 🗆 Prefer not to say 🗆  What is the effect or impact of your disability or health condition on your ability to give your best at  W work? | |
| **What is your sexual orientation?**  Heterosexual 🗆 Gay woman/lesbian 🗆 Gay man 🗆 Bisexual 🗆  Pre Prefer not to say 🗆  If other, please write in: | |
| **What is your religion or belief?**  No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Muslim 🗆 Sikh 🗆  Prefer not to say 🗆  If other religion or belief, please write in: | |
| **What is your current working pattern?**  Full-time 🗆 Part-time 🗆 Prefer not to say 🗆 | |
| Wh **What is your flexible working arrangement?**  None 🗆 Flexi-time 🗆 Staggered hours 🗆 Term-time hours 🗆 Annualised hours 🗆 Job-share 🗆 Flexible shifts 🗆 Compressed hours 🗆 Homeworking 🗆 Prefer not to say 🗆  If I If other, please write in: | |
| Do **Do you have caring responsibilities? If yes, please tick all that apply**  None 🗆  Primary carer of a child/children (under 18) 🗆  Primary carer of disabled child/children 🗆  Primary carer of disabled adult (18 and over) 🗆  Primary carer of older person 🗆  Sec Secondary carer (another person carries out the main caring role) 🗆  Prefer not to say 🗆 | |

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| **Supporting Information** |
| **Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.**  If you require more space please attach a separate sheet. |

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| If you have any personal relationship to any Trustee, Director or other group or employee of Alexandra Academy Trust, please give their name and relationship. This does not stop a Trustee, Director or employee giving a reference. (Any approach to Trustees, Directors or other employees to influence a selection decision will disqualify you.) | | | |
| Name of Trustee/Director: | | Relationship: | |
| Employee Name: | Relationship | | Their present job: |

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| **Rehabilitation of Offenders Act 1974** |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These 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 Ministry of Justice website or see [here](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf).    Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.  If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |
| **Disclosure and Barring Service**  Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.  Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying.  A copy of the Disclosure and Barring Service Code of Practice is available on request.  Further information about the Disclosure process can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>  \*including cautions, reprimands or warnings |
| I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.  Signed: Date: |

**Alexandra Academy Trust has a duty to protect public funds and may use the information you have provided for the prevention and detection of fraud. It may also be shared with other public bodies solely for these purposes.**

**RETURNING YOUR JOB APPLICATION FORM**

**By hand or post: By e-mail: bursar@monkscoppenhall.cheshire.sch.uk**

**Mrs K Burgess**

**Monks Coppenhall Academy**

**Remer Street**

**Crewe**

**CW1 4LY**