

**Guidance Notes and Support Staff Application Form**

## Right to Work in the UK

The Immigration, Asylum and Nationality Act 2006 came into effect on 29 February 2008. This strengthened the requirement to employers to check documents to establish a person’s eligibility to work in the UK and compliance with any restrictions.

Under the Act we are required to check your eligibility to work in the UK before you start work. **We therefore ask ALL candidates to bring proof of their right to work to interview.** However this will not form part of the decision making process. Photocopies of documents will not be accepted.

If you do not currently have the right to work and need to apply for a certificate of sponsorship please raise this at interview. If you are successful at interview photocopies of your documentation will be kept on your personnel file.

If you forget to bring documentation with you to interview you will be asked to bring the required documentation before any employment offer can be confirmed. Photocopies of documents will not be accepted.

Should you require any more information on your right to work in the UK please visit the UK Border Agency website [www.ukba.homeoffice.gov.uk.](http://www.ukba.homeoffice.gov.uk/)

## Application form

The following guidance notes are split to reflect the different sections of the application form.

#### Post Details

Please specify the details of the post that you are applying for.

#### Personal Details

Please complete all the boxes relevant to you. If you have changed your name for any reasons we do need to know your previous name(s).

#### Employment History

Please tell us about all of your experience in a working environment, including any unpaid work you have undertaken in the past. Please list your experience in chronological order, with the most recent first.

#### Gaps in Employment

Please tell us about any gaps in your employment history and the reasons for these gaps. Don’t be worried about telling us about these reasons – this is a confidential document and will only be seen by those people involved in the recruitment process.

#### Summary of Experience, Skills, Knowledge and Competencies

This is your opportunity to tell us about yourself and how you meet the requirements of the job. With this application you were provided with a **Job Description** and **Person Specification**. The Person Specification is very important because it lists the essential requirements of this post. In order to be shortlisted, you need to demonstrate to us that you meet **at least all of the essential criteria on the Person Specification.** If too many applicants meet all of the essential criteria then the shortlist will be reduced by selection of those who meet some or all of the desirable criteria.

When describing your experience it can be a good idea to give an example of a real-life situation that allowed you to demonstrate your ability to perform certain tasks. You may also want to think about any experience, skills, knowledge or competencies which you have developed outside of the work environment that can be transferred usefully to the post you are applying for.

Please use additional paper if necessary, but you are advised to be succinct and ensure you only include relevant information.

#### Education

Please use this section to show us that you have the necessary qualifications to do the job. These may include equivalent qualifications gained abroad. Again, please ensure you read the Person Specification when completing this section.

#### Membership of Relevant Organisations

If the post you are applying for requires you to be a member of an organisation (e.g. GTC), or if you are a member of an organisation that is relevant to the post, please complete this section.

#### Relevant Courses / Awards

Please tell us about any short courses that you have attended, or any certificates or awards that you have received which you feel may be relevant. You may have attended a workshop with an employer some years ago, but it may still be relevant.

#### Relationships

Please tell us about any relationships you have with any:

* + Trustee, Member or Governor of Kingsway Community Trust;
  + Employee who is a member of SLT within the Trust

#### Criminal Convictions and Cautions

Kingsway Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Posts involving work with children and vulnerable adults are designated under the Safeguarding of Vulnerable Groups Act 2006 as a “regulated activity” and will require the successful candidate to either produce a valid enhanced criminal record certificate or apply to the Disclosure and Barring Service for an enhanced check for regulated activity.

The criminal record information you are required to provide is not used for short-listing purposes. However, if you are shortlisted for interview, your criminal record information will be discussed with you if the interview panel feel it is relevant to the job for which you are applying. Having a criminal record will not necessarily bar you from working with us: this will depend on the nature of the position and the circumstances and background of your offences.

Criminal record information is dealt with in accordance with the Disclosure and Barring Service Code of Practice.

The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. Only the successful candidate will be asked to complete a DBS Disclosure application.

#### Disability / Health Conditions

Please use this section to tell us whether or not you consider yourself to be disabled.

Regardless of your answer to this question you may want to tell us about any specific requirements that you may have at the interview. This will help us to make the necessary arrangements for you at the interview stage.

We use the Equality Act 2010 definition of disability which is:

*A person has a disability if:*

* *They have a physical or mental impairment*
* *The impairment has a substantial and long-term adverse effect on their ability to perform normal day- do-day activities.*

Below are some examples which might help you to answer the questions. This is not meant to be an exhaustive list and is given for guidance only:

* Long-term – has lasted or is likely to last more than 12 months;
* Hearing or visual impairments (If you wear glasses or contact lenses this is not normally considered a disability);
* Co-ordination, dexterity or mobility (e.g. polio, spinal cord injury, back problems, repetitive strain injury);
* Mental health (e.g. schizophrenia, depression, severe phobias);
* Speech impairment (e.g. stammering);
* Learning disabilities (e.g. Down’s syndrome)
* Other physical or medical conditions (e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, AIDS, facial disfigurement, sickle cell, dyslexia)

If you feel that you are able to carry out the duties and responsibilities set out in the job description and you meet the essential criteria in the Person specification, please complete an application. Where possible the Trust will make “reasonable adjustments” to a job where appropriate.

#### References

In line with our recruitment policy it will be necessary for us to approach both referees upon completion of the short-listing stage for all applicants shortlisted for interview, **regardless of whether you indicate you do not wish your referees to be contacted prior to interview.**

When providing names and details of your referees you should ensure that at least one is your present or most recent employer. If you are not currently in employment and/or your last employer cannot give you a reference because the organisation no longer exists, then you should attempt to get a reference from a professional person.

If you have just left school, college, university or some kind or recruitment / skills agency you should use your contact there as a referee.

References should not be provided by relatives, partners or close friends.

Applicants should note that the post involves access to children. References relevant to this area of work are required and previous employers not quoted as referees may also be contacted.

#### Data Protection

The statement on the application form aims to explain to you what we intend to do with the information that you are supplying us with, in accordance with the principles of the Data Protection Act and General Data Protection Regulations 2018.

#### Declaration

This section is asking you to sign and date the form to say that you declare that:

* The information you have given is, to the best of your knowledge, correct, true and accurate;
* You have not omitted any facts which may have any bearing on your application;
* You understand that falsification of qualification or any other information may lead to the withdrawal of any offer or employment, or dismissal where employment has already commenced.

By signing the form you agree to Kingsway Community Trust using the information provided to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

#### Monitoring

Completion of this section is not essential. Kingsway Community Trust is striving to be an equal opportunities employer.

We have an equality scheme, the aim of which is to ensure that no job applicant receives less favourable treatment on irrelevant grounds (e.g. sex, race, ethnic or national origins, age, disability, religious, sexual orientation or marital status), nor is disadvantaged by conditions or requirements which cannot be shown to be justified and relevant to the job.

In order to ensure that this policy is carried out, it is necessary for us to have some means of monitoring our recruitment and selection activity. Only by such measures will we be able to identify potential sources of discrimination and take remedial action. For this reason alone, we would be most grateful if you would answer the following questions.

The Monitoring Form will be separated from the application form and securely stored. Once the anonymised data has been logged, the form will be securely disposed of. It will be treated as strictly confidential and will be used for statistical monitoring only. To carry out this approach we need your assistance and would be grateful if you would provide the information requested; none of this information will be used during the selection process.

#### Self-Disclose Form (only complete if you are invited in for interview)

If you are invited for interview, please complete this section and bring it to interview with you in a sealed envelope.



**Application Form – Support Staff**

**Completed forms should be returned to jobs@kingswaycommunitytrust.co.uk**

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| **1. Post Details** | | | |
| Post applied for: |  | School: |  |

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| --- | --- | --- | --- | --- |
| **2. Personal Details** | | | | |
| Title: |  | | Address: |  |
| Forename(s): |  | |
| Surname: |  | |
| Previous Names: |  | |
| NI Number |  | | Postcode: |  |
| Contact Telephone Number: | |  | | |
| Email Address: | |  | | |
| Where did you learn about this post? | |  | | |
| How soon after a job offer would you be able to start? | |  | | |

To be completed by office only

Reference One Reference Two DBS

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| **3. Employment History** | | | | | |
| This should include paid and unpaid employment, work experience, placements, etc. Please list most recent post first. | | | | | |
| **Organisation (name & address)** | **Role & Main Duties** | **Dates Employed** | | **Reason for Leaving** | **Paid or Unpaid** |
| **From**  (mm/yyyy) | **To**  (mm/yyyy) |
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| **4. Gaps in Employment**  Please specify all time not accounted for above with dates and reasons: |

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| 5. Summary of Experience, Skills, Knowledge and Competencies |
| Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you the best person for the job. **Please continue on an additional sheet if necessary.** |
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| **6. Education** | | | |
| Please list all qualifications gained or pending. Please state subject and be prepared to provide evidence at interview. | | | |
| **Qualification & Subject** | **Grade** | **Date Achieved**  (mm/yyyy) | **School / College / University** |
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| **7. Membership of Relevant Organisations** | | |
| **Professional Body / Association** | **Qualification / Membership Level** | **Dates of Qualification/Membership** (mm/yyyy) |
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| **8. Relevant Courses / Awards (e.g. short courses attended / certificates / awards)** | | | |
| **Organising Body** | **Brief Details of Course** | **Duration** | |
| **From**  (mm/yyyy) | **To**  (mm/yyyy) |
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| **9. Relationships** | |
| Are you related to any member of the SLT within any Trust school?  Are you related to any Trustee, Governor or member of the Kingsway Community Trust or to any employee at any school within SLT? | Yes No  Yes No |
| If yes, please give details: | |

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| **10. Criminal Convictions and Cautions** | |
| All work in schools and colleges is defined as a “regulated activity” under the Safeguarding of Vulnerable Groups Act 2006 and as such an enhanced DBS Disclosure check will be undertaken before any offer employment can be confirmed.  Failure to disclose any convictions, cautions, reprimands and warnings when asked could result in dismissal should it be subsequently discovered.  Any information given either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application. | |
| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’ available at <http://www.justice.gov.uk/downloads/offenders/rehabilitation/rehabilitation-> offenders.pdf | Yes |
| No |
| If your answer is YES  If you are invited in for interview, you will be required to give details (including the date, court and nature of the offence) in a sealed envelope. This envelope will only be opened by the panel on a conditional offer of the job. | |

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| **11. Disability / Health Conditions** | |
| We encourage people with disabilities to apply for jobs and are committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities.  The Equality Act (2010) defines disability as: “A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities”  Where the successful applicant is a disabled person, every effort will be made to supply all necessary adaptations, employment aids or equipment to enable them to carry out the full duties of the job.  If however, you feel that a certain aspect of the job may still prove unachievable by you, and this is due to the nature of your impairment, then the panel will give full consideration to the possibility of re-designing the job to remove that particular barrier. If you wish to bring such a matter to the panel’s attention at this stage, please do so on a separate sheet. | |
| Do you consider yourself to be disabled? | Yes No |
| If you are invited for assessment or interview, please specify any support which you would like to be made available on the day: | |

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| --- | --- | --- | --- | --- | --- |
| **12. References** | | | | | |
| Please provide details for two referees, one of which should be your present or most recent employer. As this post has been designated as a “regulated activity” it will be necessary for both referees to be approached at the short-listing stage. | | | | | |
| Name: |  | | Name: |  | |
| Address: |  | | Address: |  | |
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| Postcode: |  | | Postcode: |  | |
| E-mail Address: |  | | E-mail Address: |  | |
| Telephone: |  | | Telephone: |  | |
| Title / Position: |  | | Title / Position: |  | |
| Relationship to applicant: | |  | Relationship to applicant: | |  |

**13. Data Protection Act**

As part of the applications process we require both personal and sensitive information to help decide suitability of employment and to prevent and detect fraud. When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive.

Only those people working as part of the recruitment process will see the contents of the form, and all information will otherwise be secured safely in the school. We will save those applications for failed candidates for 6 months from the interview date, and those who are successful, as per our retention policy. Should you wish to speak to someone about information we hold on you or to go through your rights under GDPR, please contact Suzy Beecher at [s.beecher@kingswaycommunitytrust.co.uk](mailto:s.beecher@kingswaycommunitytrust.co.uk).

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| **14. Declaration** | | | |
| I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of a qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.  By signing this form I agree to this information being used to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.  I understand that if I don’t tell you about any relationships with any Trustees, Governors or Employees of the Trust or I neglect to tell you about any criminal convictions, cautions, reprimands or warnings and this is discovered after appointment, I could be dismissed without notice.  I also understand that satisfactory references, DBS disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made. | | | |
| Signed: |  | Date: |  |
| Print Name: |  |  |  |

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| 1. **Equality Opportunities** |

Completion of this section is not essential.

Name:…………………………………………………..……………..Position applied for: …………………………………………………………

**Section 1** - Please select one of each of the following sections which best describes you

Gender: Male Female

Disability: Do you consider yourself disabled? Yes No Prefer not to say

(under the Equality Act, a disability is defined as 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).

**Section 2-** Religion or belief: Please describe your religion or belief.

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| --- | --- | --- | --- | --- | --- |
| No religion |  |  | Christian – other |  |  |
| Buddhist |  |  | Hindu |  |  |
| Christian |  |  | Jewish |  |  |
| Christian-Church of Scotland |  |  | Muslim |  |  |
| Christian-Roman Catholic |  |  | Sikh |  |  |
| Christian-Presbyterian |  |  | Spiritual |  |  |
| Christian-Church of Ireland |  |  | Other religion of belief –please state (optional) |  |  |
| Christian-Methodist |  |  | I prefer not to say |  |

**Section 3 -** Ethnicity: which description best describes your ethnic or cultural background.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White British |  | Asian or Asian British – Chinese |  | Mixed – White & Black African |  |
| White English |  | Asian or Asian British - Indian |  | Mixed – White & Black Caribbean |  |
| White Irish |  | Asian or Asian British – Pakistani |  | Other Mixed background |  |
| White Scottish |  | Other Asian background |  | Arab |  |
| White Welsh |  | Black or Black British – African |  | Gypsy or Traveller |  |
| Irish Traveller |  | Black or Black British – Caribbean |  | Other ethnic group |  |
| Other White background |  | Other Black background |  | Not known |  |
| Asian or Asian British – Bangladeshi |  | Mixed – White &Asian |  | I prefer not to say |  |

**Section 4-** Sexual Orientation: please describe your sexual orientation

|  |  |  |  |
| --- | --- | --- | --- |
| Towards people of a different sex (straight) |  | Towards people of both sex (bi-sexual) |  |
| Towards women of the same sex (Lesbian) |  | Other |  |
| Towards men of the same sex (gay) |  | I prefer not to say |  |

# Self-disclosure Form

# You will only be required to provide this information if you are invited for interview.

# This information contained in this self-declaration should be provided at interview in a sealed envelope. This will only be opened on being given a conditional job offer.

# *For completion by the candidate/person named in Part 1*

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will be required to provide a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role.

All information you provide will be treated as confidential and managed in accordance with relevant data protection, legislation and guidance. You have a legal right to access information held about you.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.’

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website

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| Have you ever been known to any children’s services department or to the police as being a risk or potential risk to children? | | Yes/No |
| If yes, please provide further information: | | |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | | Yes/No |
| If yes, please provide further information: | | |
| * Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)? | * Yes/No | |
| If yes, please provide further information: | | |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | | Yes/No |
| If yes, please provide further information: | | |

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| **Confirmation of declaration** (tick box below) | |
|  | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention. |
|  | In accordance with the organisation’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. |
|  | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. |
|  | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children. |
|  | I understand that guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website |

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| **Signature of candidate:** |  |
| **Print name:** |  |
| **Date:** |  |

**If shortlisted for interview**, you will be required to **provide 3 documents in total**: **(Group 1 Primary Trusted Identity credentials)** – one or two of the following:

### Current UK passport with details of issuing office or non-UK passport with work permit/visa

* + Biometric Residence Permit (UK)
  + Current UK photo-card driving licence
  + Birth certificate issued at time of birth and National Insurance number

**(Group 2a Trusted Gov./State Issued documents)** – at least one of the following if only one document from Group 1:

### Driving licence paper version with counterpart

* + Marriage/civil partnership certificate (UK)
  + Adoption certificate (UK)
  + Firearms licence (UK)
  + HM Forces ID card (UK)

**(Group 2b Financial/Social History documents) – one document must be provided**

* + Another form of ID matching your name and address less than 3 months old (e.g. utility bill, bank statement)