**Minerva Learning Trust**

**Support Staff**

**Job Application Form**



**Applications for Support Staff**

Thank you for your interest in working for Minerva Learning Trust. Please read the job description, person and health risk specifications carefully so that you understand what the position involves. This information is designed to help you complete the application form as thoroughly as possible.

When completing your application, give as much information as you can that is relevant to the job for which you are applying. Please check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process, you will be disqualified.

You will only be shortlisted if you meet the essential requirements of the job specification. The decision to shortlist you for interview will be solely based on the information provided in the application form.

Please return your application form, together with a covering letter addressed to Sarah Brown, Business Support Manager, via e-mail to [enquiries@woodthorpe-mlt.co.uk](mailto:enquiries@woodthorpe-mlt.co.uk) or by hard copy for the attention of Sarah Brown at Woodthorpe Community Primary School, Lewis Road, Sheffield, S13 8DA. You will receive an e-mail acknowledging receipt of your application. If after the closing date you have not been contacted within four weeks, please assume your application has been unsuccessful. Please do not let this deter you from applying for future positions.

**Equality Act**

People are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity.

Included in the pack is an equality monitoring form (Appendix A). By completing this form, you can help us to improve and encourage applications from under-represented groups. This is optional. Please complete the Equal Opportunities Monitoring form and return it with your application form.

**Disabled Candidates**

We welcome applications from people with disabilities. If you are selected to attend for interview, you will be asked if you require any special arrangements. Following the questions at interview there will be time to discuss any reasonable adjustment that may be required to enable you to carry out the job.

**Asylum and Immigration Act**

If shortlisted, you will be asked to bring relevant documents to interview.

**Criminal Records Declaration**

All applicants are to complete and return Appendix B: Criminal Records Declaration Form. Minerva Learning Trust recognises the contribution that ex-offenders can make as employees and volunteers and welcomes applications from them. A criminal record will not debar that person from being appointed to the post, where those offences are not relevant to the role. However, the nature of some posts requires us to know about all unspent and unprotected spent criminal convictions and cautions to make informed decisions. The recruiting manager will only have access to this confidential information after shortlisting is completed, and may ask questions about criminal records at interview.

**Flexible Working**

We welcome applications from people who want to work part-time, including for jobs which are advertised as full-time. There are a number of ways in which this can be facilitated so if this applies to you, please discuss this option with the recruiting manager.

**APPLICATION FOR SUPPORT STAFF**

**CONFIDENTIAL**

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| **Application for the role of:** |  |
| **Name of school:** |  |

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| Please return this form together with a covering letter addressed to Sarah Brown, Business Support Manager, either by e-mail or post to:  Woodthorpe Primary School, Lewis Road, Sheffield, S13 8DA  E-mail: [enquiries@woodthorpe-mlt.co.uk](mailto:enquiries@woodthorpe-mlt.co.uk) |

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| **PERSONAL DETAILS (BLOCK CAPITALS PLEASE)** | |
| Title (Mr/Mrs/Miss/Ms/Dr/Mx): |  |
| Surname/family name: |  |
| Forenames: |  |
| If relevant, please state other surname/family name used previously: |  |
| Date of birth (if under 21): |  |
| Home address (including postcode): |  |
| E-mail: |  |
| Daytime telephone number – work: |  |
| Home telephone number: |  |
| Mobile telephone number: |  |
| National Insurance number: |  |

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| **EMPLOYMENT**  Details of present or most recent employment. Please give details of any other employment which, with the job applied for, would mean you would be working more than an average of more than 48 hours per week. | | | |
| Post title: |  | | |
| Employer and place of work: |  | | |
| Address (including postcode): |  | | |
| Employer’s telephone number: |  | | |
| Employment dates: | From: | | To (if applicable): |
| Salary details: | Salary per annum: | | Scale point: |
| **Main duties/responsibilities** *(please use additional sheets as necessary)* | | | |
| If successful in your appointment, please indicate if you intend to continue working in this/these job(s), stating job title and hours of work: | |  | |
| Please specify your reason for leaving or looking for a new post: | |  | |
| Length of notice required, or date you could start: | |  | |

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| **EMPLOYMENT HISTORY**  Please give details of all previous jobs and work experience since leaving full time education. Please list theses in date order, starting with the most recent first. \*Please list any periods where you were not in full time employment, education or training; giving details of activity during this period for example periods of unemployment, voluntary work, travelling, etc. | | | | |
| **Employer name and address** | **Jobs held and brief details, plus information on other periods\*** | **Reason for leaving** | **Date from (month and year)** | **To (month and year)** |
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| **EDUCATION/QUALIFICATIONS**  Please give details of any qualifications obtained and training courses undertaken, **which are relevant to the job** together with dates | | |
| **Qualifications and Training (show grades and institution where obtained)** | **Date from** | **To** |
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| **EQUALITIES**  Minerva Learning Trust is an equal opportunities employer and has publicly committed to this by signing the “Two Ticks- Positive About Disabled People” scheme. This ensures that all disabled applicants able to demonstrate that they meet the minimum criteria of the role profile are guaranteed an interview.  I consider myself to be a disabled person and I would like to apply under the Guaranteed Interview Scheme:  Yes: No: |

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| **SUITABILITY FOR THE JOB**  **Note:** we will recruit solely on merit. To do this we will seek to match the information you provide against the person specification. Therefore, you should ensure that you address each point identified in the person specification and provide evidence of relevant experience and skills, including areas other than paid work.  **Please state why you think you are suitable for this job** *(please use additional sheets as necessary)* |

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| **ADDITIONAL INFORMATION**  Please mark your choice with a cross  If the post you are applying for is full-time would you like to Job Share it? YES  NO |
| **RELATIONSHIP**  Are you related to any employee or representative of Minerva Learning Trust? YES  NO  If ‘YES’, given name:       Relationship: |
| **CRIMINAL RECORDS DECLARATION**  All applicants are to complete, sign and return Appendix B: Criminal Records Declaration Form.  As this post involves working with children and/or vulnerable adults. If you are offered the post you will be subject to an enhanced Disclosure and Barring Service check. You must disclose all convictions, cautions, warnings, reprimands, binding over and other orders, pending prosecutions or criminal investigations that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Orders 1975 (as amended 2013).  Failure to disclose this information could result in the withdrawal of a job offer, disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to your application.  Are you subject to any NCTL barring or probation order? YES  NO  If ‘YES’, state from when: |
| **DISMISSAL**  Other than for reasons of redundancy or capability, have you ever been dismissed from employment from any employer, including employment agencies?  YES  NO  If ‘YES’ please give details, stating from where, when and the reasons for the dismissal:    Have you ever been dismissed on grounds of capability in the last two years from any employer, including agencies?  YES  NO  If ‘YES’ state from where and when. |
| **MEDICAL CLEARANCE**  In accordance with the Education (Teacher Qualifications and Health Standards) (England) Regulations 1999 an offer of appointment will be subject to medical clearance. |

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| **REFERENCES**  Please give the names and addresses of two people to whom we may write for references. Referee (1) should be your present or most recent employer. Please state whether Referee (2) is in a personal or employment capacity. | | | | |
| **REFEREE (1)**  **(Present or most recent employer)** | | **REFEREE (2)**  **\*Employment/Personal Capacity (\*delete)** | | |
| Name: |  | Name: | |  |
| Job title: |  | Job title (if relevant): | |  |
| Address (including postcode): |  | Address (including postcode): | |  |
| Telephone number: |  | Telephone number: | |  |
| E-mail address: |  | E-mail address: | |  |
| **References are taken up for shortlisted candidates. Minerva Learning Trust reserves the right to contact any previous employer. If you do not wish a reference to be taken up at that stage please state why:** | | | | |
| You may use an employee or representative of Minerva Learning Trust as a referee if they are not directly involved in the recruitment process (unless no alternative exists). However, any attempt to influence the process in your favour or on your behalf will disqualify you.  By signing this form you authorise us to check any information you have given with third parties (for example, previous employers) and you authorise them to disclose your personal information to us. | | | | |
| **INTERVIEWS**  Please give any dates, when you are not available for interview: | | | | |
| **DECLARATION**  **I confirm that the information on this form is true and correct and will be used as part of my contract of employment. I understand that Minerva Learning Trust may contact my referees and verify any qualifications/registration which are required for the job. I accept that any false statement or omission may lead to the job offer being withdrawn or me being dismissed if appointed to the post.** | | | | |
| Signature: | | | Date: | |

**Please return your completed application form along with Appendix A (Equality Monitoring Form) and Appendix B (Criminal Records Declaration Form).**