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# THE HAWKSMOOR LEARNING TRUST

**Support Staff Application Form**

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| **APPLICATION FOR THE POST OF PREMISES SUPERVISOR** |
| **Please highlight which location(s) you would like your application to be considered for:** |
| **This role is for Marie Weller Primary School, based in Towcester** |
| **Post Number (If applicable) --- N/A** |

|  |  |
| --- | --- |
| **1 PERSONAL DETAILS** |  |
| **Surname** | **First Name(s)** |
| **Title (Mr, Mrs, Miss, Ms etc)** | **Preferred Name** |
| **Any other former Surnames** | **Any other former Forenames** |
| **Address** | **Telephone Numbers:** |
|  | **Home** |
|  | **Work** |
|  | **Mobile** |
| **Post Code** | **Email address** |
| **National Insurance Number** |  |
|  |  |
| **2 CURRENT OR MOST RECENT EMPLOYMENT** | |
| **Name of Local Authority or Employer** |  |
| **Name and address of School or Establishment** | |
| **Post Code** | **Telephone Number** |
| **Position Held State if Permanent/Temporary/Acting/Supply** | |
| **Date Appointed to School Date Appointed To Position** | |
| **Date Free to Take Up Appointment Age Range of School** | |
| **Second Subject Offered** |  |
| **Salary/Allowance Details:**  Your current scale or grade:  Current Salary (for non-education employment): | |
| **Please give a brief description of the main duties of this post:** | |

3 PREVIOUS EMPLOYMENT

Starting with your most recent employment, list all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You must provide explanations for any gaps or periods not in employment; training or education since leaving secondary education.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of school, employer or voluntary agency (inc name of LA)** | **Fulltime/ Part time/ Supply** | **School Type: Primary/ Secondary/ Special/ Other** | **Age Range Of School** | **Number on Roll** | **Position held and salary point** | **From Month/ Year** | **To Month/ Year** | **Reason for Leaving** |
|  |  |  |  |  |  |  |  |  |

**We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied.**

4 EDUCATION AND QUALIFICATIONS

Please give details of your education and any qualifications obtained with most recent first. This should include any qualifications which you are currently studying for. You will be required to produce original documents, a certified copy or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

|  |  |  |
| --- | --- | --- |
| **Institute/University/college/Secondary School** | **Qualifications and Grades Achieved** | **Date Awarded** |
|  |  |  |
|  |  |  |
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5 IN-SERVICE COURSES AND ADDITIONAL ACHIEVEMENTS

You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

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| --- | --- | --- |
| **Title of Training Programme/Course** | **Date** | **Awarding Body** |
|  |  |  |

6 ADDITIONAL INFORMATION

Please indicate below if you wish to undertake this job on a flexible working arrangement:

Full time 🞏 Part-time 🞏 Job Share 🞏

**PLEASE PROVIDE A SEPARATE LETTER TO SUPPORT YOUR APPLICATION AS DETAILED IN THE GUIDANCE.**

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| Please detail any hobbies or interests that you may have. |

7 DISABILITY AND ACCESSIBILITY

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| --- |
| The Hawksmoor Learning Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are invited for an interview, please state the arrangements you require: |

8 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: | | | | | | |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment with the Academy? (If yes please provide details:) | | | | | YES | NO |
| If you are successful in your application, would you require a work permit prior to taking up employment? | | | | | YES | NO |

9 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: | | |

**Applicants should note that failure to declare any restrictions to employment or the need for a work permit could lead to termination of service.**

10 REFERENCES

References will only be required for candidates shortlisted for interview. Candidates must give names and addresses of two referees (not relatives, friends, or people with whom you live). If you have been in employment, one referee must be your present or most recent employer. If the employment was within a school, the reference must be written by the Head Teacher. We reserve the right to ask you for further referees or contact previous employers if necessary.

A REFEREE DETAILS B REFEREE DETAILS

Name Name

……………………………………………………………………. ………………………………………………………………

Position in organisation Position in organisation

*(if applicable) (if applicable)*

Relationship to Applicant Relationship to Applicant

……………………………………………………………………. ……………………………………………………………… Address Address

Postcode Postcode

……………………………………………………………………. ………………………………………………………………

Email Email

……………………………………………………………………. ………………………………………………………………

Telephone Number Telephone Number

……………………………………………………………………. ……………………………………………………………… Name by which you are known to your referee(s) if different from now

……………………………………………………………………………………………………………………………………………..

May we contact your present employer if you are shortlisted? YES NO

If you have indicated NO above, please note that satisfactory references will be required if you are the preferred candidate after interview and before starting employment.

**Applicants should note that failure to declare any restrictions to employment or the need for a work permit could lead to termination of service.**

9 SAFER RECRUITMENT CHECKS, ONLINE SEARCH

As part of our safer recruitment checks, all applicants will be subject to an online search if shortlisted. The search isn’t part of the shortlisting process itself and there will be an opportunity to address any issues of concern that arise during the search at interview.

10 DECLARATION

**I declare that the information I have provided is a complete and true statement.**

**I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue, or inaccurate, then the Trustee Board shall be entitled to withdraw any offer of appointment or terminate any contract of employment.**

**I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about data protection will follow with any contract of employment.**

**Signature: Date:**

**PRINT NAME:**

|  |  |
| --- | --- |
| Registered address:  The Hawksmoor Learning Trust  Nicholas Hawksmoor Primary School  Balmoral Close  Towcester  NN12 6JA  Tel: 01327 552181  Mob: 07376 640005  Email: [**pa@thlt.academy**](mailto:pa@thlt.academy) | Please send your application to:  The Hawksmoor Learning Trust  c/o Marie Weller Primary School  Redcar Road  Towcester  NN12 6LZ  **Tel: 01327 552181**  **Mob: 07376 640005**  **Email:** [**pa@thlt.academy**](mailto:pa@thlt.academy) |

GDPR Statement: Under the General Data Protection Regulation (GDPR), The Hawksmoor Learning Trust (THLT) has a legal duty to protect any information collected from you. All information collected will be dealt with in line with the current THLT Data Protection Policy. Information contained in this application form, and any attachments, may be privileged and / or confidential and are intended for the exclusive use of the intended recipient.