|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CHRIST CHURCH CE MULTI ACADEMY TRUST**  **APPLICATION FOR EMPLOYMENT (SUPPORT STAFF)** | | | | | | | |
| AN EQUAL OPPORTUNTIIES EMPLOYER | | | | | | | |
| CONFIDENTIAL | | | | **Office use only**  Candidate reference number: | | | |
| Dear Applicant  Thank you for the interest you have shown in working for Christ Church C of E Multi Academy Trust.  Please note that employment with the Trust depends on certain criteria including medical assessment and your entitlement to work in the UK.  Once you have read the guidance notes please fill in the application form in black ink or type, as we may need to photocopy it. Please note we do not accept CVs.  To keep costs down, we only send out emails to people who we are inviting for interview. So, if you haven’t heard from us within 48 hours after the closing date for applications, please accept that you have not been short listed and will not be asked for interview.  We do not normally send out letters of acknowledgement when we receive application forms. If you would like an acknowledgement, please send us a stamped addressed envelope with your application.  Yours faithfully  Mr Ian Young  Executive Headteacher | | | | | | | |
| **SECTION A** | | | | | | | |
| 1. **Post details** | | | | | | | |
| **Post applied for:** | | | |  | | | |
| **School/service:** | | | |  | | | |
| **Post number:** | | | |  | | | |
| **Closing date:** | | | |  | | | |
| Please return completed application forms as advised in the advert.  All employees of Christ Church CE Multi Academy Trust have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.  Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and background checks. | | | | | | | |
| 1. **Personal details (Please complete in block capitals)** | | | | | | | |
| **Surname** | |  | | | | **Preferred Title** |  |
| **Forenames** | |  | | | | **Email address** |  |
| **Address** | |  | | | | **Post code** |  |
| **Home phone number** | |  | | | | **Mobile phone number** |  |
| 1. **References** | | | | | | | |
| Please give the name of two referees, one of which should be your current or last employer if you have been employed recently. If you do not currently work with children but have done so previously please include the employer’s details as a referee. If you have not been employed recently refer to the guidance notes. You may choose your second referee, but they must not be a relative or partner (including same sex partner). If you are an internal candidate, one of your referees should be the CEO of the Trust. If you are shortlisted your referees will be contacted. | | | | | | | |
| **Referee 1 - Business/Character (Delete as applicable)** | | | | | | | |
| **Full name** | |  | | | | **Job Title** |  |
| **School/Company name** | |  | | | | **Address** |  |
| **Email address** | |  | | | | **Contact number** |  |
| **Referee 2 - Business/Character (Delete as applicable)** | | | | | | | |
| **Full name** | |  | | | | **Job Title** |  |
| **School/Company name** | |  | | | | **Address** |  |
| **Email address** | |  | | | | **Contact number** |  |
| 1. **Relations** | | | | | | | |
| Canvassing of Members of Staff within the Trust or of any Committee of the Trust, either directly or indirectly, will disqualify your application for employment.  Are you related to any Member of staff employed by Christ Church CE of England Multi Academy Trust - Yes/No *(Delete as appropriate)* | | | | | | | |
| If yes, please give details | | | | | | | |
| 1. **How did you find out about this job?** | | | | | | | |
| For example, jobs site | | | | | | | |
| 1. **Disclosure** **of Criminal Background and Child Protection Matters** | | | | | | | | |
| This post is exempt from Section 4 (2) of the Rehabilitation of Offenders Act (1974). You are required therefore, to disclose below all convictions against yourself, cautions or reprimands, warnings or bind-overs, including those which in other circumstances would be considered as ‘spent’ under the provisions of the Act in relation to this application. If you are appointed to the post failure to disclose such convictions could result in the offer of appointment being withdrawn or disciplinary action being taken.  If you are successful any information declared will be considered and discussed with you prior to a decision being made on your appointment. The Trust/School has a policy on the recruitment of ex-offenders and that a criminal record will not automatically debar anyone from employment with the Trust/School. | | | | | | | | |
| **Have you ever been convicted of a criminal offence in a Court of Law, cautioned, reprimanded or warned by a Senior Police Officer or boundover?** | | | | | | | | |
| Yes | |  | | If yes, please give details | | | | |
| No | |  | |
| **Are you registered on the Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body?** | | | | | | | | |
| Yes | |  | | If yes, please give details | | | | |
| No | |  | |
|  | | | | | | | | |
| If you are offered the position the Disclosure and Barring Service will be contacted to assess the possible existence and content of an enhanced criminal record. Any such information will be strictly confidential and will only be used to consider your suitability for the post for which you are applying.  I have read the above statement and agree to the Disclosure and Barring Service being contacted: | | | | | | | | |
| Signed | | | | | | Date | | |
| 1. **Declaration** | | | | | | | | |
| I declare that to the best of my knowledge the information contained in Section A and B of this application form are true and correct and I have noted and understood Note 8 in Section B headed General Information. I understand that if it is found that I have deliberately given false or misleading information I will, if appointed, be dismissed immediately without notice. | | | | | | | | |
| Signed | | | | | | Date | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Equal Opportunities Monitoring** | | | | | |
| The information in this section will be treated in strict confidence. The results will be used to produce statistics about recruitment and selection and employment. They will help us to take action to prevent discrimination. This part of the form will be detached and kept separately before the shortlisting stage. | | | | | |
| **Date of birth** | | |  | | |
|  | | |
| **Gender** | | | **Do you live and work full time in the gender role opposite to that assigned at birth?** | | |
| Male | | Female | Yes | | No |
|  | |  |  | |  |
| **Is there anyone who relies on you for care and attention AND that you assist with their daily routine** | | | **If yes, please indicate who you provide such care for** | | |
| Yes | | No | Adults (over 18) | | Children |
|  | |  |  | |  |
| **What is your ethnic origin?**  **Please tick the box that you believe best describes your ethnic origin. Your ethnic origin is not related to your nationality, place of birth, or citizenship. It describes your culture and broad ethnic group** | | | | | |
| **White** | | | | | |
|  | British | |  | Irish | |
|  | Traveller of Irish Heritage | |  | Gypsy/Roma | |
|  | Any other white background (please specify) | | | | |
| **Mixed Race** | | | | | |
|  | White & Black Caribbean | |  | White & Black African | |
|  | White & Indian | |  | White & Pakistani | |
|  | White & Bangladeshi | |  | Any other mixed background (please specify) | |
| **Asian or Asian British** | | | | | |
|  | Indian | |  | Pakistani | |
|  | Bangladeshi | |  | Any other Asian background (please specify) | |
| **Black or Black British** | | | | | |
|  | Black Caribbean | |  | Black African | |
|  | Black British | |  | Any other Black background (please specify) | |
| **Other Ethnic Groups** | | | | | |
|  | Chinese | |  | Any other ethnic group (please specify) | |
|  | Unknown | |  |  | |
| **Sexual Orientation** | | | | | |
|  | Heterosexual/Straight | |  | Bisexual | |
|  | Lesbian/Gay Woman/Gay Man | |  | Prefer not to say | |
| **Religion or Belief** | | | | | |
|  | Buddhist | |  | Christian | |
|  | Hindu | |  | Jewish | |
|  | Muslim | |  | Sikh | |
|  | No religion | |  | Other religion (please specify) | |
| **Disability**  The Disability Discrimination Act 1995 defines a disabled person as someone with a physical or mental impairment, which has substantial and long-term adverse effect on his/her ability to carry out normal day to day activities. (i.e. has lasted or is expected to last over 12 months). | | | | | |
| **Do you consider yourself to be disabled according to this definition?** | | | | | |
|  | Yes | |  | No | |
| **Type of impairment**  **If you answered yes to the question above, how would you define your disability?** | | | | | |
|  | Physical disability (e.g. using a wheelchair to get around or having difficulty using your arms) | |  | Learning disability (eg. Downs syndrome or dyslexia) | |
|  | Mental health condition (eg. depression or schizophrenia) | |  | Head injury or other cognitive impairment (eg. autism) | |
|  | Visual disability | |  | Hearing disability | |
|  | Musculoskeletal disability | |  | Cardio-vascular disability (eg. chronic heart disease) | |
|  | Other long-standing illness or health condition (eg. diabetes, cancer, HIV, or epilepsy). Please state | | | | |
|  |  | | | | |
| **Please now complete section B** | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION B** | | | | | |
| **Office use only: Candidate reference number** | | | |  | |
| 1. **Post details** | | | | | |
| **Post applied for** | | |  | | |
| **School or setting** | | |  | | |
| **Post number** | | |  | | |
| 1. **Present employment** | | | | | |
| **Employer name and address** | | |  | | |
| **Job title** | | |  | | |
| **Date started** | | |  | | |
| **Salary/wage** | | |  | | |
| **Notice required** | | |  | | |
| 1. **Previous employment**   **(please list in date order, starting with the most recent first and giving reasons for leaving. You must also explain any gaps in employment)** | | | | | |
| **Dates** | |  | |  |  |
| **From** | **To** | **Name and address of employer** | | **Job/Title/Grade/ Salary** | **Reason for Leaving** |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Education**   **Please list in order starting with the most recent** | | | | | | |
| **School/College** | | **Qualifications obtained or to be taken** | | | **Grade** | **Date** |
|  | |  | | |  |  |
|  | |  | | |  |  |
|  | |  | | |  |  |
|  | |  | | |  |  |
| 1. **Professional Qualifications** | | | | | | |
| **Membership Body** | | **Type of Membership** | | **Title of Qualification** | | **Date Obtained** |
|  | |  | |  | |  |
|  | |  | |  | |  |
|  | |  | |  | |  |
| 1. **Other Training**   **Please give details of any other training relevant to the post you are applying for not covered in previous sections (e.g. relevant short courses)** | | | | | | |
| **From** | **To** | | **Details** | | | |
|  |  | |  | | | |
|  |  | |  | | | |
|  |  | |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Relevant Skills, Knowledge and Experience**   **Please read the guidance notes before you complete this section** | | | | |
|  | | | | |
| **Please continue on a separate sheet of paper if necessary. Please state if you are using additional sheets.** | | | | |
| 1. **General information** | | | | |
| Are you in possession of a current driving licence?  *Answer only if driving is a requirement of the post.* | **Yes** |  | **No** |  |
| **DATA PROTECTION ACT 1998 & GDPR 2018** The Trust maintains a Register Entry in respect of Staff Administration. Personal information provided by you on this form and any others in connection with your application is treated in confidence and complies with the requirements of the Act.  **Verification of Information**  The Trust may verify information you have provided on the Application form (e.g. Qualifications, Skills, Knowledge, Experience and Salary) either prior to the interview or as part of the appointment process. This may involve contacting organisations or persons you have quoted on the form. You will have the opportunity to make representations should any checks produce discrepancies.  **Christ Church C of E Multi Academy Trust Fraud Initiatives Notification**  We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information with other organisations which handle public funds  **Asylum and Immigration Act 1996**  It is a criminal offence to employ a person who is subject to immigration control, unless they have documentation which permits them to work in the UK. You should therefore be aware that we will make checks to ensure that you are eligible to work in the UK. | | | | |

|  |
| --- |
| **INFORMATION ON HOW TO MAKE THE MOST OF YOUR APPLICATION: GUIDANCE NOTES** |
| Applying for a job with Christ Church CE Multi-Academy trust  When you apply for a job with our Trust, selection for interview is based upon the information you provide on the application form. With the application form you will have:  **A Job Description** – this gives you details about the job. It lists all the main tasks and duties which the postholder will be required to carry out.  **A Person Specification** – this tells you what qualifications, skills, knowledge and experience a person must have to be able to do the job. These are listed as essential and desirable criteria. In order to be invited for interview you must be able to show that **you meet all the essential criteria** and ideally all the desirable criteria. However, if you do not meet some or all of the desirable criteria, you may still be invited for interview.  Some points to bear in mind before you start   * Look carefully at the job description, person specification and application form. Ask yourself why you are interested in the job and what qualifications, skills, knowledge and experience you have which would help you to do the job. Do not copy the same application for a series of jobs. * Make sure your application relates to the requirements of the job description and person specification. * Please use the application form provided. * When completed, read through your application form carefully and check that each section has been filled in. If you have additional pages, please ensure that they are numbered and securely attached. On each additional page you should also write down the post title. * Sign and date your form and make sure that it is sent in plenty of time to arrive before the closing date.   **Completing your Application Form**  The application form is in two parts – Section A and Section B.  ***Section A***  *In this section we ask for your personal details, such as your name, date of birth and any other information from which a shortlisting panel may identify you. Section A also asks you to provide information which will help us to monitor and improve our equal opportunities policy. Section A of the form will be detached and kept separately early on in the recruitment procedure. This means that the shortlisting panel will only have access to the information contained in Section B.*  ***Section B***  *This section asks for the information we need to consider when we draw up a shortlist based on the person specification.*  Section A  ***Personal Details:***  Make sure that your full name, address, preferred title, previous names and home and work telephone numbers (if you are on the telephone) are entered.  ***Reference:***  You should give the name, address and designation of two referees one of whom should be your current employer (or most recent employer if you are unemployed). If you do not currently work with children but have done so previously please include the employer’s details as a referee. If you have not been employed before, you should give the name of a teacher or lecturer who knows you well enough to comment on your ability to do the job. If you have no previous experience, have recently entered the country or the company you worked for has closed down, a reference from a non-employer (e.g. your doctor, your solicitor, your former lecturer) may be acceptable. References from relatives, partners or friends will not be acceptable.  ***Equal Opportunities Monitoring:***  Remember to complete this part of the form as it helps us to find out whether our equal opportunities policy is effective with regard to recruitment and retention of staff, e.g. the development of work life balance policies.  Every job applicant’s suitability for a job will be judged on the basis of their skills, knowledge, experience and/or qualifications.  Section B  ***Post Details:***  Please copy the relevant information detailed in “Section A 1. Post Details”.  ***Current or Recent Employment:***  If you are currently employed give details of your present job. If you are not currently working leave this section blank.  ***Previous Employment***  Starting with your most recent previous employer, list all the employers you have worked for. Give the dates you worked for them and their name and address. Write down your job title and, for more recent posts, your grade and salary. Check that dates are correct and in order and that reasons are given for any gaps.  ***Education and Professional Qualifications:***  Give a list of all your qualifications, including grade/level achieved, starting with those you obtained most recently. We need this information to assess whether you fulfil the essential qualifications for the vacancy. If you have any professional qualifications that you feel are relevant to the vacancy although they may not be an essential or desirable requirement for the post, please list them here. If you have overseas qualifications you will need to provide evidence to show that they are equivalent to any qualification required. If you need help with this you can contact the National Council for Academic Recognition on 0161 957 7064.  ***Other non qualification training:***  Detail here any other training you have undertaken which may be relevant to the post along with the dates the training was carried out.  ***Your application:***  ***Relevant Skills, Knowledge and Experience:-***  This is the most important part of your application. Do not repeat your whole career history. Try and match your relevant skills, knowledge and experience to the essential and/or desirable requirements on the shortlisting criteria contained within the person specification.  As a guide it may be helpful to use the criteria on the person specification as headings. Under these headings you could outline the relevant skills, knowledge and experience you have obtained. It is not acceptable to just say you have done something, you must qualify this by giving details of how you did it and what was involved. |