

**APPLICATION FOR SUPPORT STAFF APPOINTMENT**

**Applicant’s Name:**

**Post Applied for:**

**Insert name and address of Academy**

**Wessex Learning Trust. Registered in England. Company Number 7348580.**

**Name of School:**

**This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process.**

**Please refer carefully to the information you have been provided for this post.**

**Please ensure you complete all sections of the application form in black print/ink. Your application will be treated in the strictest confidence.**

**1. PERSONAL DETAILS**

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| --- |
| **Title (e.g. Mr, Mrs, Dr)** |
| **Full Name:**  |
| **Previous Surname (s)**  |
| **Home Address**  | **Alternative Address** |
|  |  |
|  |  |
|  |  |
| **Postcode**  | **Postcode** |
| **Home Telephone No.**  | **Work Telephone No.**  |
| **Mobile Telephone No.**  | **Email address** |
| **Date of Birth**  | **National Insurance Number** |

**2. CURRENT EMPLOYMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and Address of Organisation**  | **Date Appointed**  | **Position** | **Full/Part-Time**  | **Current Salary** | **Employee Benefits** |
|  | **mm/yy** |  |  |  |  |
| **Key Responsibilities** |
| **Please state when you would be available to take up employment if offered this position.**  |
| **Please state your reason for seeking other employment.**  |

**3. SECONDARY EDUCATION**

**Please include all public examinations passed and indicate whether you have achieved Grade C or above at English and Maths GCSE/O Level.**

**Original documentation of qualifications will be required prior to appointment.**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Institution**  | **Full/Part-Time** | **Dates from** | **To** | **Qualification**  | **Subjects** | **Grades**  | **Date of Award** |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |  |  |  |  |  |
| **Please indicate if you have Grade C or above at GCSE/O Level in the following subjects:** **English Yes** 🞎  **No** 🞎**Maths Yes** 🞎  **No** 🞎 |

**4. FURTHER/HIGHER EDUCATION**

**Please clearly state the month and year you commenced and ended your studies at each institution**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Institution**  | **Full/Part-Time** | **Dates from** | **To** | **Qualification**  | **Subjects** | **Grades** | **Date of Award** |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |  |  |  |  |  |

**5. OTHER EMPLOYMENT HISTORY**

**Please list in chronological order clearly stating the month and year you commenced and ended your employment with each organisation. Please note any gaps in employment should be documented within the chronology including the reason for the gap.**

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| --- | --- | --- | --- | --- | --- |
| **Name and Address of Organisation**  | **Dates of****Employment** | **Position and Key Responsibilities** | **Full/Part-Time**  | **Salary on leaving** | **Reason for Leaving** |
|  | **From: mm/yy****To: mm / yy****From: mm/yy****To: mm / yy****From: mm/yy****To: mm / yy****From: mm/yy****To: mm / yy****From: mm/yy****To: mm / yy****From: mm/yy****To: mm / yy** |  |  |  |  |

**6. OTHER SKILLS AND INTERESTS**

**Please provide details of any skills and interests.**

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|  |

**7. DISABILITY**

**The Wessex Learning Trust** **aims to be a fair employer and is committed to equal opportunity for people with disabilities. Applications from people with disabilities are welcome. If you are offered an interview, we have a policy of providing appropriate access and equipment to ensure that people with disabilities are considered on an equal basis.**

**If you would like any further assistance or advice about this application we will try to help.**

|  |  |
| --- | --- |
| 1. Do you consider yourself to be disabled? If yes, do you consider yourself to be disabled under the terms of the Disability Discrimination Act? | **Yes** 🞎  **No** 🞎**Yes** 🞎 **No** 🞎 |
| **The Disability Discrimination Act to Equality Act 2010 defines disability as “A person (P) has a disability if P has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities." (Section 6(1), EqA 2010)”** |
| 2. Is there anything you would particularly like to tell us about your disability? |

**8. PROTECTION OF CHILDREN**

**You are required to give details of all spent or unspent convictions and cautions, including road traffic offences as this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986. Failure to disclose information will result in your dismissal by the Wessex Learning Trust. *A subsequent offer of appointment will be dependent upon the completion of a satisfactory Enhanced Disclosure & Barring Service check.***

|  |  |
| --- | --- |
| 1. Have you ever been convicted or cautioned of a criminal offence? If yes, please provide details of the offence, the sentence and the date. | **Yes** 🞎  **No** 🞎 |
| 2. Are there any restrictions to your residence in the UK, which might affect your right to take up employment in the UK?If yes, please provide details. | **Yes** 🞎  **No** 🞎 |

|  |  |
| --- | --- |
| 3. If you are successful in your application, would you require a work permit prior to taking up employment? | **Yes** 🞎  **No** 🞎 |

**9. PENSION SCHEME**

|  |  |
| --- | --- |
| 1. Do you contribute to the Local Government Scheme?  | **Yes** 🞎  **No** 🞎 |
| 2. If you contribute to another scheme, please provide details. |

**10. REFERENCES**

**Please indicate two people who can provide references – one of whom should be your current or most recent Employer.**

**References will be taken up before an offer of employment is made and may be taken up prior to interview.**

|  |  |
| --- | --- |
| **Name**  | **Name**  |
| **Address**  | **Address**  |
| **Telephone number**  | **Telephone number**  |
| **Email**  | **Email**  |
| **Position**  | **Position**  |

**11. DATA PROTECTION STATEMENT**

**I hereby give my consent for the Wessex Learning Trust** **to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. This information may be shared with third party organisations including, but not exclusive to, payroll providers, the DBS, the Police and other third parties as defined by the Data Protection Act 1998 and related legislation. All information will be dealt with in accordance with Data Protection legislation.**

12. DECLARATION

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment; OR, if appointed, may result in my dismissal.

**Signature: Date:**



**EQUAL OPPORTUNITIES RECRUITMENT MONITORING**

The Wessex Learning Trust has a Policy of Equal Opportunities. Part of this involves a fair and equitable recruitment based on merit irrespective of race, colour, nationality, religion, sex or sexuality, age, disability, gender, ethnic or national origin, marital status, domestic responsibilities, political or trade union activity. (These are only examples, other forms of discrimination will be avoided also). We ask all applicants to provide the information requested below.

The information will be treated as confidential and will be used to monitor the fairness of our recruitment practices.

**Please complete the form ticking the boxes when necessary.**

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| --- |
|  |
| **Name:**  |
|  |
| **Post Applied for:**  |
|  |
| **Grade:**  | **Closing date of post:**  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Male** | **[ ]**  | **Female** | **[ ]**  |  |
|  |
| **2. Please indicate your age bracket:** |
| 16-25 years old | [ ]  | 36-45 years old | [ ]  | 56-65 years old | [ ]  |
| 26-35 years old | [ ]  | 46-55 years old | [ ]  | 65+ years old | [ ]  |
|  |
| **3. Do you have caring responsibilities for dependent children or**  **dependent adults?** | Yes | [ ]  | No | [ ]  |
|  |
| **4. How would you describe your Ethnic Origin? (including UK born or settled)** |
| [ ]  | Bangladeshi | [ ]  | Chinese | [ ]  | Pakistani | [ ]  |
| [ ]  | Black African | [ ]  | Gypsy | [ ]  | White European (not UK) | [ ]  |
| [ ]  | Black Caribbean | [ ]  | Indian | [ ]  | White UK | [ ]  |
| Other (Please state) |
|  |
| **5. If you consider yourself to have a disability please indicate the nature of this:** |
| Mobility impairment | [ ]  | Sight impairment | [ ]  | Other (Please state)  |
| Hearing impairment | [ ]  | Learning difficulties | [ ]  |  |

|  |  |  |
| --- | --- | --- |
| **6. How did you find out about the vacancy?** | **Hard Copy** | **Internet** |
| Internal Staff Vacancies Bulletin | [ ]  | [ ]  |
| Local newspaperPlease state:  | [ ]  | [ ]  |
| National newspaperPlease state:  | [ ]  | [ ]  |
| Teacher Vacancy Lists | [ ]  | [ ]  |
| Job Centre | [ ]  | [ ]  |
| Professional Journal/NewspaperPlease state:  | [ ]  | [ ]  |
| Ethnic or Disability PublicationsPlease state:  | [ ]  | [ ]  |
| OtherPlease state:  | [ ]  | [ ]  |

**Questions and Answers**

|  |
| --- |
| **I consider myself to have a mixed ethnic background.****Can I indicate this on the monitoring form?**You can indicate a mixed ethnic background by ticking as many boxes as required in the Ethnic Origin section alternatively please describe your Ethnic Origin. In all cases this monitoring form is self-classification. |

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| --- |
| **I am unsure if I have caring responsibilities.**Part of the Equal Opportunities Policy sets out the Academy’s commitment to avoid discrimination on the grounds of domestic responsibilities. This question is self-classification - if you consider that you have caring responsibilities please indicate this. |

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| --- |
| **I am unsure whether to classify myself as a disabled person.**The Academy is committed to a fair and equitable recruitment process based on merit and which does not discriminate against an applicant on the basis of disability.This monitoring form is self-classification - if you consider yourself to be a disabled person please indicate this. |

**Thank you for your co-operation.**

**Please return the completed monitoring form with your application form**

**Insert name and address of Academy**

**Wessex Learning Trust. Registered in England. Company Number 7348580.**

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