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| **The Eden Learning Trust**  **Support Staff Post**  **Application Form**  **Strictly Confidential** | | | C:\Users\d.coates\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\4R2OJWPW\FBECLogoHighRes.jpg\\SH1\staff home\d.coates\Downloads\TanfieldSchool-Logo-RGB.pngH:\D.Coates\MATS\thumbnail_SCHOOL LOGO.jpg | | | |
| |  |  | | --- | --- | | Post Title:  School: | Closing Date: | | | | | | | |
| Title: | | Forename: | | | | Surname: |
| Address:    Postcode: | | | | Telephone No. Work (optional) | | |
| Telephone No: Home | | |
| Mobile: | | |
| E-mail address: | | | | | | |
| **Job Share**  If this post is open to job share, do you wish to apply for this post in a job share capacity? | | | | | | |
|  | **Yes** | | |  | **No** | |
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| **Please state where you saw the advertisement for this post.** | | | | | |
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| Do you consider yourself to be a person with a disability?  This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-term means that it has lasted, or is likely to last, for over a year. Applicants with disabilities will be invited for interview if they meet the essential criteria on the person specification. | | | | | |
|  | **Yes** |  | **No** |  | **Prefer not to say** |
|  | | | | | |
| If you have answered yes please detail below any specific requirements to assist you with an interview and we will try to make the necessary arrangements. | | | | | |

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| (For Office Use Only) |  |  |  |
| Candidate Ref. No: |  | | |

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| **IMPORTANT SAFEGUARDING INFORMATION** | |
| **Criminal Convictions** | |
| 1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?\* |  |
| 1. 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?” \*   \*If after reading the guidance notes below you have any spent or unspent convictions to declare please declare them here. |  |
| **Gaps in Employment/Education History** | |
| If during the completion of this form you have any gaps where you were in neither education nor employment, could this be explained here: | |
| **Length of gap:** |  |
| **Dates:** |  |
| **Reason for the gap in Education/Employment:** |  |
| **Disciplinary Information** | |
| Have you ever been subject to disciplinary sanctions in the past 5 years. If so, give full details here including any outcomes including dates: |  |
| **Safeguarding Allegations** | |
| Have any safeguarding concerns or allegations been raised against you at any time? If so, give full details here including any outcomes and including dates: |  |
| **Data Protection Statement**  The Eden Learning Trust is committed to confidentiality and complies with the Data Protection Act 2018. All information will be handled and stored sensitively and used only for its intended purpose. | |
| **I have read the guidance notes including the information regarding Criminal Convictions and Gaps in Employment/Education History and I declare that the information I have given is true in all respects. I understand that false information may render me liable for dismissal if I am appointed.**  I agree to the above statement and will sign and date a copy of this application as a true record if I am invited for an interview: | |
| **Signature: Date:** | |

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| **A** | **Education** |

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| School attended | Qualifications | Subject and Grade |
|  | *GCSE/O Level and Other Level 2 Qualifications* |  |
|  | *A Level or other Level 3 Qualifications* |  |

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| **Higher Education** | | |
| Qualification | Institution | Name of Qualification, Subject and Grade e.g. BSC, Biology, 2:1 |
| Degree |  |  |
| Other/Higher/  Advanced Degree/  Diploma/Certificate/ |  |  |
|  | | |
| **In-Service Training – last 5 years** | | |
| Name of Establishment | | Course Taken |
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| **B** | **Current Employment Details** | | | | | | | |
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| **(1) Present Appointment** | | | | | | | | |
| Post | | Full or  Part time | Salary Grade/Group indicating any additional allowances | | Name of Employer | Type of Business | Length of Time in post  (x years, y months) | |
|  | |  |  | |  |  |  | |
|  | | | | | | | | |
| **(2) Previous Appointments (please list most recent first) - please include any gaps in employment** | | | | | | | | |
| Post | | Full or  Part time | Salary Grade/Group indicating any additional allowances | Name of Employer | | Type of Business | Reason for Leaving | Length of Time in post  (x years, y months) |
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| **B** | **Other/Current Employment Details** | | | |
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| Do you have any additional employment which you intend to continue if appointed to this post? | | | | |
|  | | **Yes** |  | **No** |
| If yes, please detail the nature of the work and the hours: | | | | |
| Period of notice required or termination date for current employment: | | | | |

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| **C** | **Letter of Application / Additional Information** | |
| This section should contain the candidate’s letter of application as well as any additional supporting information (continue on a separate sheet where necessary). | | |
| **D** | **Referees** | |
| Give name, job title, relationship to referee and address of TWO people, who must know you well to whom a reference may be made. Referee 1 should be your present (or most recent) employer. Next of kin or immediate relatives should not be named as referees.  **Please note that for positions in contact with children and vulnerable adults, The Eden Learning Trust has the right to seek references from any or all previous employers and line managers prior to interview.** | | |
|  | | |
| **Referee 1** | | **Referee 2** |
|  | | |
| Name: | | Name: |
| Job Title: | | Job Title: |
| Relationship to Referee: | | Relationship to Referee: |
| Address: | | Address: |
| Postcode: | | Postcode: |
| Telephone No: | | Telephone No: |
| Email: | | Email: |
| **N.B. Appointment will only be confirmed subject to satisfactory references.** | | |

**Guidance Notes**

\*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.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 contains certain classes of employment where a person can be asked to disclose spent convictions. The job which you are now applying for falls within that order. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

It is your responsibility to read this information in full and complete the application form accurately.

If you prefer, send details by post marked 'For the attention of the Headteacher, in strict confidence - only to be opened by the addressee’ stating the post title and post reference number.