

APPLICATION FORM SUPPORT STAFF



POST APPLIED FOR (Job Title):	
Deadline for receipt of form:	
Please read the guidance notes on page 8 before completing this form. Please write clearly in black ink or type as this form will be photocopied.	

PERSONAL DETAILS		
Title	First Name(s):-	Last Name:
Address:	Work Tel No: (if convenient to receive a call)	
Post Code	Home Tel	
	Mobile No:	
	Email:	
Do you have the legal right to live and work in the UK?		Yes No
Is this subject to having a work permit?		Yes No
You will need to produce photographic identification and proof of the above if you are called to interview		
National Insurance Number:-		

CURRENT (or most recent) EMPLOYMENT	
Name of Employer:	Job Title/Post Held:
Address:	Grade/spine point:
Post Code	Current Salary:
Telephone No:	Notice Required:
Date Started:	Reason for leaving / wishing to leave:
Date Left (where applicable)	.

Brief description of main duties/responsibilities:

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REFERENCES

Please supply the names and addresses of two referees; one should be your current or most recent employer and the other your previous employer (someone who knows you in a professional or training/education context). Please refer to Application Form Guidance before completing.

*Please note that references will be required prior to interview for **all** School-Based posts, teaching and non-teaching.*

Referee No 1(Current/most recent Employer)	Referee No 2 (Previous Employer)
<p>Name :</p> <p>Job Title:</p> <p>Company Name:</p> <p>Address:</p> <p>Telephone Number:</p> <p>Fax Number</p> <p>Email:</p> <p>Relationship:</p>	<p>Name :</p> <p>Job Title:</p> <p>Company Name:</p> <p>Address:</p> <p>Telephone Number:</p> <p>Fax Number:</p> <p>Email:</p> <p>Relationship:</p>

I hereby authorise you to take up references from my present Employer, my previous Employer(s) or the people that I have submitted as personal referees, once an invite for interview of employment has been confirmed. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate.

Signed	Dated
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PREVIOUS EMPLOYMENT

Please give details of your full employment history, detailing any periods of unemployment and unpaid/voluntary work (most recent first). Continue on a separate sheet if necessary.

Dates From To	Name and address of organisation	Telephone and contact	Job/Role and brief description of duties	Reason for Leaving

EDUCATION, QUALIFICATIONS & TRAINING

Secondary/Further

From	To		
1981	1986		
1986	1989		

Academic/Professional

From	To	Qualification results with grades	School/College/University

Other training courses attended e.g. in-service training

From	To	Qualification results with grades	School/College/University

Please continue on a separate sheet if necessary

HEALTH
<i>Please note that the successful candidate will be required to complete a medical questionnaire and may be asked to attend for a medical examination.</i>
PERSONAL STATEMENT

Please continue on a separate sheet if necessary

SAFEGUARDING	
SGS Academy Trust is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.	
ADDITIONAL INFORMATION	
Do you have a disability as defined by the Equalities Act 2010	Yes No
If yes please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job:	
Guaranteed Interview Scheme If you have a disability, do you wish to be considered under the guaranteed interview scheme if you meet the minimum criteria as specified in the person specification?	Yes No
Have you ever been dismissed from employment for a reason other than redundancy?	Yes No
If YES please give reasons:	
Have you ever been suspended or subject to disciplinary action in any employment?	Yes No
If YES please give reasons:	
DECLARATIONS	
CRIMINAL CONVICTIONS	
<p>The Rehabilitation of Offenders 1974 (Exceptions) (Amendment) Order 1986 does not apply to posts where there is access to children. This means that applicants for employment which involves working with children and young people must disclose any criminal record. This will include any spent convictions or sentences.</p> <p>Applicants should note that providing false information to obtain employment is a criminal offence.</p> <p>Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in summary dismissal.</p> <p>SGS Academy Trust is committed to safeguarding the welfare of our students. Enhanced Disclosure & Barring Service Checks will be carried out on all successful applicants.</p> <p>Disclosure of a criminal record will not necessarily debar you from employment with SGS Academy Trust, this will depend upon the nature of the offence(s), frequency and when they occurred.</p>	
CRIMINAL CONVICTIONS continued	
Please answer the following:	
Have you previously used, or do you currently use, any other surname(s)?	Yes No
If YES, state the other surname(s) you use(d):	Wellington (Maiden name)
Do you have any criminal records to declare? (this includes criminal convictions or police cautions spent or otherwise)	Yes No

If YES, when did this take place?		
Are there any current criminal proceedings against you? (This includes any cautions, bind-overs, police warnings or pending prosecutions.)		Yes No
<p><i>If you answer yes to any of the questions on the previous page and you will be expected to provide details of the conviction(s) or offence(s) in a sealed envelope marked 'private and confidential'. If you are not short-listed the envelope will be securely destroyed.</i></p> <p><i>Please note that it is a condition of your employment that you inform the Trust if you are convicted of any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment.</i></p>		
RELATIVES		
Are you related to, or the partner of, any member, employee, Trustee or Governor of SGS Academy Trust?		Yes No
If so, please give Name:		
Department:	Relationship:	
DATA PROTECTION		
<p>I understand that the information contained in this form is personal data which will be held on computer and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Act 1998.</p> <p>I consent to the processing of my personal data as part of the recruitment process.</p> <p>I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with regard to this application shall disqualify me from such appointment, or if discovered after employment, may lead to my dismissal.</p>		
Please note: If you are returning this form by email, you will be asked to sign your application if you are called for interview.		
Signed: Date:		

GUIDANCE ON COMPLETING THE APPLICATION FORM

Please read these notes carefully as they have been written to help you make the best of your application.

General

The decision to short list you for an interview will be based solely on the information you provide on the application form. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Always complete your application form in black ink or type, and keep a photocopy of your completed application form before returning it. You may find it helpful to do a rough draft first.

The person specification describes the essential knowledge, experience / professional qualifications which you will need in order to do the job as described in the job description. You need to demonstrate that you have these skills and that you understand and are committed to equality and diversity.

Personal Details

Complete this section fully and clearly. If you do not know your National insurance Number you can obtain it from your local Benefits Agency office. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK. Verification of identity is required before confirmation of appointment.

Present or most recent employment

It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, addresses and other requested details.

References

For all school-based employees, your referees will be contacted prior to interview as required by DfE 'Keeping Children Safe in Education'. Your first referee should be your current or most recent employer. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from your most recent previous employer where you were working with children.

Previous employment

Include here any relevant work experience, including part time or work undertaken on a voluntary basis in this section, starting with your most recent experience. Ensure you put in full details of dates, names and addresses and your job title. You will need to explain any gaps in your employment.

Education, Qualifications and Training

Ensure that you give all the information requested. Proof of qualification is required before the appointment is confirmed.

Personal Statement

This is an important part of the application form and is your opportunity to explain how you meet the person specification for the post. You should demonstrate your skills, knowledge and experience and give short examples. Describe how you match the requirement of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement. If you do not complete this section of the form you will not be considered for short listing. CVs will not be accepted.

<p>Additional Information – Disability</p> <p>If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made.</p>
<p>Disclosure of a criminal record</p> <p>All positions within the Trust will be exempt from the Rehabilitation of Offenders Act 1974. You must declare all cautions and convictions including those that are 'spent', and you will be subject to an Enhanced Disclosure & Barring Service check if you are successful. You must provide details of any conviction(s) or offence(s) in a sealed envelope marked private and confidential with your application form.</p> <p>If you do have a spent conviction this will not automatically disqualify you from employment. SGS Academy Trust operates a Disclosure procedure in line with DBS guidelines. If you are successfully selected for a position within the Trust you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. All school-based posts will require an Enhanced Disclosure check.</p> <p>In the event of a successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a senior member of staff. As a minimum, the following will have been taken into account:</p> <ul style="list-style-type: none"> • Whether the conviction or information was disclosed during the application stage; • Whether the conviction or information revealed is relevant to the job; • How long ago the offence(s) took place; • The candidate's age at the time of the offence(s); • The number and pattern of offences; • Any other relevant circumstances <p>No decision will be made until your explanation and the above issues have been considered.</p> <p>If you believe the disclosure information is inaccurate you would need to contact the DBS.</p> <p>All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. The disclosure forms are not kept on personal files.</p>
<p>Declaration: Relatives and other interests</p> <p>If this applies to you, please give the name of the employee, the department they work in and the relationship e.g. partner, daughter</p>
<p>Equal opportunities Monitoring Form:</p> <p>All job applicants are expected to complete the monitoring details of the form to assist us in complying with statutory requirements.</p>

Before you send in your completed form, please read through it to ensure all sections of the application have been fully completed and you have addressed all the criteria in the Person Specification.