

## Application form Support Staff Posts:

There are **three** parts to your application:

Part 1: The application form

Part 2: Supporting knowledge and skills profile showing how you meet the requirements for the advertised role

Part 3: The equal opportunities monitoring form (A separate document)

### Part one:

Job details	
Post applied for	
Academy/location	
If appointed when can you start	
Personal details	
Last Name	
First name/s	
Preferred title	
Address& postcode	
Email address	
Correspondence address (if different from above)	
Daytime telephone number	
Home telephone number	
Mobile telephone number	
Additional personal details	
National Insurance Number	

<b>Qualifications and training</b>		
<i>(Note: Shortlisted candidates will be required to produced qualification certificates at interview)</i>		
<b>O Level, GCSE, NVQ or equivalent</b> Qualification with grade/s	<b>Date/s</b>	<b>School/College/University</b>
<b>A and AS level or equivalent</b> Qualification with grade/s	<b>Date/s</b>	<b>School/College/University</b>
<b>Academic/Professional</b> Qualification with grade/s	<b>Date/s</b>	<b>College/University/Professional body</b>
<b>Professional development/ training</b>	<b>Date/s</b>	<b>Organisation/ Professional body</b>

Continue on separate sheet if necessary

<b>Current or most recent post</b>	
<b>Name &amp; Address of employer</b>	
<b>Telephone no</b>	
<b>Position title</b>	
<b>Date appointed</b>	
<b>Current pay point and salary</b>	
<b>Are you still employed by this establishment?</b>	
<b>Date and reason for leaving (if applicable)</b>	

<b>Employment history</b>			
<ul style="list-style-type: none"> <li>• Please list most recent experience first.</li> <li>• Please account for gaps in employment</li> </ul>			
<b>Name of employer</b>	<b>Post held</b>	<b>Period of service From - To (exact dates)</b>	<b>Reason for leaving</b>

Insert rows if more space needed. If there are any gaps in your employment history - ensure that these are accounted for.

**All candidates must complete this section**

<b>Self- Disclosure form</b>	
<p>Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children? If yes, please give details.</p>	
<p>Have you been the subject of any investigation and /or sanction by any organisation or body due to concerns about your behaviour towards children? If yes, please give details</p>	
<p>Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children? If yes, please give details</p>	

<b>Disciplinary record</b>	
<p>Have you ever been dismissed from employment for a reason other than redundancy? If yes, please give details.</p>	
<p>Have you ever been suspended or subject to disciplinary action in any employment? If yes, please give details.</p>	

<b>Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006</b>	
<p>Have you previously used, or do you currently use, any other surname/s?</p>	
<p>Do you have any criminal records to declare? <a href="http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf">http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf</a></p>	
<p>Do you have any unspent convictions in the UK or overseas?</p>	
<p>Are there any current criminal proceedings against you which you wish to declare?</p>	
<p>If 'YES' to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.</p>	
<p></p>	

<b>Disclosure and Barring Service (DBS)</b>	
<p>Do you hold an Enhanced DBS Certificate of Clearance?</p>	
<p>If 'YES', please state the date and number of your certificate:</p>	

Asylum and Immigration Act 1996	
Do you have the legal right to live and work in the UK?	
Is this subject to having a work permit?	

Health
Please note that the successful candidate may be required to complete a medical questionnaire and may be required to attend a medical examination. We will confirm sickness records with your past employer.

Disability
Do you have a disability as defined by the Equalities Act 2010?  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.

Confirmation of declaration (Tick box below)	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or disciplinary action may be taken if information is not disclosed by me and subsequently comes to the organisation's attention
<input type="checkbox"/>	In accordance with the organisations procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it
<input type="checkbox"/>	I agree to inform the organisation within 24hrs if I am subsequently investigated by any agency or organisation in relations to concerns about my behaviour towards children and young people
<input type="checkbox"/>	I understand that the information supplied by third parties may be supplied by the organisation to other persons or organisation in circumstances where this is considered necessary to safeguard children
<b>Signature of candidate (electronic signature accepted)</b>	
<b>Print name</b>	
<b>Date</b>	

Referees			
Your 1st referee must be your current or last employer, (if you have one). Your 2nd referee should not be from the same organisation and may be a character reference from someone who knows you in your personal life			
1) Present/Most recent employer			
Name:			
Address:			
Occupation:			
Telephone no.		Fax no.	
Email address:			
2) Previous employer			
Name:			
Address:			
Occupation:			

Telephone no.		Fax no.	
Email address:			
<p><b>NOTE:</b> References will be taken up if you are called for interview. If this is a problem, please indicate. In view of the nature of the job, no offer of employment can be made without these. We also reserve the right to take up employment references from previous employers listed in the 'Previous Employment' section of this form. If, for any reason, you feel unable to give your present or most recent employer as a referee, please send a covering letter explaining why.</p>			

<b>Canvassing</b>	
<p>You are required to declare any relationships with any staff at The Focus-Trust or any staff/governors at any Focus-Trust academy. Canvassing, whether direct or indirect, will invalidate your application.</p>	
<p>Are you related to, or the partner of, any member, employee or governor of The Focus-Trust? If yes, please give details.</p>	

<b>Declaration</b>	
<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 Acts 1998 and UK GDPR 2018.</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 an appointment, or if discovered after employment, may lead to my dismissal.</p> <p>If you are returning this form by email you will be asked to physically sign it at interview.</p>	
Signature:	Date:
Print name:	
<p><b>Data protection and UK GDPR 2018</b></p> <p>Focus-Trust will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal or safeguarding requirement to do so, or for the prevention and detection of fraud.</p>	

**Part two:**  
**Knowledge and skills profile**

**Knowledge, experience, skills or competencies**

*Please show that you have the knowledge, experience, skills or competencies asked for in the employee specification gained either through work, education, home or voluntary activities.*

*(Do not exceed two sides of A4 paper.)*