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| **Support Staff Post**  **Application Form**  **Strictly Confidential** | | | \\SH1\staff home\d.coates\Downloads\TanfieldSchool-Logo-RGB.pngH:\D.Coates\MATS\thumbnail_SCHOOL LOGO.jpglogoKepier School Loog  School logo  **IT IS AN OFFENCE TO APPLY FOR A ROLE IF YOU ARE BARRED FROM ENGAGING IN REGULATED ACTIVITY RELEVANT TO CHILDREN**  **THIS POST IS SUBJECT TO ONLINE SEARCHES** | | | | |
| |  |  | | --- | --- | | Post Title:  School: | Closing Date: | | | | | | | | |
| Title: | | Forename:  Middle name/s:  (if applicable) | | | | | Surname:  Previous Surnames: |
| **Have you been known by any other name? If yes, please state here:** | | | | | | | |
| Address:    Postcode: | | | | Telephone No. Work (optional) | | | |
| Telephone No: Home | | | |
| Mobile: | | | |
| E-mail address: | | | | | | NI Number | |
| **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** |
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| 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. You will be asked about this during the interview process. | |
| **Length of gap:** |  |
| **Dates:** |  |
| **Reason for the gap in Education and/or Employment:** |  |
| **Disciplinary Information** | |
| Have you 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 confirm that the information provided is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Trust being satisfied with the results of a series of relevant checks, including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).**  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. **Without a signature, this form will be deemed incomplete.** | |
| **Signature: Date:** | |

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| |  |  | | --- | --- | | **A** | **Education** |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Secondary Education** | | | | | | | | N.B. appointment will only be confirmed subject to receipt of official certificates in support of the below. (Please use a continuation sheet if required)  **\*\* Please complete all required information below for each qualification listed**. | | | | | | | | **School Attended** | **Dates**  **From/To** | **Qualification**  (E.G. GCSE, O Level) | **Awarding Body** (AQA, Edexcel) | **Subject** | **Grade** | **Date of Award** | |  |  |  |  |  |  |  | | **College Attended** | **Dates**  **From/To** | **Qualification**  (E.G. A Level or other Level 3 qualification) | **Awarding Body** | **Subject** | **Grade** | **Date of Award** | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Higher Education** | | | | | | **Qualification** | **Institution /**  **Date awarded** | **Name of Qualification e.g. BSC** | **Subject**  **e.g. Biology** | **Grade**  **e.g. 2:1** | | Degree |  |  |  |  | | Other/Higher/Advanced Degree/Diploma/Certificate/NPQSL |  |  |  |  | | NPQH (if completed) |  |  |  |  | | |
| **In-Service Training – last 5 years** | |
| **Name of Establishment** | **Course Taken / Date** |
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| **B** | | **Employment History Since Leaving Secondary School** | | | | | | | |
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| **(1) Present Appointment or, most recent employment role** | | | | | | | | | |
| **Post** | | | **Full or Part time** | **Permanent or Temporary** | **Salary Grade/Group indicating any additional allowances** | **Name of Employer** | **Type of Business** | **Start Date**  **DD/MM/YYYY** | **Reason for seeking new employment** |
|  | | |  |  | (£ monetary values) |  |  |  |  |
|  |  | | | | | | | | |
| **(2) Previous Appointments (please list most recent first) please include any gaps in employment** | | | | | | | | | |
| **Post** | | | **Full or Part time** | **Temporary or Permanent** | **Salary Grade/Group indicating any additional allowances** | **Name of Employer** | **Type of Business** | **Start Date**  **DD/MM/YYYY** | **Reason for Leaving and the date**  **DD/MM/YYYY** |
|  | | |  |  | (£ monetary values) |  |  |  |  |
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**SAFEGUARDING Check:** Schools should conduct further investigations if employment changes frequently and/or gaps in employment are listed.

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| **B** | **Other Employment History and/or voluntary work** |
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| **Name & Address of Employer** | **Appointment held/Grade &/or salary (if any)** | **Start Date**  **(including month/year)**  **End date**  **(including month/year)** | **Reason for leaving** |
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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** | **Brief overview of duties within your current employment** |
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| **C** | **Letter of Application / Statement of personal qualities/experience** | |
| This section should contain the candidate’s letter of application and a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification. Please note the length of this section should not exceed 2 pages and it should be typed in Opens Sans font 11, with single line spacing. | | |
| **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. Schools will always verify any information with the person who provided the reference and contact referees to clarify content where information is vague or insufficient information is provided.** | | |
|  | | |
| **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 and pre-employment checks.**  A selection of some of the pre-employment checks that will take place include the following:   * Passport and ID checks * Enhanced DBS * Section 128 * Children’s Barred List * Right to Work in the UK * Lived or worked outside the UK – additional checks * Online Search including Social Media * Criminal Self-declaration Form * Teaching Regulations Agency check * Contact with current employers * Confirmation of reference phone calls * Investigations on frequent moves * Investigations on gaps in employment | | |
| **You are required to state in writing whether, to the best of your belief you are a parent, grandparent, partner, child, step-child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing member of the Academy Senior Leadership team, Governing Body or Board of Trustees.**   |  |  | | --- | --- | | **NAME** | **RELATIONSHIP** | |  |  |     **If “not applicable” please sign here to confirm that is the case:** …………………………………………………………… | | |

**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.

***Where a role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.***

The school’s policy on Child Protection is available on the school website; www.ferryhill.school

Employment history, (since leaving school, including education, employment and voluntary work)

The school will not accept curriculum vitae in place of an application form.

Please be aware that if you are shortlisted for the advertised post, an online search will be conducted prior to your interview.