



### Job Application Form for Support Staff Posts

The Academy Trust and Board of Trustees are committed to equal opportunities in employment and welcome applications from all sections of the community

1. Post applied for .....  
As advertised in ..... on (date) .....

---

2. Surname ..... Forename..... Date of Birth .....  
Preferred pro-noun(s) (if applicable) .....  
Address (for correspondence) .....  
..... Post Code .....  
Contact No. .... e-mail: .....  
Social Media handles (if applicable) .....

---

3. Please give details of present position held with brief outline of duties:  
Employer .....  
Job Title ..... Current Salary .....  
Date of Appointment ..... Notice Period .....  
Main duties and responsibilities  
.....  
.....  
.....  
.....  
.....

---

4. PREVIOUS APPOINTMENTS. Please also include any activities, not necessarily employment, where skills and experience were gained, eg voluntary work. Ensure you give details of any specific job related training such as apprenticeship and / or career focus placement

Employer / Agency	Dates	Posts Held

5. Education

School/College/Higher Education	From	To	Qualifications (grades, awarding bodies and dates)

---

6. (a) Further Qualifications e.g. vocational, professional, technical. Please state awarding body and dates awarded

.....  
 .....  
 .....

(b) Skills certificates, e.g. shorthand, first aid, bricklaying etc

.....  
 .....

---

7. Details of Professional or Technical Institutes/Societies

.....  
 .....  
 .....  
 .....

---

8. REFERENCES

Please state the names, addresses, telephone numbers and email of two persons from whom references may be obtained. **One must be your current or most recent employer.** A current employer will not be approached without prior permission until an offer of employment has been made. In the absence of previous employment experience, a reference from your last place of full- time education will be a suitable alternative.

1. .... 2. ....

.....  
 .....

Email: ..... Email: .....

Can this reference be taken up immediately?  
 YES/ NO

Can this reference be taken up immediately?  
 YES/ NO

---

9. Experience and reasons for applying for the post. Please bring to the attention of the appointing body any matter which you feel may be relevant to this application. If required, USE ADDITIONAL SHEETS OF PAPER, headed with your surname, initials and post applied for.

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

continue on additional sheets

---

10. It is an offence for an individual to attempt to engage in regulated activity (working with children). As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions.

As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school are also required to carry out a DBS check in order to determine your suitability for the role.

Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.

We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account.

Do you have any convictions, cautions, reprimands, or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

YES/NO

If the answer is yes, please provide full details below: -

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

11. Have you left any previous job for reasons of redundancy or are you in receipt of an occupational pension? YES/NO  
If yes, please give details, including dates, post held and employer.

.....  
.....

---

12. Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? YES/  
NO  
If yes, please give details of dates and reasons.

.....  
.....

*Answering yes will not necessarily prejudice your application.*

---

13. Are you related to any member of the Academy Trust or member of the Board of Trustees of the school?

(If yes, please state relationship)

.....  
.....

---

**PLEASE READ CAREFULLY THE INFORMATION FOR CANDIDATES OUTLINED BELOW  
AND ENSURE THE APPLICATION FORM IS SIGNED**

---

**14. INFORMATION FOR CANDIDATES**

- (i) Please submit a separate application for each post applied for. Unless stated in the job advertisement, completed application forms should be addressed to the Headteacher of the school.
  
- (ii) References must not be included with this application form.
  
- (iii) Please use the application form provided, continuing, if necessary, on additional sheets of paper, headed with your surname, initial and post applied for. Please do not send standard details of your own, i.e. in the form of a curriculum vita.
  
- (iv) Canvassing of Academy Trust members or Board of Trustee members will disqualify candidates.
  
- (v) You will receive no further communication unless selected for interview. If you have not been contacted within three weeks of the closing date, you should conclude that you have been unsuccessful.
  
- (vi) The Academy Trust and the Board of Trustees operate an Equal Opportunities policy in order to ensure that the talent and resources of **all** applicants is fully realised, regardless of sex, disability, marital status, creed, social standing, colour, race, ethnic origins, age or sexual orientation. No one is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.
  
- (vii) Current legislation requires the provision of documentary evidence (e.g. National Insurance No. etc) showing that you are entitled to work in the UK. Please note that you will be asked to provide this prior to appointment.
  
- (viii) The school may undertake safeguarding checks by screening social media sites such as Facebook, Twitter and Instagram.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

---

**15. DECLARATION**

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service check, satisfactory medical clearance and the provision of documentary evidence (eg NI Number) that shows I am entitled to work in the UK.

Signature ..... Date .....