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**Support Staff Application Form**



| DATA PROTECTION NOTICE |
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| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations   Information from this application may be processed for purposes permitted under the UK General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  The organisation treats personal data collected during the recruitment process in accordance with its data protection policy / policy on processing special category personal data and criminal records data. Information about how your data is used and the basis for processing your data is provided in the organisation's job applicant privacy notice which can be found alongside this application |

| VACANCY INFORMATION |
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| Application for the post of?  What date are you available to begin a new post?  Where did you first hear about this job? |

| DISCLOSURE AND BARRING AND RECRUITMENT CHECKS |
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| Rehabilitation of Offenders Act  Recommended wording for application forms  *All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, 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. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.*  *Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.  If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.*  The academy is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a barred list check.  It is an offence to seek employment in regulated activity if you are on a barred list.  We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy notice.  **Do you have a DBS certificate?:** ☐ Yes ☐No Date of check:  If you’ve lived or worked outside of the UK in the last 5 years the academy may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?:** ☐ Yes ☐No  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. |

| TIME SPENT LIVING AND/OR WORKING OVERSEAS |
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| If you’ve lived and/or worked outside of the UK, the academy must make any further checks it considers appropriate (in addition to the usual pre-employment checks).  We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:   * The amount of information you disclose in the DBS check * The length of time you’ve spent in or out of the UK |

| RIGHT TO WORK IN THE UK |
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| The academy will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested. |

| SIGN AND DATE |
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| Name (please print):  Sign:  Date: |

1. **Instructions**

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if this form is completed in full.

The form should be returned to the Director of Business and Finance via email: k.wood[@cheetham.manchester.sch.uk](mailto:r.bruno@cheetham.manchester.sch.uk)

1. **Personal details**

| PERSONAL DETAILS | |
| --- | --- |
| **First name** |  |
| **Surname** |  |
| **Preferred title** |  |
| **Previous surnames** |  |
| **If you prefer to be called by a name other than the one listed above, please specify** |  |
| **National Insurance number** |  |
| **Date of Birth** |  |

| CONTACT DETAILS | |
| --- | --- |
| **Address** |  |
| **Postcode** |  |
| **Home phone** |  |
| **Mobile phone** |  |
| **Email address** |  |

| DISABILITY AND ACCESSIBILITY |
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| The academy is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |

| RIGHT TO WORK IN THE UK |
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| Do you have the right to work in the UK?  ☐ Yes  ☐ No |
| If yes, please state on what basis:  ☐ UK citizen  ☐ EU settled status  ☐ Skilled worker visa  ☐ Graduate visa  ☐ Youth mobility visa  ☐ Other – please provide full details in the box below |
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| TIME SPENT LIVING AND/OR WORKING OVERSEAS |
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| Have you spent time living and/or working outside of the UK?  ☐ Yes  ☐ No |
| If yes, please give details, including countries and relevant dates: |

| RELATIONSHIP TO THE [SCHOOL/TRUST] | | |
| --- | --- | --- |
| Please list any personal relationships that exist between you and any of the following members of the [community:   * Governors * Staff * Pupils   If you have a relationship with a governor or employee, this does not necessarily prevent them from acting as a referee for you. | | |
| **Name** | **Relationship** | **Role at the academy** |
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Employment history

| CURRENT EMPLOYMENT DETAILS | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Job title** | **Employer details (name, address, email and/or telephone)** | **Dates employed** | **Permanent or temporary** | **Part-time or full-time** | **Salary details** | **Description of responsibilities** |
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| PREVIOUS EMPLOYMENT | | | | |
| --- | --- | --- | --- | --- |
| Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. List the most recent employment first. | | | | |
| **Job title** | **Name and address of employer** | **Dates employed** | **Description of responsibilities** | **Reason for leaving** |
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| EMPLOYMENT GAPS | | |
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| Please provide details of any employment gaps since leaving school, and give the reasons for the gap. | | | |
| **Start date** | **End date** | **Reason for employment gap** | |
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1. **Education and training**

| EDUCATION AND QUALIFICATIONS | | |
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| Please provide details of your education from secondary school onwards.  You’ll be required to produce evidence of qualifications. | | |
| **Dates attended (month and year)** | **Name and location of school/college/university** | **Qualifications gained (including grades, awarding body and date of award)** |
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| TRAINING AND PROFESSIONAL DEVELOPMENT | | | | |
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| Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application | | | | |
| **Course dates** | **Length of course** | **Course title** | **Qualification obtained** | **Course provider** |
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| ADDITIONAL INFORMATION |
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| Please provide any additional information relevant to this application, how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.  You may wish to discuss additional skills or relevant special interests. |
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1. **References**

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you’ve not previously been employed, please provide details of another suitable referee.

The academy reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted.

| NAME | RELATIONSHIP TO YOU | ADDRESS AND POST CODE | CONTACT NUMBER | EMAIL ADDRESS | IS THIS YOUR CURRENT EMPLOYER? |
| --- | --- | --- | --- | --- | --- |
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If either of your referees knows you by a different name, please state:

If you don’t wish us to contact your referees without your prior agreement, please tick this box: ☐

1. **Equalities monitoring**

We’re bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

| EQUALITIES MONITORING INFORMATION | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What is your date of birth?** | | **D** | **D** | **M** | | **M** | **Y** | **Y** | **Y** | **Y** |
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| **What is your sex?** | | ☐ Male  ☐ Female | | | | | | | | |
| **What gender are you?** | | ☐ Male  ☐ Female  ☐ Other  ☐ Prefer not to say | | | | | | | | |
| **Do you identify as the gender you were assigned at birth?** | | ☐ Yes  ☐ No  ☐ Prefer not to say | | | | | | | | |
| **How would you describe your ethnic origin?** | | | | | | | | | | |
| **White**  ☐ British  ☐ Irish  ☐ Gypsy or Irish Traveller  ☐ Any other White background  **Asian or British Asian**  ☐ Bangladeshi  ☐ Indian  ☐ Pakistani  ☐ Chinese | **Black or Black British**  ☐ African  ☐ Caribbean  ☐ Any other Black background  **Mixed**  ☐ White and Asian  ☐ White and Black African  ☐ White and Black Caribbean  ☐ Any other mixed background | | | | **Other Ethnic groups**  ☐ Arab  ☐ Any other ethnic group  ☐ Prefer not to say | | | | | |
| **Which of the following best describes your sexual orientation?** | | | | | | | | | | |
| ☐ Bisexual  ☐ Heterosexual/straight  ☐ Homosexual | | ☐ Other  ☐ Prefer not to say | | | | | | | | |
| **What is your religion or belief?** | | | | | | | | | | |
| ☐ Agnostic  ☐ Atheist  ☐ Buddhist  ☐ Christian  ☐ Hindu | ☐ Jain  ☐ Jewish  ☐ Muslim  ☐ No religion | | | | ☐ Other  ☐ Pagan  ☐ Sikh  ☐ Prefer not to say | | | | | |
| **Pregnancy and maternity** | | | | | | | | | | |
| Are you pregnant?  ☐ Yes  ☐ No  ☐ Prefer not to say | | Have you given birth within the last 12 months?  ☐ Yes  ☐ No  ☐ Prefer not to say | | | | | | | | |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | | | | | | | | | | |
| ☐ Yes  ☐ No  ☐ Prefer not to say | | | | | | | | | | |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.** | | | | | | | | | | |
| ☐ Physical impairment  ☐ Sensory impairment  ☐ Learning disability/difficulty  ☐ Long-standing illness  ☐ Mental health condition  ☐ Developmental condition  ☐ Other | | | | | | | | | | |