**APPLICATION FORM**

**FOR SUPPORT POSTS**

**CONFIDENTIAL**

This form is also available on our website. Please use TYPE or BLACK ink and complete **ALL** sections.

If completing on a computer please click in the grey boxes to edit.

|  |  |
| --- | --- |
| JOB TITLE |  |
| ACADEMY |  |
| JOB REFERENCE (IF APPLICABLE) |  |

**WE ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS AND WE EXPECT ALL STAFF TO SHARE THIS COMMITMENT AND UNDERGO APPROPRIATE CHECKS, THEREFORE, ALL POSTS WITHIN THE TRUST ARE SUBJECT TO AN ENHANCED DBS AND BARRED LIST CHECK.**

|  |  |
| --- | --- |
| **1. PERSONAL DETAILS** **(PLEASE COMPLETE IN BLOCK LETTERS)** | |
| Surname | Forenames |
| Title (Mr/Mrs/Miss/Ms/Other) | Previous Surname(s) – If none please state ‘None’: |
| Address      Postcode | Telephone numbers  Home  Work  Mobile |
| Email address | |
| National Insurance No | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2. PRESENT OR LAST EMPLOYER** | | | | | | | |
| Name and address of employer      Postcode | | | | Name and address of establishment where employed  (if different)      Postcode | | | |
| Job title | | | | Nature of business | | | |
| Present or last annual salary | | | | Hours worked per week | | | |
| Date appointed | | | | Notice required or leaving date if last appointment | | | |
| Reason for leaving | | | | | | | |
| Brief description of duties | | | | | | | |
| **3. PREVIOUS EMPLOYMENT** | | | | | | | |
| **Starting with your most recent employment, list all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You must provide explanations for any gaps or periods not in employment training or education since leaving secondary education.**  **Please continue onto a separate sheet if necessary.** | | | | | | | |
| Name of employer or voluntary agency (inc name of LA) | Post | FT/PT/Supply | Salary | | From (MM/YY) | To (MM/YY) | Reason for Leaving |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
| **We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied.** | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4. EDUCATION, TRAINING & QUALIFICATIONS** | | | | | |
| **Please give details of your education and any qualifications obtained with most recent first. This should include any qualifications which you are currently studying for. You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.** | | | | | |
| University/College/ Organising Body/School | Date from  (MM/YY) | Date to  (MM/YY) | | Qualifications gained /Training Course  (state level) | Grade/ class of degree |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
| **We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied.** | | | | | |
| **COURSES AND DEVELOPMENT**  Please detail other relevant courses and development in which you have been involved in the past 3 years and which you consider relevant to this post. | | | | | |
|  | | | | | |
| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | |
| Membership of Professional Association and Level | | | | | |
| Membership Number | | | Dates | | |

|  |
| --- |
| **5. INFORMATION IN SUPPORT OF YOUR APPLICATION** |
| **Please use experience/knowledge/skills and abilities gained through paid, unpaid, voluntary work or life experience to demonstrate how you meet the criteria as set out in the job specification. You may continue below or on a separate letter of no more than two sides of A4. Please ensure that your name and the post title are clearly marked on the separate sheet.**  **This section is MANDATORY and your application may not be considered if it is not completed. Please do not submit a CV in its place.** |
|  |

|  |
| --- |
| **6. RIGHT TO WORK IN THE UK**  *The Greenwood Academies Trust is subject to legal duty under the Immigration, Asylum and Nationality Act 2006 to ensure that anyone to whom they offer employment has the Right to Work in the UK.* |
| Are you eligible to work in the UK? Yes  No |
| Do you need a work permit to work in the UK? Yes  No  If yes, please give the date your current work permit expires? |
| **You will be required to present original, photographic and valid evidence of eligibility to work in the UK if you are called to interview.** |

|  |
| --- |
| **7. DISCLOSURE OF CRIMINAL BACKGROUND** |
| **The Trust is committed to the safeguarding and promoting the welfare of children, young people and vulnerable adults.**  **This appointment is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an enhanced DBS with Barred List check in accordance with the requirements of the Disclosure and Barring Service (DBS), the Police Act 1997 and the DFE’s Keeping Children Safe in Education guidance. You must declare all convictions (including convictions with Absolute Discharge), cautions or bind-overs you may have, even if they would otherwise be regarded as ‘Spent’ under this Act and where applicable any disqualifications under the Childcare Act.**  **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. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website** [**https://www.gov.uk/government/publications/dbs-filtering-guidance**](https://www.gov.uk/government/publications/dbs-filtering-guidance)**. Please request a hard copy of this guidance from HR if you do not have internet access.**  **In the event of employment, failure to disclose an ‘unprotected’ conviction, caution or bind-over could result in dismissal or disciplinary action by the Trust.**  Do you have any **cautions** that are **not ‘protected’** as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? If YES, please provide details including dates.    Yes  No      Do you have any **convictions**, reprimands or final warnings that are **not ‘protected’** as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? If YES, please provide details including dates.  Yes  No      Are you at present the subject of a criminal charge? If YES, please provide details including dates.  Yes  No |

|  |  |
| --- | --- |
| **8. REFEREES** | |
| **Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment on your educational background and/or personal qualities are acceptable as referees.**  **The Trust reserves the right to approach any previous employer or manager.** | |
| Name (Current/Most Recent Employer) | Name |
| Position Held | Position Held |
| Organisation (if appropriate) | Organisation (if appropriate) |
| Address | Address |
| Postcode | Postcode |
| Telephone No | Telephone No |
| Email address | Email address |
| How long known? | How long known? |
| Do you give consent to us contacting your **present employer** prior to interview? Yes  No    If you have indicated NO above, please note that satisfactory references will be required if you are the preferred candidate after interview and before starting employment. | |

|  |
| --- |
| **9. ADDITIONAL INFORMATION** |
| Have you ever been dismissed from employment for a reason other than redundancy? Yes  No  If yes, please give details |
| Have you ever been suspended or subject to disciplinary action in any employment? Yes  No  If yes, please give details |
| Do you have a disability as defined by the Equalities Act 2010? Yes  No  If yes, please tell us about any requirements you may have that will enable you to fully participate in the recruitment process. Any information disclosed here will only be used to enable a fair selection process and will not be used to discount applicants.    *Please note the successful candidate will be required to a complete a medical questionnaire and may be asked to attend for a medical examination*. |
| You are required to declare any relationship with or to any member of staff, Trustee or Academy Council Member of the Greenwood Academies Trust.  Please state name and position |

|  |  |
| --- | --- |
| **10. GENERAL DETAILS** | |
| How did you hear about this vacancy? | Local Press (print or website). Please state    Local Authority Website    TES or TES Support Website  Eteach  Guardian  Job Centre  Job Board. Please state  Trust or Academy Website  GAT Job Alert Email    Other. Please state |

|  |
| --- |
| **11. DATA PROTECTION ACT** |
| The personal information collected on this form will be processed in accordance with the Data Protection Act 1998 in order to obtain both an electronic and paper record of your application and help to compile statistical data, which if published, would not identify you as an individual.  The information will be kept securely for no longer than is necessary (normally 6 months).    If your application is successful, your personal information will be retained and used for payroll, pension and personnel administrative purposes.  It will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission. |

|  |
| --- |
| **12. DECLARATION** |
| I declare that the information I have provided is a complete and true statement.  I understand that any offer of appointment is subject to an enhanced Disclosure and Barring Service check.  I also understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue, or inaccurate, then the Trust shall be entitled to withdraw any offer of appointment or terminate any contract of employment, if discovered after employment.  Signed ………………………………………………………………………. Date …………………………………………..  *If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form at interview.*  Before you send in your completed form, please read through it to ensure all sections of the application form have been fully completed and you have addressed all the criteria in the Job Specification.  Please return your completed application form to arrive by the closing date and addressed to:  **HR department, Greenwood Academies Trust**  **Greenwood House, Colwick Quays Business Park, Private Road No 2, Colwick, Nottingham NG4 2JY**  You should clearly write the word **‘application’** on the outside of the envelope.  Alternatively, applications can be submitted electronically to:  **vacancies@greenwoodacademies.org** |