**Epworth Education Trust**

**Application Form - Support Staff**

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| **Epworth Education Trust Statement** |
| Epworth Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.  We are committed to providing an environment that enables full curriculum access that values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We take positive action in the spirit of the Equality Act 2010 with regard to disability and to developing a culture of inclusion, support and awareness within the Trust.  As part of your application, please complete the separate equalities monitoring form, this will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively. |

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| **Data Protection Notice** |
| 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   You’ll find more information on how we use your personal data in our privacy notice for job applicants. |

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| **Vacancy Details** | |
| Application for the post of: |  |
| School: |  |
| Where did you hear about this vacancy? |  |

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| **Personal Details** | |
| Title: |  |
| Surname: |  |
| First Name: |  |
| Middle Name(s): |  |
| Previous Surname(s): |  |
| National Insurance number: |  |

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| **Contact Details** | |
| Address: |  |
| Town: |  |
| Postcode: |  |
| County: |  |
| Contact Number: |  |
| E-mail address: |  |

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| **Additional Applicant Information** | |
| Have you previously been employed by a local authority before | Yes/No  Authority:  Date from:  Date to: |
| Have you left this or any other local government employment under the following schemes: voluntary early retirement, ill health retirement or voluntary redundancy? | Yes/No, If yes please provide details inc employer details |
| Do you have a personal or business relationship with anyone from the academy community (Trustees, governors, staff, pupils) or its partner organisations which could lead to a potential conflict of interest? | Yes/No, If yes please provide details |

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| **Dismissal** |
| Have you ever been dismissed from employment for any reason other than redundancy?  Yes  No  If Yes, please give details below: |

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| **Disclosure and barring and recruitment checks** | |
| Epworth Education Trust 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.  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. | |
| Do you have an Enhanced DBS certificate? | Yes  No |
| Date of check: |  |
| On you on the DBS update service: | Yes  No |

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| **Disclosure of convictions** |
| 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.  Only applicants who have been successful at interview 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. |

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| **Time spent living and/or working overseas** | |
| If you’ve lived or worked outside of the UK in the last 5 years, we may require additional information and/or the completion of any further checks considered appropriate in order to comply with safer recruitment requirements.  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   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 |
| If yes, please give details, including countries and relevant dates: |  |

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| **Right to work in the UK** | | |
| We 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. | | |
| 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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| **Equal Opportunities** | |
| The Epworth Trust is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair.  Recruitment and selection procedures will be reviewed on a regular basis to ensure that no applicant experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs. | |
| If you would like us make adjustments or arrangements to assist if you are called for an interview due to a protected characteristic or impairment, please state the arrangements you require: |  |

**Employment History**

This section gives us an idea of the types of roles you have done before. Please list all jobs in date order starting with the most recent and working backward to date of leaving full time education. If there are any periods of time that you were not employed, please also include those - for example you may have been travelling, seeking work, bringing up a family or in higher education. You should include voluntary work in this section, too.

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| **Current Employment** | |
| Current/most recent employer: |  |
| Employer address: |  |
| Job title: |  |
| Salary: |  |
| Date from: |  |
| Date to: |  |
| Notice period: |  |
| Reason for leaving: |  |
| Brief details of duties: |  |

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| **Previous employment details** | | | | |
| **Job title** | **Name and address of employer** | **Date employed from** | **Date employed to** | **Reason for leaving** |
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| **Employment gaps** | | |
| Please provide details of any employment gaps since leaving school and give reasons for the gap. | | |
| **Start date** | **End date** | **Reason for employment gap** |
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**If you are completing this application as a word document, insert additional lines to cover all of employment history.**

**References**

Please provide details of two people who can provide a reference for you and who can confirm your suitability for the role in question. They must be in a senior position. If you have not previously been employed you can provide a personal reference, or if you have recently left education, details of your Headteacher/Tutor will be acceptable. Please note that we are unable to take references from someone who only knows you as a friend, or is a family member. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential. If you are applying for a post working with children, one reference must be from an organisation where you held a similar role, even if this was in a voluntary capacity.

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

**Please note that references will be taken up prior to interview. E-mail addresses for referees are mandatory and applications without e-mail addresses will not be considered.**

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| **References** | |  |
| Current/most recent employer: | |  |
| Referee name: | |  |
| Job title: | |  |
| Organisation address: | |  |
| Postcode: | |  |
| Email address: | |  |
| Telephone contact: | |  |
| Relationship to you: | |  |
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| Previous employer: |  | |
| Referee name: |  | |
| Job title: |  | |
| Organisation address: |  | |
| Postcode: |  | |
| Email address: |  | |
| Telephone contact: |  | |
| Relationship to you: |  | |

**Education & Training**

This section is used to detail your education and training history. Please also include here details of any short courses you have undertaken which are relevant to this application and also provide details of any professional bodies of which you are a member. If there are essential qualifications on the person specification, it’s important that you include them here.

For school based positions please include qualifications obtained from secondary school onwards.

If you are completing this application as a word document or **paper application you will need to insert additional pages/lines to cover all of your education and training.**

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| **Education and qualifications** | | |
| Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications. | | |
| **Dates attended (MM/YY)** | **Name of school/college/university** | **Qualifications gained (including grades, awarding body and date of award)** |
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| **Training and professional development** | | | |
| Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application. | | | |
| **Course title** | **Course dates** | **Length of course** | **Qualification obtained** |
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| **Membership of Professional Bodies** | | |
| Please give details of membership of Professional Bodies that are relevant to your application. | | |
| **Professional Body** | **Level of Membership** | **Date of Membership** |
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**Knowledge and Experience**

This is the really important part of your application as it’s where you can tell us what you can do and how we decide if we think you could have the necessary skills to undertake the role. Have a good read through the job summary or job description and person specification and think about the roles you have undertaken before and how your skills, knowledge and experience match what we are looking for. You should give examples that match the requirements on the job summary or job description and person specification - these can be from any previous employment, voluntary work or any other transferable life skills. For example, you may have lots of domestic responsibilities or may organise social/community activities in your spare time - it all counts! Try to be as clear and organised in your responses as possible and talk about *your* specific responsibilities, not those of your section or department.

If you are completing this application as a word document or paper application you will need to insert additional pages to cover all of knowledge and experience.

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| **Knowledge and Experience** |
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**Declaration**

I can confirm that the information contained in this application is correct and complete to the best of my knowledge. I understand that my application may be rejected or that I may be dismissed from employment without notice for giving false, or withholding, information.

I confirm that I am not subject to any immigration controls or restrictions which prohibit my working in the UK.

I also give my consent to the processing of data contained, or referred to, in this application in accordance with the Data Protection Act 2018 and any subsequent legislation.

Please also refer to the Privacy Statement in the Candidate’s portal.

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| Signed: |  |
| Date: |  |