

APPLICATION FORM SUPPORT STAFF



Post applying for

School

Application number (Official use)

Completed application forms should be posted or emailed to:

Mrs L Buckley
Headteacher's PA
Millthorpe School
Nunthorpe Avenue
York YO23 1WF
recruitment@millthorpeschool.co.uk

- Complete this form in type or black pen
- Do not enclose a CV
- All sections must be completed

PERSONAL DETAILS

Surname

Initials

Address

National Insurance Number

Telephone number

Mobile number

Email address

City

Postcode

Do you require a work permit?

Yes No

If you already hold a work permit when does it expire?

PRESENT OR MOST RECENT POST

Post title

Date of appointment

Current salary

Reason for leaving

Main duties

Name and address of employer

Notice period

PREVIOUS EMPLOYMENT

Include paid or unpaid work with most recent first. Please list any periods of unemployment with reasons.

Post title	Employer	From	To	Duties	Reason for leaving

PROFESSIONAL QUALIFICATIONS

Qualification	Date

Membership/Registration with Professional Bodies	
Professional Body	Date

Courses
Please give details of recent relevant training courses attended.

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HIGHER EDUCATION

Degree and post graduate qualifications

Where studied	Subject	Qualification	Grade	Date

FURTHER EDUCATION

A-Level or equivalent

School or College	Subject	Qualification	Grade	Date

SECONDARY EDUCATION

GCSE or equivalent

School	Subject	Qualification	Grade	Date
	English Language			
	English Literature			
	Maths			
	Science			

If offered a post you will be asked for original evidence of your qualifications and the Trust reserves the right to approach any number of education providers to verify qualifications stated.

PRIVATE AND CONFIDENTIAL

SUPPORTING INFORMATION

Please provide additional information in support of your application, explaining how your skills, knowledge and experience make you a suitable candidate for this post. These may have been gained through paid employment, voluntary work, spare time activities or training.

Please continue on a separate sheet if necessary

REFERENCES

It is the Trust's practice to take up references and this may be before inviting for interview. Please provide the name and address of two referees from whom the Trust may seek information regarding your suitability for employment. If you are currently employed, one of the referees **must** be your current employer. Otherwise, it must be your most recent employer. Family members, ex or current partner and close friends are not acceptable referees.

Please note that as this position involves working with children any number of your previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process (this includes vetting of internal candidates).

REFEREE 1 Current or most recent employer

Name

Position

Relationship to you

Address

City

Postcode

Telephone number

Email address

REFEREE 2

Name

Position

Relationship to you

Address

City

Postcode

Telephone number

Email address

APPLICANTS WITH A DISABILITY

The Trust is committed to treating job applicants with a disability equally and fairly, making reasonable adjustments where necessary. The Disability Discrimination Act 1995 states that someone is disabled if they have a 'physical or mental impairment, which has a sustainable and long term adverse effect on their ability to carry out normal day to day activities'.

Do you consider yourself to have a disability?

Yes

No

If you are shortlisted we will ask if you require adjustments to make the interview process accessible.

DECLARATIONS

Existing Links to the Trust

Please provide names below if you are related to or have a personal relationship with any Member, Trustee, Governor or employee of South Bank Academy Trust.

Name	Relationship

Misconduct or Disciplinary Action

Have you ever been dismissed from a post because of misconduct or resigned whilst subject to a disciplinary action or investigation. **Yes** **No**

If yes please give details on a separate sheet.

If you have previously worked with or are currently working with children/young people your employer/ previous employer will be asked about disciplinary offences specifically relating to children/young people including any in which the penalty is 'time expired' and the outcome of any enquiry or disciplinary action.

Criminal Convictions

Confirmation of appointment to post is subject to the following: Occupational Health clearance, Enhanced Disclosure and Barring Service check, satisfactory references, evidence of eligibility to work in the UK, appropriate qualifications and membership of relevant professional bodies (if applicable). Under these procedures the successful candidate will be required to furnish a statement of any previous convictions, which will be checked by the police.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore **all** convictions, cautions and bind overs including those regarded as spent **must** be declared.

Have you ever been convicted of a criminal offence? **Yes** **No**

If yes please give details on a separate sheet.

Data Protection Act

Information on this form may be held on manual or computer systems. We will observe strict confidentiality and disclosures will only be made for payroll, administration and statistical purposes.

Important Information

I understand that approaching any Member, Trustee or Governor of the Trust in connection with this appointment will disqualify me from further consideration.

I confirm that I am not on List 99, disqualified from working with children or young people or subject to sanctions imposed by a regulatory body.

I declare that all the information contained in every section of this application is true and accurate, and that I have provided all the relevant information requested.

I understand that any appointment is conditional on this declaration and the above checks. I also understand that any information that is incorrect or false, or is misleading, either by its inclusion or by its omission, may make this application void. In addition, I am aware that, should any such information or lack of it come to light after I join the employment of South Bank Academy Trust, I would be liable to disciplinary action that may result in my dismissal and possible referral to the police.

South Bank Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed _____ **Print name** _____ **Date** _____

EQUAL OPPORTUNITIES IN EMPLOYMENT



Reference number

(Official use)

This page will not be seen by those responsible for shortlisting or interviewing applicants

Which post are you applying for?

Date of birth

Age

Scale point, grade or salary

Are you

Male

Female

School

Marital status

Single

Divorced/separated

Married

Other

Are you applying on a job share basis?

Yes

No

Do you care for dependents

Children

Elderly

Do you consider yourself to have a disability?

Yes

No

Disabled

Other

How would you describe your Ethnic Origin?

Asian or Asian British

Indian

Pakistani

Bangladeshi

Other (please specify)

Mixed

White and Black Caribbean

White and Black African

White and Asian

Other (please specify)

Black or Black British

Caribbean

African

Other (please specify)

White

British

Irish

Other (please specify)

Chinese or other ethnic group

Chinese

Other (please specify)

Where did you see this post advertised?