

## JOB APPLICATION FORM – SUPPORT STAFF POSTS

 <p style="margin: 0;"><b>St Edmundsbury and Ipswich</b> Diocesan Multi Academy Trust</p>	Please return application form to:
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**Please read the enclosed Guidance Notes carefully before completing this form.**

**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
- We need to process it for our legitimate interests

You'll find more information on our legitimate interests and how we use your personal data in our privacy notice for job applicants. This is available in the application pack/our website.

**About the job you are applying for:**

<b>Job Title:</b>	<b>Name of School / Employer:</b>
<b>Job Reference No:</b>	<b>Closing date:</b>

Where did you see the job advertised or hear about it? (Please put one answer only, stating name of publication / website, or define 'other' as applicable)

Newspaper       Website       Word of mouth       Other

**Section 1 – Personal information**

Are you already an employee of a LA maintained, academy or free school?     Yes     No

If yes, what is your employee payroll number?

Title:	First name(s)
Last name:	Preferred name:

Any former names used (in full):

If you have previously worked as a teacher, please give your Teacher Reference no:	N.I. no:
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Address:
 

Postcode:

Contact telephone numbers:  
Daytime:  
Evening:

Mobile no:

Email address:

**Flexible Working**  
Are you applying to do this job on a part time / job share basis? Yes  No   
If Yes, please give details of the number of hours/days per week that you wish to apply for:  
  
.....  
If you wish your application to be considered on a joint basis with somebody else also wishing to job share, please give his / her name and contact details:

**Section 2 - How you meet the Selection Criteria**

Please use this section to answer the specific questions set out in the recruitment pack. If there are no specific questions provided, then you should use this section to provide evidence of how you meet each of the essential and desirable criteria set out in the person profile and to provide a supporting statement, enlarging on the information provided elsewhere in this application form. You should indicate any special areas of interest and give clear examples of your previous responsibilities and achievements. Examples could come from paid or unpaid work or any other activities that you have undertaken that you feel are relevant to the job you are applying for.

You should also use this section to include other information about why you want the job and anything else you wish to say.

If you are hand writing your form, please continue on a separate sheet if necessary (clearly marking your National Insurance number and the job for which you are applying on each separate sheet).

[Large empty rectangular box for writing the response to Section 2]



### Section 3 - Work and Other Relevant Experience

Please:

- List below a full and unbroken record of your employment and other activities, either paid or unpaid (e.g. voluntary work, care of children or other relatives etc, whether or not you feel these are relevant to the post you are applying for).
- Photocopy these pages if you need to, in order to provide a full and unbroken record.
- Start with your current or most recent post and work backwards.
- Detail the circumstances of your leaving each post under 'reason for leaving' and the way your employment ended e.g. to care for relatives, accepted voluntary redundancy etc)

Dates From:  To:	Name and address and type of school / establishment:	Post held	Salary details :
Brief description of duties			Reason for leaving and notice period if applicable

Dates From:  To:	Name and address and type of school / establishment:	Post held	Salary details
Brief description of duties			Reason for leaving:

<b>Dates</b> From:  To:	<b>Name and address and type of school / establishment:</b>	<b>Post held</b>	<b>Salary details:</b>
<b>Brief description of duties</b>			<b>Reason for leaving:</b>

<b>Dates</b> From:  To:	<b>Name and address and type of school / establishment:</b>	<b>Post held</b>	<b>Salary details</b>
<b>Brief description of duties</b>			<b>Reason for leaving:</b>

Dates From:  To:	Name and address and type of school / establishment:	Post held	Salary details:
Brief description of duties:			Reason for leaving:

Dates From:  To:	Name and address and type of school / establishment:	Post held	Salary details
Brief description of duties			Reason for leaving:

## Section 4 - Qualifications and Training

### Secondary Education (CSE, GCE, GCSE, RSA, A/AS level etc or other equivalent)

Date (mm/yyyy)	Examination type	Subject(s) – List in box	Grade achieved – List in box
	GCSE		
	AS / A Level		
	Other		

### Further and Higher Education (Degree, Diploma, BTEC, NVQ etc or other equivalent)

Date (mm/yyyy)	Qualification and examining body	Subject(s)	Pass level or grade

Other relevant qualifications or training including membership of professional bodies, relevant courses attended recently and driving licence(s) held (if relevant to post applied for).

Please be aware that proof of qualifications identified as essential to the role, including driving licence, will be required at interview. **Do not send anything now.** Further information will be sent to you should you be invited to interview.

Personal Interests / Hobbies (if relevant to post applied for):

## Time Spent living and/or working overseas

If you've lived and/or worked outside of the UK, the Trust 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

Please explain any gaps in your Education and Employment history

## Section 5 – Declarations

### Entitlement to Work in the UK

Are you currently eligible to work in the UK?

Yes

No

If **Yes**, are there conditions attached (e.g. time limits)?

Yes

No

If **Yes**, please give details:

To comply with the Immigration, Asylum & Nationality Act 2006 and additional amendments, (effective from 1<sup>st</sup> January 2021 [New immigration system: what you need to know - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/new-immigration-system-what-you-need-to-know) – and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines. **Do not send anything now, further information will be sent to you should you be invited to interview.**

St Edmundsbury and Ipswich Diocesan Multi Academy Trust operates a policy of equal opportunities. Your current immigration status will not be taken into account when assessing your application against the selection criteria for the post.

### Canvassing of Directors, School Governors or Senior Employees

Canvassing of Directors, School Governors or Senior Employees of St Edmundsbury and Ipswich Diocesan Multi Academy Trust by you or on your behalf is strictly forbidden and may invalidate your application. Please indicate here if you are related to any Director, School Governor or Senior Employee of St Edmundsbury and Ipswich Diocesan Multi Academy Trust, giving their name and School if known). Please state None if appropriate.

## Section 6 – Rehabilitation of Offenders Act 1974

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

All posts involving direct contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2020, 2013 and 2023) provide that certain spent convictions and cautions are 'protected'. These 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.

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 the information from the Disclosure & Barring Service before your appointment is confirmed.

### Transferable Service

The transfer of continuous service from other schools and Local Authorities may be possible. If you think this applies to you please provide the date from which your continuous service commences and the name of the organisation.

Date..... Organisation.....

## Section 7 – References

Please give the names and contact details of at least two referees who have knowledge in a professional capacity. One of them must be your current / most recent employer or tutor and your references **must cover all employment and/or any voluntary work in the past five year period**. References should be provided by the Headteacher/establishment manager. Personal references should only be provided where no alternative employer or educational referee is appropriate.

Give details of additional referees on a separate sheet if necessary

### Reference 1:

Name: .....

Address: .....

.....

Postcode: .....

Email: .....

Tel no: .....

Employer  Educational  Personal

School / Organisation:  
.....

### Reference 2:

Name.....

Address: .....

.....

Postcode: .....

Email: .....

Tel no: .....

Employer  Educational  Personal

School / Organisation:  
.....

**It is normal practice to take up references before interview.** Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

Reference 1: Yes  No

Reference 2: Yes  No

St Edmundsbury and Ipswich Diocesan Multi Academy Trust operates a policy of open references. This means that you may read any references received in relation to you, on written request.

### **Section 8 – Online Checks**

Shortlisted candidates may be subject to online searches as part of the Trust's due diligence checks.

### **Section 9 – Health**

Give information relating to any medical condition or disability which may require us to make a reasonable adjustment to the recruitment process in order to facilitate your application.

### **Section 10 – My statement**

By signing and dating below this statement:

I can confirm that:

- I have read the guidance notes accompanying this form. To the best of my knowledge, the information I have supplied on this form and any attachments is correct.

I consent to:

- the school carrying out checks and using the information provided from the checks and this application form when deciding my suitability to work with or be in regular contact with children
- the school carrying out online checks as part of the due diligence checks on shortlisted candidates
- the school to carry out checks and use the information for the declaration and consent form and third-party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to decide my suitability
- the school carrying out online status checks using the DBS Update Service as and when required
- the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees / previous and/or current employers.

I understand that:

- the school will share any information they obtain about me with other organisation's where the law requires them to, including where information raises concerns of a child protection nature.
- it is an offence to make a statement that is false or misleading in an application for registration
- giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal.
- the details of my application including my personal data will be stored in the school's archives and

database for up to 12 months following completion of this recruitment process (longer for successful applicants) in line with the retention schedule of the school you are applying to.

- the personal data in this form will be handled in line with data protection legislation and processed for one or more of the following reasons permitted in law:
  - you have given the school your consent
  - the school must process it to comply with our legal obligations
  - the school need to process the data for legitimate interests.

More information on how the school will use your data and the legitimate interests is in the school's privacy notice for job applicants, which is available upon request from the school.

Name: (please print)

Sign:

Date:





## EQUAL OPPORTUNITIES

***These pages must be detached by the school / Trust before considering application against selection criteria.***

We are committed to equality of opportunity and require the following questions to be completed by all applicants. If you are uncomfortable answering a question, please tick the 'prefer not to disclose' option.

This information is collected for statistical purposes only and will not be used as part of the selection process.

### Ethnic Origin

Please select one description from numbers 1-18 (below) that best fits your ethnic origin. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin in the space provided.

- |                            |                            |                            |
|----------------------------|----------------------------|----------------------------|
| 1. British                 | 8. Indian                  | 15. Chinese                |
| 2. Irish                   | 9. Pakistani               | 16. Gypsy / Traveller      |
| 3. Any other White origin  | 10. Bangladeshi            | 17. Other – please specify |
| 4. White & Black Caribbean | 11. Any other Asian origin | .....                      |
| 5. White & Black African   | 12. Caribbean              | 18. Prefer not to disclose |
| 6. White & Asian           | 13. African                |                            |
| 7. Any other mixed origin  | 14. Any other Black origin |                            |

Your Ethnic Origin Description 1 – 18

### Nationality

Please tell us your nationality  
e.g. British Citizen, Portuguese Citizen

Prefer not to disclose

### Religion or Belief

Please see guidance notes for more information on why we are asking for this information.

- |                |                         |              |                            |
|----------------|-------------------------|--------------|----------------------------|
| 1. Baha I      | 5. Buddhist             | 9. Christian | 13. Pagan                  |
| 2. Hindu       | 6. Muslim               | 10. Jain     | 14. Prefer not to disclose |
| 3. Jewish      | 7. Rastafarian          | 11. Sikh     | 15. Other (please specify) |
| 4. Zoroastrian | 8. No religion / belief | 12. Humanist | .....                      |

Your Religion or Belief Description 1 – 15

**Gender**

Male  Female

**Sexual Orientation**

Please see guidance notes for more information on why we are asking for this information.

- 1. Heterosexual
- 2. Bisexual
- 3. Gay
- 4. Lesbian
- 5. Prefer not to disclose

Your Sexual Orientation Description 1 – 5

**Disability**

The [Equality Act 2010](#) defines a person as having a disability if she/he has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on his/her ability to do normal daily activities.

Do you have a disability as defined above? Yes  No

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise?

Yes  No

If yes, please specify (e.g. ground floor venue, sign language interpreter, audio tape etc.)