

|  |  |
| --- | --- |
| **GROVE PARK PRIMARY SCHOOL**  Grove Park Academies  Support Staff Application Form | |
|  | |
| **Post title:** | |
|  | |
| **DATA PROTECTION NOTICE** | |
| Throughout this form, we ask for some personal data about you. We will 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   **Privacy Notice**  *Please refer to the Trust’s Privacy Notice for job applicants, which is available on our website.* | |
| **DISCLOSURE AND BARRING RECRUITMENT CHECKS** | |
| The 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 is 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 will 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 Trusts privacy notice.  **Do you have a DBS certificate?:** ☐Yes ☐No Date of check:  If you have lived or worked outside of the UK in the last 5 years, the trust 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.  We will not ask for any criminal records information until we have received the results of a DBS check.  Any convictions listed on a DBS check will be considered on a case-by-case basis. | |
| **RIGHT TO WORK IN THE UK** | |
| Are you eligible to work in the UK? ☐Yes ☐No  The trust 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** | |
| Name:  Sign:  Date: | |
|  | |
| **Please complete using black ink or type.**  This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process.  Please refer carefully to the information you have been provided for this post.  Please ensure you complete **ALL** sections of the application form. Your application will be treated in the strictest confidence. | |
|  | |
| **Part 1 Personal Details** | |
| Name: | Previous Surname (s): |
| Address: | Alternative address: |
|  |  |
| Postcode: | Postcode: |
| Tel No.(home): | Tel No.(work): |
| Mobile: | Email: |
| National Insurance Number: | |
|  |  |

|  |  |
| --- | --- |
| **General** | |
| Local Government Pension Scheme  Do you contribute to the local government pension scheme? | Yes / No |
| If you contribute to another scheme please provide details: |  |
| Disclosure of relationship:  Are you related to any member of the School, Governing Body or Trustee Board?  (If years please provide details) | Yes / No |
| If you are successful, when could you start this job? |  |
| How did you become aware of this vacancy? | |
| Media: Date: Reference: | |
| Please indicate two people who can provide references – one of whom MUST be your present / most recent employer. | |
| 1. Name: | 1. Name: |
| Address: | Address: |
| Tel No. | Tel No. |
| Email: | Email: |
| Occupation: | Occupation: |
| May we contact prior to interview?  Yes / No | May we contact prior to interview?  Yes / No |

|  |  |  |
| --- | --- | --- |
| **Part 2 – Competency** | | |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualifications achieved from Secondary, higher or further Education** | | | | |
| School/ College/University attended | Date  From | Date  To | Qualifications  (GCSE, O Level, A Level, NVQ etc.) | Grade and date taken  (if any) |
|  |  |  |  |  |

Original documentation of qualifications will be required prior to appointment.

|  |  |  |  |
| --- | --- | --- | --- |
| Training and Development  Please give details of relevant courses and training undertaken in the last five years. | | | |
| Dates  &  Duration | Title of course/training/home study/distance learning | Provider name | Qualification obtained  (if any) |
|  |  |  |  |
| **Employment History** | | | |
| Please give details of all jobs held after the age of 18, including part time and unpaid work, starting with your current or most recent employer. Please explain any gaps. | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | FT/PT | Date  From | Date  To | Job title | Salary on leaving |
| (Current or most recent employer) |  |  |  |  |  |
| Main duties | | | | | |
| Reason for leaving | | | | | |
|  |  |  |  |  |  |
| Main duties | | | | | |
| Reason for leaving | | | | | |
|  |  |  |  |  |  |
| Main duties | | | | | |
| Reason for leaving | | | | | |
|  |  |  |  |  |  |
| Main duties | | | | | |
| Reason for leaving | | | | | |

Please continue on a separate sheet if necessary.

|  |
| --- |
| **Other Skills and Interests** |
| Using the job description and person specification as a guide, please give details of any experience or skills, which you feel, demonstrate your suitability for this post. |
| **Applicant statement**  *(Please attach a separate sheet if needed)* |
|  |
| Signature: Date:  Please return your completed application to:  Anna Smith  Grove Park Academies  Grove Park Primary School  Hilton Drive  Sittingbourne  Kent  ME10 1PT  recruitment@groveparkacademies.org |