

# SUPPORT STAFF POSITION APPLICATION FORM

## APPLICATION DETAILS

**NAME OF ACADEMY** :

**ROLE APPLIED FOR** :

## PERSONAL INFORMATION

**Title and Full Name** :

**Any previous surnames** :

**Home address:** :

**Telephone Number** (where we can best contact you) :

**Email Address** (where we can best contact you) :

## ELIGIBILITY

**Place of Citizenship** :

**Eligible to work in the UK** :  Yes  No

**National Insurance Number** :

**Do you have any relationship with any current staff member of the EKC Schools Trust** :  Yes  No

If 'Yes' please give details :

## DETAILS OF CURRENT/MOST RECENT EMPLOYMENT

**Job Title** :

**Organisation Name and Address** :

**Salary** :

**Dates from and to** : From  To

**Please provide an outline of your key areas of responsibility:**

# EMPLOYMENT HISTORY

Job Title and Salary	Organisation	Dates From and To

Please ensure you complete your full employment history and explain any gaps in your employment in the box below

Date From	Date To	Explanation for gap in employment

# EDUCATION HISTORY

Name of Awarding Institution	Qualification Obtained	Date

Name of Organisation	Years Attended (to-from)	Any Qualifications achieved and grades

## REASON FOR APPLICATION

Please indicate in the box below why you have applied for this role and the knowledge and skills that make you a suitable candidate.

## OTHER HOBBIES AND INTERESTS

Please indicate in the box below any other information you wish to provide including how you spend your free time and look after your wellbeing.

# REFERENCES

Please provide details of your current/most recent employer) and one other professional reference.

## Reference 1

Title and Full Name :

Relationship to you :

Address: :

Telephone Number :

Email Address :

Please indicate if we may contact your referee prior to interview: :  Yes  No

## Reference 2

Title and Full Name :

Relationship to you :

Address: :

Telephone Number :

Email Address :

Please indicate if we may contact your referee prior to interview: :  Yes  No

## DECLARATIONS

Are you aware of any matter, which may call into question your integrity as an employee or bring you, the Academy or EKC Schools Trust into dispute? :  Yes  No

If 'Yes' please provide details :

Is there any reason why you are not a suitable applicant to work with children? :  Yes  No

If 'Yes' please provide details :

### Declaration of Previous Convictions

All posts at EKC Schools Trust are exempt from the rehabilitation of Offenders Act 7974 and applicants should be aware that the College will request an enhanced check through the Disclosure and Barring Service when a job offer is made (known as a DBS check). All applicants are required to complete the Criminal Record Declaration below to indicate whether or not they have any criminal convictions, spent or unspent.

The EKC Schools Trust is defined as an 'establishment' under the Disclosure and Barring Service guidelines, all posts are subject to an enhanced DBS check. If you have any convictions that prevent you from working with children, young persons or vulnerable adults, it is a criminal offence to apply for a position with us. The only exception to this requirement is that applicants do not need to disclose any 'protected' cautions or convictions as defined by The Rehabilitation of Offenders Act 7974

(Exceptions) Order 7975 (Amendment) (England and Wales) Order 2013.

We will not discriminate unfairly against applicants with a criminal record. Where an individual has disclosed a conviction in their application, or a conviction is revealed through a Disclosure, a discussion will take place with the applicant regarding the nature of the offence and its relevance to the position.

**FAILURE TO REVEAL INFORMATION RELATING TO SPENT OR UNSPENT CONVICTIONS, CAUTIONS, WARNINGS AND REPRIMANDS COULD LEAD TO WITHDRAWAL OF AN OFFER OF EMPLOYMENT/TERMINATION OF EMPLOYMENT.**

No

I DO NOT have any cautions (including any final warnings reprimands) or convictions which are not 'protected' as defined by the Exemptions Order 7975\* to the Rehabilitation of Offenders Act 7974. (\*As amended by the 2013 Exceptions Order)

**OR**

Yes

I DO have cautions (including any final warnings or reprimands) or convictions which are not 'protected' as defined by the Exemptions Order 7975\* to the Rehabilitation of Offenders Act 7974. (\*As amended by the 2013 Exceptions Order).

**Please detail these overleaf.**



## DECLARATIONS - FURTHER DETAILS

*If answered YES to having cautions (including any final warnings or reprimands) or convictions which are not 'protected' as defined by the Exemptions Order 7975\* to the Rehabilitation of Offenders Act 7974 on the previous page, please detail these below.*

## PROTECTING PERSONAL INFORMATION

**By submitting your application, you understand that your personal information will be available to the EKC Schools Trust and the Academy you are applying to. We will not share your data with anyone outside of the organisation but we will keep your information on file for the period of time we are required to in accordance with employment law.**

**The EKC Schools Trust will also contact you via email or telephone on the information you have provided to us.**

## COMMITMENT TO EQUAL OPPORTUNITIES

We value the diversity of our workforce and welcome applications from all sectors of the community. To ensure that our recruitment procedures operate in such a way as to provide genuine equality of opportunity and for no other reason, it would be helpful if you would assist us in this process by completing the questions below. Your application will receive exactly the same consideration irrespective of your decision to give answers to all these questions.

Age -

Disability -

Disability is defined as a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities which has lasted or is likely to last for at least 12 months or is a specified medical condition.

EKC Schools Trust is committed to equal opportunities and celebrates the diversity of staff and students. As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for a vacancy.

## STATEMENT OF CONFIRMATION

**Please confirm the information you have provided is factual and accurate. If any information is found to be false following appointment, employment will be terminated.**

**In submitting this application I confirm that all the information in this application is factually accurate**

Name :

Date:

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**Statement of Confirmation continued:**

**If you are invited to interview you will be asked to sign your application form on arrival.**

Signature :