

Private and confidential



## JOB APPLICATION FORM

### School Support Staff

#### Vacancy details

Job title	(enter job title here)	Ref	(enter ref here)	Date received
Closing date	(enter date here)	Grade	(enter grade here)	

#### Personal details

Surname: (surname)	Preferred title: (title)
First name(s): (first names)	
Home address: (home address)	Postcode:
Home telephone number: (home phone no.)	
Daytime telephone number: (daytime phone no.)	
Mobile number: (mobile no.)	
Email: (email address)	

Are you currently in any form of regular paid work?    Yes       No    (See Guidance Notes)

#### Present/most recent employment

Name and address of present/most recent employer	(employer's name and address)		
Job title	(job title)		
From (mth/yr)	(start date)	To (mth/yr) if applicable	(end date/present)
Salary/wage (£)	(salary)	Other financial benefits	(benefits)
Period of notice	(notice)		



**Education** – Proof of qualifications may be required at interview.

From (mth/yr)	To (mth/yr)	Secondary school/ College/University attended (inc. part-time)	Qualifications gained or pending (please state subject and level)	Grade
(start date)	(end date)	(school/college/university)	(qualification, subject and level)	(grade)
(start date)	(end date)	(school/college/university)	(qualification, subject and level)	(grade)
(start date)	(end date)	(school/college/university)	(qualification, subject and level)	(grade)
(start date)	(end date)	(school/college/university)	(qualification, subject and level)	(grade)
(start date)	(end date)	(school/college/university)	(qualification, subject and level)	(grade)

**Membership of professional bodies** – Proof of membership may be required.

Body	Grade of membership	Date
(professional body)	(grade of membership)	(date)
(professional body)	(grade of membership)	(date)
(professional body)	(grade of membership)	(date)
(professional body)	(grade of membership)	(date)

**Attendance at training courses relevant to this job**

Organising body	Course title	Duration	Date
(organising body)	(course title)	(duration)	(date)
(organising body)	(course title)	(duration)	(date)
(organising body)	(course title)	(duration)	(date)
(organising body)	(course title)	(duration)	(date)

## Information in support of your application

Please attach additional sheets to explain how you meet each of the requirements. You should draw on your knowledge, skills and experience etc gained from paid work, training, domestic responsibilities, education, leisure interests and voluntary activities etc.

Please note that C.V.'s can only be considered alongside a fully completed application form and additional sheets.

## Referees

Please give the names of two referees. One of your referees must be your present/last employer. If you have not been previously employed then Head Teacher/Lecturers, Employment Advisors etc are acceptable.

Please note that it is our policy for this particular post to take up references prior to interview, and that we reserve the right to approach any of your previous employers for a reference. Friends and relatives are not acceptable as referees.

Name:
Position:
Email address:
Tel. No.:

Name:
Position:
Email address:
Tel. No.:

## Protection of children: disclosure of criminal background

L.E.A.D Academy Trust are committed to the protection of all those who use its services and of its employees. Where it is necessary to protect children and vulnerable adults we will apply to the Disclosure and Barring Service (DBS) for a disclosure, which will give details of a person's criminal record and information held by the Department of Health and the Department for Education and Skills. We will use the DBS to assess an applicant's suitability for employment in certain occupations and will comply with the DBS Code of Practice whilst undertaking to treat all applicants fairly.

### Rehabilitation of Offenders Act (1974)

#### **This post is not covered by the Rehabilitation of Offenders Act**

You must declare all convictions even those which for any other purpose would be classed as spent (including cautions and reprimands).

Do you have any convictions to declare?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details of offence(s), dates and sentences (offence(s), dates and sentences)		

## General details

Where did you find out about this vacancy?	(where)
Please give details of any dates during the next four weeks when you would not be available for interview.	(dates unavailable for interview)
Please tell us about any requirements you would like us to consider to ensure we offer you a fair selection process (eg. wheelchair access, sign language interpreter, additional reading time etc.)	(requirements)

## Confidentiality and disclosure

You are advised that information given on this form may be checked with appropriate bodies to ensure its accuracy. Information relating to sex, gender, race, religion and disability will be used for monitoring purposes only. If you are successful, it will also be used for managing the employment relationship.

## Declaration

I declare that I have read the Guidance Notes and that the information given in this application is true. I have not canvassed (either directly or indirectly) any senior officer of L.E.A.D. Academy Trust and will not do so. I accept that should I not have provided full and accurate information it could result in me not being appointed, an offer of employment being withdrawn or disciplinary action being taken against me.

Signature: \*: (sign here or tick email box below)      Date: (date)

\* If submitting this form by email please mark this box in lieu of a signature as an indication of your acceptance of the above conditions