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| **Application Form for SUPPORT STAFF Post at Embrace Multi Academy Trust** | | | | | | | | | | | |
| **Details of Post Applied for** | | | | | | | | | | | |
| Establishment/school: | | |  | | | | | | | | |
| Post Applied For: | | |  | | | | | | | | |
| Job Reference Number (if any): | | |  | | | | | | | | |
| Candidate ID (if any): | | |  | | | | | | | | |
| Application Number (if any): | | |  | | | | | | | | |
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| **Personal Information** | | | | | | | | | | | |
| Title: |  | | | | Last name: | | |  | | |
| First name: |  | | | | | | | Middle Name: | |  |
| Previous name: | |  | | | | | | | | |
| Address and Postcode: | |  | | | | | | | | |
| Contact details: | | Contact no: | | | |  | | | | |
| Email address: | | | |  | | | | |
| Country of birth / Nationality: | | | |  | | | | | | | |
| National insurance number: | | | |  | | | | | | | |
| Do you consider yourself to have a disability that you wish to declare whilst making this application? | | | | | | |  | | | | |
| Are there any special arrangements that you wish to request should you be invited to interview? | | | | | | |  | | | | |
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| **Continuing professional development** | | | | | | | | | | | |
| Provider | | Course Title | | | | | | | Duration | |
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| **Continuing membership of professional bodies** | | | | | | | | | | | |
| Please give details of any relevant professional bodies to which you belong | | | | | | | | | | |
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| **Employment History *Please detail your career history, including any voluntary and unpaid work (multiple entries allowed).*** | | | | | | | | | | | |
| **Current or most recent position:** | | | | | | | | | | |
| Position held: | |  | | | | | | | | |
| Name of institution: | |  | | | | | | | | |
| Address: | |  | | | | | | | | |
| From: | |  | | | | | | | | |
| To: | |  | | | | | | | | |
| Responsibilities and achievements: | |  | | | | | | | | |
| Salary and benefits: | |  | | | | | | | | |
| Full or part time: | |  | | | | | | | | |
| Reason for leaving: | |  | | | | | | | | |
|  | | | | | | | | | | | |
| **Previous post** | | | | | | | | | | | |
| Position held: | |  | | | | | | | | |
| Name of institution: | |  | | | | | | | | |
| Address: | |  | | | | | | | | |
| From: | |  | | | | | | | | |
| To: | |  | | | | | | | | |
| Responsibilities and achievements: | |  | | | | | | | | |
| Salary and benefits: | |  | | | | | | | | |
| Full or part time: | |  | | | | | | | | |
| Reason for leaving | |  | | | | | | | | |
|  | | | | | | | | | | | |
| **Previous post** | | | | | | | | | | | |
| Position held: | |  | | | | | | | | |
| Name of institution: | |  | | | | | | | | |
| Address: | |  | | | | | | | | |
| From: | |  | | | | | | | | |
| To: | |  | | | | | | | | |
| Responsibilities and achievements: | |  | | | | | | | | |
| Salary and benefits: | |  | | | | | | | | |
| Full or part time: | |  | | | | | | | | |
| Reason for leaving | |  | | | | | | | | |
|  | | | | | | | | | | | |
| **Previous post** | | | | | | | | | | | |
| Position held: | |  | | | | | | | | |
| Name of institution: | |  | | | | | | | | |
| Address: | |  | | | | | | | | |
| From: | |  | | | | | | | | |
| To: | |  | | | | | | | | |
| Responsibilities and achievements: | |  | | | | | | | | |
| Salary and benefits: | |  | | | | | | | | |
| Full or part time: | |  | | | | | | | | |
| Reason for leaving | |  | | | | | | | | |
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| **Previous post** | | | | | | | | | | | |
| Position held: | |  | | | | | | | | |
| Name of institution: | |  | | | | | | | | |
| Address: | |  | | | | | | | | |
| From: | |  | | | | | | | | |
| To: | |  | | | | | | | | |
| Responsibilities and achievements: | |  | | | | | | | | |
| Salary and benefits: | |  | | | | | | | | |
| Full or part time: | |  | | | | | | | | |
| Reason for leaving | |  | | | | | | | | |
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| **Gaps in employment *(please give details below of any voluntary work you have not detailed elsewhere in your employment history or reasons for other periods of time when you have not been employed since leaving secondary education)*** | | | | | | | | | | | |
| Date from: | | Date to: | | | Reason: | | | | | |
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| **Referees *(References will be requested prior to interview. Please provide two professional referees. One must be your current or most recent employer. If not applicable, please provide a college / university course tutor. Please do not name relatives or people as a referee who are acting solely in their capacity as a friend.*)** | | | | | | | | | | | |
| **Referee 1:** | | | | | | | | | | |
| Title: | |  | | | | | | | | |
| Name: | |  | | | | | | | | |
| Occupation: | |  | | | | | | | | |
| Employer name: | |  | | | | | | | | |
| Address: | |  | | | | | | | | |
| Telephone number: | |  | | | | | | | | |
| Email address: | |  | | | | | | | | |
| In what capacity do you know the referee? | |  | | | | | | | | |
|  | | | | | | | | | | | |
| **Referee 2:** | | | | | | | | | | |
| Title: | |  | | | | | | | | |
| Name: | |  | | | | | | | | |
| Occupation: | |  | | | | | | | | |
| Employer name: | |  | | | | | | | | |
| Address: | |  | | | | | | | | |
| Telephone number: | |  | | | | | | | | |
| Email address: | |  | | | | | | | | |
| In what capacity do you know the referee? | |  | | | | | | | | |

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| **Education and qualifications** | | | | | | |
| Name of Institution | Duration | | Courses / subjects taken and examinations results or award and date | | | |
| From | To | Qualification | Subject | Grade | Date |
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| **Interests and activities *(please provide details of any relevant interests or activities)*** | | | | | | | |
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| **Supporting statement *(Please add a supporting statement, outlining your suitability for the role by referring to the person specification and providing evidence of impact and outcomes)*** | | | | | | | |
| **Qualifications:** | | | | | | |
|  | | | | | | |
| **Experience:** | | | | | | |
|  | | | | | | |
| **Knowledge:** | | | | | | |
|  | | | | | | |
| **Skills and compentencies:** | | | | | | |
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| **General circumstances and factors not already covered:** | | | | | | |
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| **Declarations** | | |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you not declare any of the above and this is subsequently revealed, e.g., through the DBS check, then this may place your appointment in jeopardy. | | |
| **Please answer the following questions:** | | |
| Do you have any convictions or cautions that would not currently be filtered by the Disclosure and Barring Service (DBS)? *You do not need to disclose reprimands, final warnings or youth cautions or anything that would be filtered by the DBS.* | |  |
| Do you have any record of disciplinaries in your current or previous positions, or have you had any allegations made against you? | |  |
| **It is a criminal offence for barred individuals to seek, or to undertake, work with children.**  If you have answered 'YES' to the above and are called to interview, the employer will require you to provide further details at the interview stage. This will be managed in confidence directly by the employer. | | |
| I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in legal action. I understand that my application form will be retained on file and give my consent for the personal data supplied to be used for the purposes of recruitment and selection. | | |
| Signature: | Date: | |