

**Job application form**

**Support Staff**

**If you need assistance or support in completing this form, please contact us.**

Please fill in all sections of the form using black in/type. The information you provide will help us make a fair decision in the selection process

An Daras Multi Academy Trust values and develops a diverse workforce and treats all employees and applicants for employment fairly

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| **Role applied for** |  | **Ref no** |  |
| **School/Location** |  | | |

**About you**

|  |  |
| --- | --- |
| **Title** | **Surname** |
| **Previous surname(s)** | |
| **First name(s)** | |
| **Home address** | **Home phone** |
| **Work phone** |
| **Mobile phone** |
| **Postcode** | **Email** |
| **NI number** | **You can get this from the Department of Work and Pensions** |

**Your current/most recent employer**

If you are applying for your first job please provide any voluntary work/work experience details

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| **Name and address of current or most recent employer** |  |
| **Telephone number of employer** |  |
| **Job title** |  |
| **Date appointed** |  |
| **Notice required** |  |
| **Date left (if applicable)** |  |
| **Present Salary** |  |
| **Reason for leaving** |  |

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| **Key duties and responsibilities:** |

**Previous employment or experience**

Starting with your most recent appointment and working backwards, ensure all periods of time are accounted for, and any gaps in employment explained, for example unemployment, voluntary work, travel etc. You may attach an additional sheet if required. Please ensure there are no gaps in the history of your employment and other experience.

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| **Dates** | | **Employer or reason for gap** | **Job title, duties and responsibilities** | **Reason for leaving** |
| **From**  **DD.MM.YY** | **To**  **DD.MM.YY** |
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**Educational qualifications obtained from secondary, higher and further education**

Starting with your most recent and working backwards

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| **Type of qualification**  (eg: GCSE, NVQ Degree etc) | **Subject title of qualification** | **Grade** | **Date achieved** |
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**Other training, courses and self-development**

Starting with your most recent and working backwards

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| **Name of provider/college** | **Title of course/training** | **Qualification (if relevant)** |
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**Membership of professional bodies**

Starting with your most recent and working backwards

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| --- | --- | --- | --- | --- |
| **Institute or Association** | **Level of Membership** | **Membership Number** | **How Obtained**  **(e.g. election or qualification)** | **Date obtained**  **DD/MM/YYYY** |
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**Your supporting statement**

This is an important part of your application, it will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the job description, person specification telling us how your skills and experience match these. Use examples where possible and provide the outcome of action/s where applicable.

If you are applying for your first job provide examples of relevant experience that will help us decide your suitability.

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**Safeguarding children, young people and vulnerable adults**

We are all responsible for the safety of children, young people and adults who may be at risk. We must ensure that we are doing all we can to protect the most vulnerable members in our society. This responsibility applies to all An Daras employees and volunteers.

From your training and/or experience please give examples which demonstrate your knowledge and commitment to safeguarding and you would help protect children, young people and vulnerable adults.

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**Declaration of criminal convictions**

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of these cautions can convictions can be found on the Disclosure and Barring Service website.

Given this please only tick the relevant box, do not disclose any details on this form. If you answer yes to any question read the instructions in the box ‘if yes’

In the case of details being disclosed they will not be viewed by the Chair of the recruitment panel until after the selection process has been completed.

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|  | **Yes** | **No** | **If yes** |
| Have you ever been convicted of any criminal offence, whether ‘spent’ or ‘unspent’, as defined in the Rehabilitation of Offenders Act 1974 or do you have any charges pending? |  |  | You must provide full details in a sealed envelope separately to this form. The must be marked ‘Confidential – Disclosure’ FAO Chair of the recruitment panel. |
| Have you ever been cautioned, reprimanded or received a final warning which although not considered to be criminal convictions and become ‘spent’ immediately, must be considered in relation to this exempt post? |  |  | You must provide full details in a sealed envelope separately to this form. The must be marked ‘Confidential – Disclosure’ FAO Chair of the recruitment panel. |
| Have you ever been barred or restricted from working with children or vulnerable adults? |  |  | You must provide full details in a sealed envelope separately to this form. The must be marked ‘Confidential – Disclosure’ FAO Chair of the recruitment panel. |

Any subsequent offer of employment will be subject to a criminal record check (enhanced disclosure) from the Disclosure and Barring Service (DBS). This check will include details of cautions, reprimands or final warnings as well as convictions. Appointment will be subject to the information received from DBS.

I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of the above check. I give my authorisation for this check to be made by An Daras Multi Academy Trust.

**Signed:** **Date:**

**Disclosure of interest**

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|  | **Yes** | **No** | **If yes, please give details** |
| Have you ever received a redundancy payment or pension from another education establishment or a local authority? |  |  |  |
| Are there any restrictions to you living and working in the UK which might affect your right to work for us? (eg: needing a work permit/visa) |  |  |  |
| If your job requires you to travel *(which will be clear from your job description / role profile)* do you hold a full valid current driving license? |  |  | Not applicable for this question |
| Do you have access to transport? |  |  | Not applicable for this question |
| Under the Working Time Regulations 1998, the Trust must monitor the hours worked by its employees. Please confirm whether this will be your only employment. If not, please provide details including days and hours worked / work pattern. |  |  |  |
| Canvassing of any of our Trustees, Directors and/or employee of An Daras (asking them to help you get this role) directly or indirectly will disqualify your application. Also if you fail to declare any relationship with a Trustee, Director and/or employee of An Daras your application may be disqualified, and if appointed you may be dismissed without notice | | | |
| Are you related to, or have you formed any relationship (personal, financial or professional) with any current Director, Governor or employee of An Daras? |  |  |  |
| Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? |  |  |  |
| Have you ever been the subject of a formal disciplinary procedure?  Have you ever been dismissed from any previous employment? |  |  |  |

**References**

Please provide the names and addresses of three referees who can comment on your suitability for this job. Please note one must be your current or most recent employer. If you are applying for a position that involves working with children and you have worked with children in the past, one of your referees must be able to provide a reference from your most recent employment with children. Do not use friends or relatives.

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| Referee 1 | | | | | Referee 2 | | | | | |
| Title | |  | | | Title | | |  | | |
| Name | |  | | | Name | | |  | | |
| Position | |  | | | Position | | |  | | |
| Relationship  to applicant | |  | | | Relationship  to applicant | | |  | | |
| Address: | | | | | Address: | | | | | |
| Postcode: |  | | Tel No: |  | Postcode: |  | | | Tel No: |  |
| E-mail: |  | | | | E-mail: |  | | | | |
| Referee 3 | | | | | | | | | | |
| Title |  | | | | Position | |  | | | |
| Name |  | | | | Relationship to applicant | |  | | | |
| Address |  | | | | | | | | | |
| Postcode |  | | | | Telephone number | |  | | | |
| Email: |  | | | |  | |  | | | |
| **If you are shortlisted, your referees will be contacted prior to your interview.** | | | | | | | | | | |

**How we protect your information**

We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of employees and the prevention and detection of fraud. All information will be dealt with in accordance with GDPR legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 6 months, anonymised data will be kept for monitoring purposes.

**Your declaration**

I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed I am liable to dismissal without notice if this information on this form is later proved to be inaccurate.

**Signed:** **Date:**

Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.

If you have completed this form on behalf of the applicant, please add your details

**Name:** **Date**:

**Contact number:**

Thank you for taking the time to complete this application form please return it to [hr@andaras.org](mailto:hr@andaras.org)

Or by post to HR Department, An Daras MAT, Central Office, Unit 4 Tamar Business Park, Pennygillam Industrial Estate, Launceston, PL15 7ED