



SUPPORT STAFF JOB APPLICATION FORM

To be completed electronically or in black ink. All relevant sections must be completed.

A curriculum vitae must not be submitted in place of any information on this form.

Throughout this form we ask for some personal data about you. We'll 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

For more information on how we use your personal data please see our [Recruitment Privacy Notice](#).

1 | VACANCY INFORMATION

Application for the post of:

This form to be returned to

by the closing date of:

2 | PERSONAL DETAILS

Surname:		Title:
Previous Surname:		
First Name(s):		Known as:
Have you ever been known by any other name? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please give details:		
Address:		
Postcode:		
Contact telephone number:		e-mail address:
(if shortlisted you may be invited to interview via e-mail)		
Are you applying for this job as a job sharer? Yes <input type="checkbox"/> No <input type="checkbox"/>		

3 | REFERENCES

Please give details of two people who are not related to you, from whom references about your suitability for the job can be obtained. If presently employed one must be your current employer. If unemployed one must be your most recent employer. In the absence of previous employment experience a reference from your headteacher / tutor or related to relevant voluntary work is acceptable.

If you are not currently working with children and/or vulnerable adults, but have done so in the past, please supply details of an additional employer by whom you were most recently employed to work with children/vulnerable adults. (This is only relevant if the job you are applying for involves working with children/vulnerable adults).

We reserve the right to request alternative references during the processing of your application.

1. Current or most recent employer		2.	
Name:		Name:	
Title: (Mr, Mrs etc)		Title: (Mr, Mrs etc)	
Occupation:		Occupation:	
Address:		Address:	
Postcode:		Postcode:	
Business Telephone:		Business Telephone:	
Home Telephone:		Home Telephone:	
Mobile:		Mobile:	
E-mail:		E-mail:	
How long have you known this referee and in what capacity?		How long have you known this referee and in what capacity?	
Please tick this box if you do not want this referee to be contacted prior to interview.	<input type="checkbox"/>	Please tick this box if you do not want this referee to be contacted prior to interview.	<input type="checkbox"/>

After shortlisting we reserve the right to take up references. If you have indicated on your application that you do not wish us to contact the referees, we will only contact the referees after interview, if you are the successful candidate.

Please contact your referees to advise them that you have provided their details and to confirm that they would be prepared to provide a reference for you if requested.

For posts having substantial access to children the school reserves the right to approach any previous employer

4 | DISCLOSURE OF CRIMINAL CONVICTIONS AND POLICE CLEARANCE

The Trust and its member academies are legally obliged 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's 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'll 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 TCAT's privacy notice.

Do you have a DBS certificate?

☐ Yes (Date of check:)

☐ No

If you've lived or worked outside of the UK in the last 5 years, the Trust may require additional information 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.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

5 | RIGHT TO WORK IN THE UK

If successful with your application, 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 before you can commence employment with us.

By signing and submitting this application you agree to provide such evidence when requested.

6 | DECLARATION OF RELATIONSHIP

Are you or your spouse related by marriage, blood or as a cohabitee to any member of the TCAT Trust Board or Governing Body or senior member of staff within the academy in which this role is based?

☐ Yes ☐ No

If you are related, please give their name and state the nature of the relationship. Failure to disclose such a relationship may lead to disqualification from the recruitment process or dismissal without notice.

Name:	Relationship:
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If you canvass any Trustee, Governor, or employee of the Trust about your application, you will be disqualified. This does not stop a Trustee, Governor, or employee giving a written reference about you.

7 | CERTIFICATION / DECLARATION

I certify that, to the best of my knowledge, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to termination of my contract of employment.

Signed:

Date:

Providing false information is an offence and could result in:

- the application being rejected,
- Summary Dismissal if the applicant has been selected.

All offers of employment are subject to suitable references, qualifications check, satisfactory medical clearance, DBS if relevant to post and Asylum & Immigration checks.

If you require further information, please contact the Trust/Academy on the telephone number provided in attached documentation.

We should like to take this opportunity to thank you for your interest in the advertised post. If you have not been contacted concerning your application within 4 weeks of the closing date, please assume you have not been shortlisted for interview.

8 | DISABILITY AND REASONABLE ADJUSTMENTS

By answering the following questions, you will assist the Academy/Trust to comply with its obligations arising from the Equality Act 2010. You are not compulsorily required to give this information. However, if you advise us that you do have a disability and you meet the essential criteria of the person specification, the Academy/Trust will guarantee you an interview.

EQUALITY ACT 2010

"a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities"

DO YOU HAVE A DISABILITY IN ACCORDANCE WITH THE ABOVE DEFINITION? Yes ☐ No ☐
(regardless of whether or not it has an impact on your ability to do the job for which you are applying)

If you do have a disability or health condition and require particular adjustments or arrangements to facilitate your participation in the selection process, please give details below:

9 | AVAILABILITY FOR INTERVIEW

Please indicate any periods when you may not be available for interview. We cannot guarantee to accommodate alternative dates:

10 | EDUCATION ATTAINMENTS

Education, training and professional qualifications

FROM (Month & Year)	TO	Full Name and Address of School / College / University / Institution	Qualifications	
			Gained (with grades)	For which you are studying

PROFESSIONAL BODIES

(Please give details of any professional body of which you are a Member. Indicate those obtained by examination)

Please note that you will be required to produce evidence of qualifications attained.



11 | DRIVING LICENCE DETAILS

Do you hold a full current licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, what type of licence:	Private / Light Goods <input type="checkbox"/>	HGV <input type="checkbox"/>	CLASS <input type="checkbox"/>
Other			

Do you hold a PSV licence which would allow you to drive a school minibus? ☐ YES ☐ NO

12 | CURRENT EMPLOYMENT DETAILS

Title of present/most recent job:			
Name & address of employer:	Date appointed:	Date left if applicable:	
	Current Salary or at time of leaving:		
	Permanent or Temporary:	Part time or Full time:	
Tel No:	Reason for leaving if already left:		

13 | FULL OCCUPATIONAL HISTORY

Please give details of **ALL** full and part-time work as well as particulars of **ALL** paid or unpaid employment experience e.g. commercial experience, raising a family, youth work, voluntary work or periods when you were not employed. Please complete the columns by entering the most recent first.

Post title or type of work (paid or unpaid)	Name & Address of Employer (if applicable)	Dates Employed		Description of duties / responsibilities	Reason for leaving
		From	To		

Employment gaps – please provide details of any employment gaps since leaving education, and give the reasons for the gap.

Date from	Date to	Reason for employment gap

14| WRITE IN SUPPORT OF YOUR APPLICATION HERE – This section must be completed

A Curriculum Vitae must not be submitted in place of any information required on this form.

You may, however, wish to submit supplementary evidence to your application form by attaching a maximum of 2 sides of A4 paper.

Please explain how you meet the requirements outlined in the Person Specification. You should give examples from previous paid, unpaid or voluntary experience.

APPENDIX 1 | EQUAL OPPORTUNITIES AND MONITORING

The Challenge Academy Trust is an equal opportunities employer. As such we welcome applications from people of all backgrounds, irrespective of race, sex, disability, age, sexual orientation, religion or belief.

We are bound by the Public Sector Equality Duty to promote equality of opportunity for all. To assess whether we are meeting this duty, whether our policies are effective and whether we're complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

1. Post applied for	
2. Academy	

3. How would you describe your ethnic origin?			
A) White			
	British <input type="checkbox"/>	Irish <input type="checkbox"/>	
	Gypsy or Irish Traveller <input type="checkbox"/>	Any other White background <input type="checkbox"/> (please state: _____)	
B) Black or Black British			
	African <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Any other black background <input type="checkbox"/> (please state: _____)
C) Asian or Asian British			
	Bangladeshi <input type="checkbox"/>	Chinese <input type="checkbox"/>	
	Pakistani <input type="checkbox"/>	Indian <input type="checkbox"/>	
	Any other Asian background <input type="checkbox"/>		
D) Mixed			
	White & Asian <input type="checkbox"/>	White & Black African <input type="checkbox"/>	
	White & Black Caribbean <input type="checkbox"/>	Any other mixed background <input type="checkbox"/> (please state: _____)	
E) Other ethnic groups			
	Arab <input type="checkbox"/>	Any other ethnic group <input type="checkbox"/> (please state: _____)	
Prefer not to say <input type="checkbox"/>			

4. What is your sex?	
Male <input type="checkbox"/>	Female <input type="checkbox"/>

5. What gender are you?			
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

6. Do you identify as the gender you were assigned with at birth?		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

7. What is your date of birth?

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8. Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
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8a. If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.

Physical impairment <input type="checkbox"/>	Sensory impairment <input type="checkbox"/>
Learning disability/difficulty <input type="checkbox"/>	Long-standing illness <input type="checkbox"/>
Mental health condition <input type="checkbox"/>	Developmental condition <input type="checkbox"/>
Other condition <input type="checkbox"/>	

9. Which of the following best describes your sexual orientation?

Bisexual <input type="checkbox"/>	Heterosexual/straight <input type="checkbox"/>
Homosexual <input type="checkbox"/>	Other <input type="checkbox"/>
Prefer not to say <input type="checkbox"/>	

10. Pregnancy and maternity

A) Are you currently pregnant?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
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B) Have you given birth within the last 12 months?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
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11. What is your religion or belief

Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>
Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>
Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>
Other religion / belief <input type="checkbox"/>	No religion / belief <input type="checkbox"/>
Prefer not to say <input type="checkbox"/>	

RECRUITMENT MONITORINGPlease indicate where you first saw or heard about the advertisement for this vacancy.

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