



APPLICATION FOR A SUPPORT STAFF POST

DBS Enhanced Disclosure Required

Thank you for your interest in working with us.

Please complete this form and return it by email to applications@oldburyacademy.org.uk

Please note that CVs cannot be accepted.

VACANCY DETAILS – Please write or type in black ink	
Job Title of Post Applied For:	
At School/Service:	
Job Reference Number:	

YOUR DETAILS			
Surname:		Title:	
Forenames:		Previous Surname:	

Have you ever been known by any other name? If yes, please give details:			
Home Address:			
Town:			
County:			
Country:		Postcode:	

Telephone number:		Mobile Number:	
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e-mail address:	
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Date of Birth:		National Insurance No:	
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Are you currently an employee of Stour Vale Academy Trust?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please state your employee reference number:	
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Have you previously worked for Stour Vale Academy Trust?	Yes		No	
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If yes, what was your reason for leaving?

Are you applying for this job as a job sharer?	Yes		No	
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Do you consider yourself to have a disability?	Yes		No	
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(NB: The Equality Act defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”)

If you have a disability, are there any arrangements which we can make for you if you are called for interview?	Yes		No	
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If yes, please outline your requirements:

Do you have a full current driving licence?	Yes		No	
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Do you have daily use of a vehicle?	Yes		No	
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Do you have any penalty points on your licence?	Yes		No	
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If so, how many?

Immigration, Asylum and Nationality Act 2006

All short-listed applicants will be required to provide original material evidence of their Eligibility to Work in the UK. Please confirm that you can provide the appropriate documents.	Yes		No	
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PRESENT/MOST RECENT EMPLOYMENT DETAILS

Name of Employer:	
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Name of School (if applicable):	
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Address:	
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Tel No.:	
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Job Title:	
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Date Employment:	From:		To:	
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Grade/ Point		Allowances (please specify)	
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Notice Period / available to start:	
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Your reason for leaving?

PLEASE GIVE DETAILS OF DUTIES AND RESPONSIBILITIES

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DETAILS OF EDUCATIONCopies of **essential qualifications** will be required on appointment.

School/College/University Attended since 11 (earliest first)	Dates Attended		Qualification Gained	Grade Obtained	Date Gained	Part- time / Full- time
	To	From				

OTHER RELEVANT TRAINING (including In-Service Training) please use separate sheet if necessary

Course Title and Brief Description	Dates

Membership of Other Professional Bodies

Association		Membership Type	
Expiry Date		Membership Number	

PREVIOUS EMPLOYMENT (most recent first)

All periods since leaving full-time education should be accounted for e.g. unemployment, voluntary work, agency work, raising a family or any part-time work undertaken whilst in education. (Continue on a separate sheet if necessary).

Name & Address of Employer:			
Name of School (if applicable):			
Job Title:			
Date Employment:	From:		To:
Grade/ Point			Allowances (please specify)
Your reason for leaving?			
Brief Details of Duties and Responsibilities			

Name & Address of Employer:			
Name of School (if applicable):			
Job Title:			
Date Employment:	From:		To:
Grade/ Point			Allowances (please specify)
Your reason for leaving?			
Brief Details of Duties and Responsibilities			

Name & Address of Employer:			
Name of School (if applicable):			
Job Title:			
Date Employment:	From:		To:
Grade/ Point			Allowances (please specify)
Your reason for leaving?			
Brief Details of Duties and Responsibilities			

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Name & Address of Employer:				
Name of School (if applicable):				
Job Title:				
Date Employment:	From:		To:	
Grade/ Point			Allowances (please specify)	
Your reason for leaving?				
Brief Details of Duties and Responsibilities				

SUPPORTING STATEMENT FOR POSITION
Please give any details you wish in support of your application, in particular any experience, skills, knowledge, training and qualifications relevant to the post applied for as detailed in the information sent to you. (Please continue on a separate sheet if necessary, to support your application).

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REFERENCES

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please provide details of two referees below that we can contact for a reference. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without references. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

If you are not currently working with children or young people (0-19) but have done so in the past, it is a requirement that you provide the reference details of the last employer where you worked with children.

Please note that **references will normally be sought prior to interview**. We will ask your referees for comments on your suitability for the post and for employment referees, request details on service dates and salary.

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

Full Name	
Job Title	
Address	
Telephone No	
e-mail address	
Referee's relationship to you	

Please tick the box if you wish to be contacted before references are sought. Yes No

Full Name	
Job Title	
Address	
Telephone No	
e-mail address	
Referee's relationship to you	

Please tick the box if you wish to be contacted before references are sought. Yes No

Declaration of Relationships:

Please state if, to your knowledge, you are related to any employee or Member/Trustee of Stour Vale Academy Trust or to members of the Local Governing Body of any member school in the Trust. Canvassing or failure to make proper disclosure shall disqualify you for the appointment and, if you are appointed, shall render you liable to dismissal without notice.

State YES or NO If YES, give name, relationship and department/school

Child Protection

This post involves working with children, other vulnerable groups or is a position of trust and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must therefore disclose details of reprimands, formal warnings, cautions and convictions, including 'spent convictions'* and any formal warnings and suspensions relating to employment. Any failure to disclose such information could result in dismissal or disciplinary action by Stour Vale Academy Trust. Any information given will be treated as confidential and will be considered only in relation to posts to which the order applies.

Where a role involves engaging in regulated activity relevant to children, it is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will accept the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

Online Checks

Please note: In accordance with our statutory obligations under Keeping Children Safe in Education Stour Vale Academy Trust is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Stour Vale Academy Trust might want to explore with you at interview

Declaration

The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018), the information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and / or electronically and if unsuccessful your application will be disposed of after 6 months.

I declare that all the information I have provided is true, that I have not canvassed a member/officer of the Trust, directly or indirectly, in connection with this application and further, that I will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member/officer of the Trust or providing information which is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment I may be liable to dismissal without notice. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

I confirm that the information I have given is correct and complete and that any false statements or omissions may result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment.

Signature:

Date:

You are deemed to have signed this form if you submit it electronically

EQUALITY MONITORING FORM

The information you give on this form will only be used, in confidence, to enable Stour Vale Academy Trust to monitor that its workforce better reflects the community it serves.

We aim to ensure that no job applicants, employees, residents or service users receive less favourable treatment on any grounds, which cannot be shown to be justified. These include race, colour, nationality, ethnic or national origin, religious beliefs, gender, marital status, responsibility for children or other dependants, disability, sexual orientation, transsexuality, age, trade union or political activities, social class, where the person lives or spent convictions.

All stages of recruitment are monitored to check that unfair discrimination is not taking place. It is very important that you complete this form in full to help us check that our recruitment and selection processes are fair.

1. I would describe my race or ethnic group as:

Asian or Asian British			
Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Any Other Asian Background	<input type="checkbox"/>
Black or Black British			
African	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Any Other Black Background	<input type="checkbox"/>		
Chinese or Other			
Chinese	<input type="checkbox"/>	Other	<input type="checkbox"/>
Mixed			
Asian and White	<input type="checkbox"/>	Black African and White	<input type="checkbox"/>
Black Caribbean and White	<input type="checkbox"/>	Any Other Mixed Background	<input type="checkbox"/>
White			
British	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Any Other White Background	<input type="checkbox"/>		

Do Not Wish to Disclose	<input type="checkbox"/>
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2. I would describe my religion or belief as:

Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
No Religion	<input type="checkbox"/>	Other	<input type="checkbox"/>

Do Not Wish to Disclose	<input type="checkbox"/>
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3. My gender is:

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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4. Date of Birth and Age

Date of Birth:	Age:
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5. Marital Status

Divorced/Dissolved	<input type="checkbox"/>	Married	<input type="checkbox"/>
Single	<input type="checkbox"/>	Widowed/Civil Widowed	<input type="checkbox"/>
Civil Partner	<input type="checkbox"/>	Separated	<input type="checkbox"/>

Do Not Wish to Disclose	<input type="checkbox"/>
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6. Disability – I consider myself to be (see note below):

Disabled	<input type="checkbox"/>	Not Disabled	<input type="checkbox"/>
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Do Not Wish to Disclose	<input type="checkbox"/>
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7. Sexual Orientation: I would consider myself to be:

Heterosexual/Straight	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>
Gay/Lesbian	<input type="checkbox"/>	Other	<input type="checkbox"/>

Do Not Wish to Disclose	<input type="checkbox"/>
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8. My Nationality is:

9. How I found out about this vacancy:

Job Centre Plus	<input type="checkbox"/>	Internet	<input type="checkbox"/>
Evening Paper	<input type="checkbox"/>	Trade/Professional Press (i.e. TES)	<input type="checkbox"/>

National Paper	<input type="checkbox"/>	Local Weekly Paper	<input type="checkbox"/>
BME Paper	<input type="checkbox"/>	Intranet	<input type="checkbox"/>
Other i.e. Friend	<input type="checkbox"/>		

Note:

The Disability Discrimination Act, 1995 defines a “disabled person” as having “a physical or mental impairment which has a substantial or long-term adverse effect on their ability to carry out normal day to day activities”. It is very important that you declare your disability if you wish to have the protection of the law.