



Confidential - Application for Support Post

Please complete in black ink in clear handwriting or type. All sections of the form must be completed.

Position applied for:			
Name of School:			
Closing date:		How did you hear about this vacancy?	

PERSONAL DETAILS

Surname:		First Name(s):		
Address:		Preferred style of address	Mr, Mrs, Miss, Ms, Dr	
		Former Name:		
		NI No.		
		Do you have a full driving licence?	YES/NO	
Tel :		Do you have a car you use for work?	YES/NO	
Mobile :		Email:		

ENTITLEMENT TO WORK IN THE UK

All applicants will be asked at interview to provide documentary evidence of their right to work in the UK. Do you have any restrictions that apply to you?	Yes		No	
If Yes please provide details of any restrictions:				

CURRENT OR MOST RECENT EMPLOYMENT

Name of Employer or School or Local Authority:					
Address of School or Local Authority:					
Post Code:		Telephone Number		Position Held	
State if Permanent/Temporary/Acting/Supply				Salary and Benefits	
Date appointed		End Date (if applicable)		Date free to begin work:	

Reason for leaving this post (if applicable):

Please give a brief description of the main duties of this post:

PREVIOUS EMPLOYMENT

Starting with your most recent employment, list all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You must provide explanations for any

gaps or periods not in employment; training or education since leaving secondary education.

Name and address of employer:	Position Held and key responsibilities	From Month/Year	To Month/Year	Salary and Benefits	Reason for Leaving

We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied - please attach a separate sheet if necessary

GAPS IN EMPLOYMENT

Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length.

Dates From:	Dates to:	Reason

Education in Chronological Order (From age 14 in date order)

Please give details of your education and any qualifications obtained with most recent first. This should include any qualifications which you are currently studying for. You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

Name of Schools, colleges or universities attended	From	To	Qualifications and grades awarded

OTHER PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP

You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation. Please list most recent award first.

College or Department of Education Attended (with dates)	FT / PT	Qualifications and Grades Achieved	Date Awarded

IN-SERVICE COURSES AND ADDITIONAL ACHIEVEMENTS

(i.e. Swimming awards, music certificates, coaching awards etc.). You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

Title of Training Programme/Course	Date/Duration of course	Awarding Body

ADDITIONAL INFORMATION

Have you previously received a redundancy payment or a pensions from a Local Authority or Teachers' Pensions?	Yes		No	
If yes, please state employer's name and the month/year that the payment or pension started:				
Have you ever been dismissed or resigned from any previous employment as a result of capability, safeguarding, child protection or other issues?	Yes		No	
Have you been the subject of a formal disciplinary sanction or are you in the process of on-going disciplinary proceedings in your current employment?	Yes		No	
If yes, please indicate which employment and specify the reasons for your dismissal (use a separate sheet if necessary).				

RESTRICTIONS

Canvassing LGB Governors and/or members of the MNSP Trust directly or indirectly will disqualify the candidate for any appointment. Any applicant who is found on appointment to have made a false declaration will, if appointed, be liable to dismissal without notice

Are you related to or maintain a close relationship with any LGB Governor/member of the MNSP Trust?	Yes		No	
If you have answered yes, please give full details below:				

DECLARATION OF INTEREST / CODE OF CONDUCT

Employees must not allow personal and/or private interests to influence their conduct as employees. In particular, all applicants (and existing employees) are required to inform the Governing Body if they have any other current employment and also if they, their partner or close relatives have an interest in a private enterprise that may represent a conflict of interest. If the Governing Body considers that there is a conflict of interest (as a result of information disclosed) you will not be considered for employment. Non-disclosure of a possible conflict of interest could also result in any employment being terminated.

Please detail any such information below. Important: Even if you have nothing to declare, please indicate this by writing "None" in the space below. (Should you require more space to write, please continue on a separate sheet of paper)

SIGNED:		DATE:	
----------------	--	--------------	--

CRIMINAL CONVICTIONS AND SAFEGUARDING DECLARATION

Enhanced Disclosure and Barring Service Check:

An offer of employment is conditional upon the Trust receiving an Enhanced Disclosure from the DBS which the Trust considers to be satisfactory. If you are successful in your application you will be required to complete a Disclosure and Barring Service Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service.

The Trust is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 must be declared. 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.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

If you have a criminal record this will not automatically debar you from employment. In the event of employment, failure to disclose a conviction, caution or bind-over could result in dismissal or disciplinary action and possible referral to the Police.

Have you been convicted by the courts of any criminal offence that is not protected?	Yes		No	
Are you currently the subject of any police investigations following allegations made against you or Is there any relevant court action pending against you?	Yes		No	
Have you ever received a caution, reprimand or final warning from the police that is not protected?	Yes		No	

If yes, please attach details in a sealed envelope marked confidential with your name and post applied for on the front of the sealed envelope and hand this in with your application form or bring this with you to interview.

SIGNED:		DATE:	
----------------	--	--------------	--

Safeguarding Declaration:

I declare that:

- I am not barred or disqualified from working with vulnerable groups, children or young people
- I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.

SIGNED:		DATE:	
----------------	--	--------------	--

SUPPORTING STATEMENT

Your application form is the only means we have to judge your capability and potential and the information in it will be assessed against the criteria listed on the person specification to draw up a shortlist for the next stage of selection. No assumptions will be made about your experience.

Please describe below how your experience, skills and knowledge, meet the criteria for the post as described in the person specification. Make sure you address all the criteria on the person specification. *(Please continue on next page if necessary)*

DECLARATION

1. I confirm that the information I have given on this Application Form is a complete and true statement.
2. I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.
3. I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
4. I consent to the referees named on this application form being contacted and supplying a reference about me to Midsomer Norton Schools' Partnership.
5. I understand that the school will process the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process in compliance with the Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR) and will be retained in accordance with our Records Retention Policy.

SIGNED:		PRINT NAME:	
DATE:		WHERE AN APPLICATION HAS BEEN SUBMITTED ELECTRONICALLY THE SUCCESSFUL APPLICANT WILL BE ASKED TO SIGN AND DATE ANY DECLARATION MADE	
REFERENCES			
References will only be required for candidates shortlisted for interview. Candidates must give names and addresses of two referees (not relatives, friends or people with whom you live). If you have been in employment, one referee must be your present or <u>most recent employer</u> . If the employment was within a school, the reference must be written by the Head Teacher. We reserve the right to ask you for further referees or contact previous employers if necessary.			
1 REFEREE DETAILS		2 REFEREE DETAILS	
Name:		Name:	
Position in organisation (if applicable)		Position in organisation (if applicable)	
Relationship to Applicant:		Relationship to Applicant:	
Address:		Address:	
Postcode:		Postcode:	
Email:		Email:	
Telephone Number:		Telephone Number:	
Name by which you were known to your referee(s) if different from now		Name by which you were known to your referee(s) if different from now	
Safer Recruitment in Education Guidance advises it is best practice to obtain references for shortlisted candidates prior to interview.			
May we contact your present employer if you are shortlisted?		Yes	No
If you have indicated NO above, please note that satisfactory references will be required if you are the preferred candidate after interview and before starting employment.			

SUPPORTING STATEMENT – CONTINUED:

Equality and Diversity Monitoring

This section will be separated from your application. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

Post Applied For:			
Name:		Date of Birth:	
Ethnicity	Workforce census code		Please tick
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	WIRT	Traveller of Irish Heritage	
	WROM	Gypsy / Roma	
	WOTH	Any other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Any other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Any other Asian background	
Black or Black British	BCRB	Black – Caribbean	
	BAFR	Black – African	
	BOTH	Any other Black background	
Other ethnic group	ARAB	Arab	
	CHNE	Chinese	
	REFU	Refused/Prefer Not to Say	
	OOTH	Any other ethnic group	
Sexual orientation	Please tick		
Bi-sexual			
Gay Man			
Gay Woman			
Heterosexual			
Other			
Prefer not to say			

Gender	Please tick
Female	
Male	
Transgender	
Prefer not to say	

Personal relationship	Please tick
Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

Religion or belief	Please tick
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion (Write in)	
Prefer not to say	

Disability <i>Do you consider that you have a disability?</i>	Please tick
Yes - Please complete the grid below	
No	
Prefer not to say	
My disability is:	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

Please indicate if you need any particular aids or modifications to assist you in attending for interview or carrying out the duties of this post.	
--	--

SIGNED:		DATE:	
----------------	--	--------------	--