***Academy Ref:***



**HOLY TRINITY**

**Church of England Academy**

**APPLICATION FOR EMPLOYMENT (SUPPORT STAFF)**

|  |  |
| --- | --- |
| Application for the post: | |
|  | |
|  |  |
| Closing Date (noon): | |
|  | |

|  |
| --- |
| Holy Trinity Church of England Academy is an Equal Opportunities Employer and operates a no smoking policy. The Academy is strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS) and will be subject to a range of other  pre-recruitment checks. |

Unless otherwise stated, please return your completed application form to:

Holy Trinity Church of England Academy, Brockley Avenue, South Shields, Tyne and Wear. NE34 0TS or email it to [info@holytrinityceacademy.co.uk](mailto:info@holytrinityceacademy.co.uk) Applications emailed to the Academy, must be signed by the applicant at interview.

**PLEASE READ THE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THIS APPLICATION FORM**

**1. PERSONAL DETAILS (please complete in either black ink or typescript)**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Initial(s): |  |
| Any previous Surname(s): |  | National Insurance Number: |  |
| Address: |  | Home telephone no: |  |
|  |  | Mobile telephone no: |  |
|  |  | E-mail address: | |
|  |  | Work telephone no: |  |
|  |  | May we call you at work? |  |
| Do you have a valid full clean driving licence? | | | |

### 2. DETAILS OF CURRENT OR MOST RECENT EMPLOYMENT

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employer: | | Post title:    Present Gross Annual Salary / Weekly Wage:  £  Salary Scale (where appropriate): | |
| Date appointed: | Notice required or date left (if appropriate): | | Reason for leaving (if appropriate): |
| Please give a brief description of your current duties: | | | |

**3. DETAILS OF PREVIOUS EMPLOYMENT**

(Please list in chronological order, starting with the most recent first. Include **work/voluntary experience** and any periods of **unemployment** continuing on a separate sheet if necessary; please ensure there are **no gaps** in this record.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Employer | Job Title | Salary | From  mm/yy | To  mm/yy | Reason for Leaving |
|  |  |  |  |  |  |

**4. EDUCATION AND TRAINING** (Please continue on separate sheet if necessary.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School, College and/or University attended | From  mm/yy | To  mm/yy | Subject | Result/Grade Achieved |
|  |  |  |  |  |

If you are a member of a Professional Body or Institute please give details:

Please give details of any training courses you have attended which will support your application:

|  |  |  |
| --- | --- | --- |
| Nature of Course | Date/s Attended | Duration of Course |
|  |  |  |

## 5. FURTHER INFORMATION

|  |
| --- |
| Please give details of how, in your opinion, your training, experience, knowledge and interests make you a suitable applicant for this post, *specifically in relation to the job description and person specification*: |
|  |
| *Please continue onto a separate sheet if necessary.* |

6. REFERENCES

|  |  |
| --- | --- |
| Name | Name |
| Address  Telephone Number:  Fax Number:  Email: | Address  Telephone Number:  Fax Number:  Email: |
| Position/Occupation: | Position/Occupation: |

Please give the details of two people to whom reference can be made regarding your experience and suitability for the post for which you have applied. At least one of these should be from your present or most recent employer (where applicable) and normally no offer of employment will be made without reference to him/her. Friends and relatives are NOT acceptable referees. References will be requested prior to interview. The Academy reserves the right to approach any previous employer or manager.

## 7. OTHER INFORMATION

(i) Please state where you learned of this vacancy

(ii) Are you, to your knowledge, related to any member of the Governing body or any holder of senior office in the Academy? **YES / NO**

If yes, please state the person(s) and relationship(s) Name (s)

Relationship(s)

(iii) Have you ever been the subject of formal disciplinary proceedings? YES / NO

If YES, please give details including dates:

## 8. REHABILITATION OF OFFENDERS ACT 1974

Form ROA1 must be completed and submitted with your application. Please put the completed form in a sealed envelope marked **‘Confidential – FAO: The Headteacher’**. You are required **before appointment** to declare and provide relevant details of any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’.

## 9.DECLARATION

|  |
| --- |
| I understand that if I return the application form by email and am subsequently invited to interview, I will be required to sign a printed copy of my form.  I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action will be taken which may include dismissal from the post.  I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the academy.  SIGNATURE: DATE: |

**NOTES TO APPLICANTS**

Before signing this form please check that every section has been completed as outlined in the guidance notes. Candidates are invited to support their application with a brief letter. The form and letter should be returned as instructed in the details of the post. Enclose a stamped addressed envelope if you wish us to acknowledge your application.

You are reminded that this is an application form for a post in a Church of England Academy in which the Governing Body is the employer. If you are appointed the Contract you will be asked to sign includes the following clause:

*As an employee in a Church of England Academy you are required to have regard for the Christian ethos of the academy and to undertake not to do anything in any way contrary to the interests of the Academy.*

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**EQUALITY AND DIVERSITY MONITORING FORM**

We have a legal duty to monitor information on equality and diversity in our recruitment process.  
We also want to make sure that our Equality and Diversity in Employment Policy is working, so we need you to complete this form to help us to do this. The information you provide on this monitoring form is strictly confidential and will not be taken into account when deciding upon your suitability for the post you have applied for.

|  |  |
| --- | --- |
| Application for the post of: | Closing Date(noon): |

Please Complete in Block Capitals

|  |  |  |
| --- | --- | --- |
| Surname: | Forename: | Middle Names |

I am: Date of Birth:       (dd/mm/yyyy)

|  |  |
| --- | --- |
| SINGLE | MALE |
| MARRIED | FEMALE |

**My ethnic/cultural origin is** (please tick one box only):

(These categories are based on guidelines issued by the Commission for Racial Equality and were used in the 2001 Census)

|  |  |
| --- | --- |
| Black or Black British Caribbean:  African:  Any other Black Background (please specify): | White British:  Irish:  Any other White Background (please specify): |
| Asian or Asian British Indian:  Pakistani:  Bangladeshi:  Sri Lankan:  Any other Asian Background (please specify): | Mixed White and Black Caribbean:  White and Black African:  White and Asian:  White and Arab/Middle Eastern:  Any other Mixed Background (please specify): |
| Chinese Chinese:  Any other Chinese Background (please specify): | Arabic or Middle Eastern/Any other Ethnic Group Arab:  Iranian:  Any other Arabic or Middle Eastern group (please  specify):       Any other ethnic group (please specify): |

I saw this vacancy advertised in:

**Signed:** **Date**

**Thank you for taking the time to complete this form**

##### Please ensure that it is returned with your completed application form

#### GUIDANCE NOTES FOR CANDIDATES WITH A DISABILITY

We are committed to good practice in employing people with disabilities. We guarantee to interview all applicants with a disability who meet the essential criteria of a post and to consider applicants on the basis of their ability to do the job.

## REMEMBER! If you do not wish to disclose that you have a disability

**then we cannot guarantee you an interview under the scheme outlined above.**

The Disability Discrimination Act 1995 defines a disability as; “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”

* **Physical impairment** includes sensory impairments
* **Mental impairment** includes learning disabilities and mental illness
* **Substantial** means that the effect must be more than minor, e.g. the inability to turn taps or knobs or to remember and relay a simple message
* **Long term** has lasted, or is likely to last at least 12 months or for the rest of your life
* **Day to day activities** are activities carried out on a regular basis, including mobility, manual dexterity and physical co-ordination

## Please complete the section below if you consider yourself to have a disability

Please give details of how you consider yourself to have a disability and how long this has lasted:

If you consider yourself to have a disability, has it prevented you from meeting the essential requirements for the post?

Yes  No

If Yes please provide further information.

Please state below any special facilities or aids you may require should you be invited to attend for interview:

Safeguarding Form: ROA1

As the position for which you are applying involves contact with children, young people and/or vulnerable adults, the Academy has decided that the successful applicant will require an enhanced Disclosure and Barring Service check (DBS). You are required to complete the declaration below and provide relevant details of any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’. Having a criminal record or information provided through the disclosure may not exclude you from employment.

Please note:

* Failure to disclose any convictions, cautions, reprimands or final warnings that are not “protected” may result in the withdrawal of an offer of employment, or dismissal if employment has commenced.
* We manage our Disclosures in line with the DBS guidance.
* If you do not complete this declaration, your application will not be considered for the post.

DECLARATION OF APPLICANT

Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’?

**Yes / No**

If ‘yes’, please provide details below. If ‘no’ please state ‘NIL’ below.

Are you subject to sanctions imposed by any regulatory body? **Yes / No**

If YES, please state the nature of the sanctions imposed below (continue overleaf if necessary)

Please **print** your **full** name …………………………………...........................................

Signed ……………………………………………………………………………………...

Position applied for ……………………………………… Date …………………

* Further information on the Rehabilitation of Offenders Act can be found at http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi\_20131198\_en.pdf

### GUIDANCE NOTES

## FOR THE COMPLETION OF YOUR APPLICATION

If you need any help to complete your application form, please contact Holy Trinity Church of England Academy on (0191) 456 2413.

**1.0 Data Protection Act 1998**

We will use the information you give to us to do the tasks we need to for the job shown in the title of these forms, carry out any of our official business and stop fraud or crime. Under the Data Protection Act 1998 Holy Trinity Church of England Academy is the Data Controller (the holder, user and processor of data) for the information you have given us on these forms.

**2.0 General Points**

Please note the closing date, late applications will not normally be considered. Please include as much relevant information as possible on the application form. Information provided on CVs will **not** be considered for shortlisting purposes. If little or no information is provided on the application form, it will be impossible to assess your suitability for the post and therefore **incomplete application forms will not be considered**. Application forms should be completed in **black ink** or typescript. If you do not have enough space on the form please continue on a separate sheet of paper. Personal details e.g. surname should be included on any supplementary sheets.

**3.0 Personal Details**

In line with safeguarding guidelines, you must include all previous surnames by which you have been known. Please ensure that you enter your National Insurance Number. As an employer, Holy Trinity Church of England Academy has responsibilities under Section 8 of the Asylum and Immigration Act 1996, not to employ individuals (aged 16 or over) who are subject to immigration control. For further information please contact the Academy. Depending upon the post for which you are applying you may be required to have a vehicle available for use at work or in the case of disabled candidates, access to a means of mobility transport.

**4.0 Details of current or most recent employment**

As a brief description of your current duties, you should include those duties which are particularly relevant to the post for which you are applying.

**5.0 Details of previous employment**

You must include full details of your previous work history, including training schemes, voluntary work and periods of unemployment. Please start with your most recent former employment first and work backwards; please ensure there are no gaps in this record.

**6.0 Education and Training**

Please provide full details about your education and training, paying particular attention to the grades/results you achieved. If appointed, you will be asked to provide proof of your qualifications. Details of any training courses which you feel may support, or are relevant to your application, should also be included.

1. **Further Information**

You need to detail how you match the criteria on the person specification and also how your previous experience, knowledge and skills match the requirements of the job description. Don’t just say that you meet the criteria, give examples of what you did and how you did it. Giving full details will enable us to assess your suitability for the position for which you are applying.

**8.0 References**

Following DfE Safe Recruitment Guidelines, at least two references will be requested **prior** to interview for applicants. The appointment will be subject to receiving satisfactory references; references will request information concerning your suitability to work with children. Friends and relatives are NOT acceptable referees. One of the referees should be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. 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. Open references and testimonials provided will not be accepted. No applicant will be appointed until a verified reference is received and scrutinised. For successful applicants, written references will be verbally verified. The Academy reserves the right to contact any previous employer or manager in order to clarify any anomalies or discrepancies.

**9.0 Relationships to Senior Officers, Elected Members or Members of the Academy Governing Body**

Please bear in mind that any false or incorrect information you give may result in any offer of employment being withdrawn or if in post, your dismissal. Canvassing, either directly or indirectly of Senior Staff or Elected Members of the Governing Body will lead to the disqualification of your application.

**10.0 Declaration**

Please ensure that you sign and date the declaration at the end of your application form.

**11.0 Equality and Diversity**

Please complete and return the Equality and Diversity Monitoring Form. We have a legal duty to monitor information on equality and diversity in our recruitment process. We also want to make sure that our Equality and Diversity in Employment Policy is working, so we need you to complete the Equality and Diversity Monitoring Form to help us do this. The information that you provide is strictly confidential and will not be taken into account when deciding upon your suitability for the post you have applied for. The form will be separated from the application form before the selection process begins.

**12.0 Declaration of Convictions**

Holy Trinity Church of England Academy is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The nature of the post requires the Academy to undertake an enhanced Disclosure and Barring Service check (DBS) on the appointed candidate for any convictions which make it undesirable for the candidate to undertake this post. Under the terms of the check you must provide relevant details of any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’. Therefore the successful candidate will be required to obtain an Enhanced Disclosure from the Disclosure and Barring Service (DBS) prior to the commencement of the appointment. By signing the application form you will be acknowledging that you understand that an Enhanced DBS check will be made.

For these reasons you are asked to complete form ROA1 and return this, **in a sealed envelope** which is marked ‘**Confidential – FAO: The Headteacher’**, with the application form and letter. Any information you provide will be treated as strictly confidential and will only be considered in relation to this application. Failure to disclose any convictions, cautions, reprimands or final warnings that are not “protected” may result in disciplinary action being taken against you. Please note – a criminal record will not necessarily be a bar to obtaining a position with Holy Trinity Church of England Academy.

**13.0 Final Note**

Please check that you have completed all of your the details on the application form and that you have completed and returned your Equality and Diversity Monitoring Form and ROA1 form.

1. **Completed Application Form**

Unless otherwise stated, please return your completed form and supporting letter to:

Holy Trinity Church of England Academy,

Brockley Avenue,

South Shields,

Tyne & Wear,

NE34 0TS

[info@holytrinityceacademy.co.uk](mailto:info@holytrinityceacademy.co.uk)

If you do not hear from us within 6 weeks of the closing date, please assume that your application has, on this occasion, been unsuccessful. Thank you for your interest in employment with Holy Trinity Church of England Academy.