

Application for Employment – Support Staff



We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.

Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.

Post applied for:	School:
Closing date:	Where did you see the advertisement for this post?
Have you ever applied to the Link Academy Trust before? If yes, please state when and for which school?	

1. PERSONAL DETAILS

First name/s:	Last name:
Address:	Previous Name(s):
	NI Number:
	Telephone (Daytime):
	Telephone (Mobile):
Postcode:	Email address:

2. EMPLOYMENT HISTORY - Present or most recent employment

Name of employer:	
Job title:	Salary:
Dates from / to:	
Period of notice / date available to start:	
Key responsibilities:	

Reason for seeking new position/leaving:

--

NB. If you have more than one employment please provide the same information for each job, if necessary on a separate sheet.

3. PREVIOUS EMPLOYMENT

Please start with the most recent *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

Job title and brief outline of duties	Name and address of employer	Dates From - to (month & year)	Reason for leaving

Please give details and an explanation for any gaps in your employment history:

--

4. EDUCATION, TRAINING AND DEVELOPMENT

Secondary school/college/university/apprenticeship *including current studies, with the most recent first.*

Name of institution	Dates From – To (month & year)	Courses/subjects taken	Qualifications/grade

NB. We reserve the right to contact employers or educational establishments to verify details given.

Details of any relevant learning and development. Please include dates.
(e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)

--

Professional / Technical membership

Name of professional / technical body	Grade of membership

5. SUPPORTING STATEMENT

Please read the job description and using examples, **show how your knowledge, skills and experience meet the needs of the role.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence. **(MAX 5000 Characters)**

--

Please continue on a separate sheet if necessary.

6. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

Rehabilitation of Offenders Act

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.

Other Sanctions

Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the National College of Teaching and Leadership (NCTL). If there are none please write 'none':

7. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or 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".

Do you have a disability? Yes ☐ No ☐

We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job.

Are you eligible to work in the UK? Yes ☐ No ☐

Do you require a work permit? Yes ☐ No ☐

Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your employment?
(If yes, give details) Yes ☐ No ☐

Are you related to any member of staff / governor / trustee / or elected member of the Trust?
If yes, give name and relationship Yes ☐ No ☐

Note: Soliciting support or information to give an unfair advantage may disqualify your application.

8. REFERENCES

Please give details of at least two referees, one of whom must be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. References must cover a **minimum of five years** of employment. If there has been a gap in employment or where you do not have five years of employment then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

References will be taken up on all short-listed candidates before interview, unless you request otherwise.

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?
I agree to this reference being taken up before an interview or offer of employment being made: Yes <input type="checkbox"/> No <input type="checkbox"/>	I agree to this reference being taken up before an interview or offer of employment being made: Yes <input type="checkbox"/> No <input type="checkbox"/>

We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. If there are none please write 'none':

If shortlisted but unsuccessful at the interview stage, do you give your consent for your contact details to be kept on file for 12 months for any appropriate future posts? Yes ☐ No ☐

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the Link Academy Trust under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

Signature:	Date:
------------	-------

GDPR (EU) 2016/679/Data Protection Act 2018. INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE SCHOOL / TRUST UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE SCHOOL / TRUST. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS.

For more information relating to Data Protection and the General Data Protection Regulation, please see our Privacy Policy available from the Trust website http://www.thelink.academy/web/work_for_us/413499

YOUR COMPLETED APPLICATION SHOULD BE SENT TO THE ADDRESS/EMAIL ADDRESS AS SPECIFIED IN THE APPLICATION MATERIAL.

FOR SCHOOL / OFFICE USE ONLY

Application received: / / 20 Application acknowledged: / / 20

Equal Opportunities questionnaire removed and recorded anonymously: / / 20

Shortlisting

Interview date: / / 20

Shortlisted - Notified of interview date: / / 20 Not shortlisted - Informed of decision: / / 20

Selection

Yes: offered employment: / / 20 No: Informed of decision: / / 20

Equality and Diversity Monitoring

Please complete the form that follows on the next page.

Freedom from discrimination and equality of opportunity are basic rights. The Link Academy Trust is committed to challenging inequality and celebrating diversity.

The information you provide on the form overleaf is not part of our selection process and will be separated from your application form and only used for monitoring purposes to ensure that people are treated fairly and according to their needs. It will only be accessible to the administration team, who will record the data in anonymous format for monitoring purposes. **The appointing officer(s) and/or the shortlisting panel will not have access to the information it contains.**

Guidance Notes on Disability

Under the Equality Act 2010 you are considered to have a disability if you have '*a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities*'.

Physical and mental impairments include sensory impairments and Deaf Sign Language users. Mental illness is included if it has a substantial effect on normal day to day activity. Past conditions are included. Progressive conditions, such as cancer, multiple sclerosis, muscular dystrophy and HIV infection, are covered from the point of diagnosis. Severe disfigurements are included.

Substantial adverse effect is more than a minor or trivial effect. Substantial effects of a disability, which has ceased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

Long term effect is one which has lasted, or is likely to last, 12 months or more.

Normal day to day activities are those which are carried out by most people on a fairly regular and frequent basis.

Full definitions of disability are available from <https://www.gov.uk/definition-of-disability-under-equality-act-2010>.

First Name(s):.....

Surname:

1. GENDER: Male ☐ Female ☐

2. AGE: 16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐
 45-49 ☐ 50-54 ☐ 55-59 ☐ 60-64 ☐ 65+ ☐

3. ETHNIC GROUP:

To which of these groups do you consider that you belong? (tick appropriate box)

Asian or Asian British

Indian ☐
Pakistani ☐
Bangladeshi ☐
Any Other Asian Background ☐

Mixed

White and Black Caribbean ☐
White and Black African ☐
White and Asian ☐
Any other Mixed background ☐

Black or Black British

Caribbean ☐
African ☐
Any Other Black Background ☐

White

British ☐
Irish ☐
Any other White background ☐

Chinese or Other Ethnic Group

Chinese ☐
Any Other ☐

**If you have answered 'any other' in any group
please specify below**

.....

4. DISABILITY

Do you consider yourself to have a disability? Yes ☐ No ☐
(Please see guidance on the previous page)

For internal use only

Job Title:

School: