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| **GREAT LEARNERS TRUST**  **SUPPORT STAFF APPLICATION FORM** |  |

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| **Data Protection Notice** |
| 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   You’ll find more information on how we use your personal data in our privacy notice for job applicants which can be found on the Great Learners Trust website: <https://www.greatlearnerstrust.co.uk/policies/> |

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| **Vacancy Information** | |
| **APPLICATION FOR THE POST OF:** | |
| **AT:** | |
| **Where did you see this role advertised?:** | |
| **Personal Details** | |
| SURNAME:  PREFERRED TITLE: | **FORENAME(S):**  Please give details of any previous surnames: |
| CURRENT ADDRESS:  **POSTCODE:**  EMAIL ADDRESS: | **TELEPHONE NUMBERS**  **HOME:**  WORK:  **May we contact you at work?**  Yes/No  MOBILE:  **NATIONAL INSURANCE NUMBER:**  **DATE OF BIRTH:** |
| Employment History | |
| PRESENT OR MOST RECENT EMPLOYMENT | |
| Name & address of employer:  Nature of business: | Job title and summary of main duties:  **Are you still** **currently employed by this organisation?** |
| Date of appointment: | **Grade and details of allowance:**  **Salary Scale and Current Salary:**  **Notice required:** |
| Reasons for leaving (If applicable): |

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| PREVIOUS EMPLOYMENT  Please summarise any non-teaching employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary. | | | | |
| **Employer’s name and address** | **From**  **Month / Year** | **To**  **Month / Year** | **Job title and summary of main duties** | Reasons for Leaving |
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| EMPLOYMENT GAPSPlease describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education. | | | | |
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| Support of Application | | | | | | |
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| Please attach an accompanying letter explaining why you’re applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.  Please include your surname and the title of the post you’re applying for as the file name for the attachment. | | | | | | |
| Qualifications and Training | | | | | | | | |
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| **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)** | | | | | | | | |
| Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested. | | | | | | | | |
| **Examination, course**  **(with dates)** | | | **From** | **To** | **Result/Qualifications gained** | | | |
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| TRAINING AND PROFESSIONAL DEVELOPMENT | | | | | | | | |
| Please give details of the most recent, relevant courses attended and indicate any awards earned. | | | | | | | | |
| **Course Title** | | Provider | | | | **Duration** | **Dates** | |

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| References | | | | | |
| Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid.  One must be your current or last employer. If you’ve not previously been employed or you are a student, please provide details of another suitable referee.  References must cover a 5 year consecutive period.  The Great Learners Trust reserves the right to seek any additional references we deem appropriate.  **Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted i.e. prior to interview.** | | | | | |
| If you were known to either of your referees by another name please give details: | | | | | |
| **1st referee**. |  |  | **2nd referee**. |  |  |
| Name: |  |  | Name: |  |  |
| Position: |  |  | Position: |  |  |
| Address: |  |  | Address: |  |  |
| Tel: |  |  | Tel: |  |  |
| Email: |  |  | Email: |  |  |
| In what capacity does the above know you?  If you **do not wish** us to contact this referee without your prior agreement, please tick this box: ☐ | | | In what capacity does the above know you?  If you **do not wish** us to contact this referee without your prior agreement, please tick this box: ☐ | | |

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| **Disclosure and Barring and Recruitment Checks** |
| The Great Learners Trust is legally obligated 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 the Great Learners Trust privacy notice.  **Do you have a DBS certificate?:** ☐ Yes ☐ No Date of check:  If you’ve lived or worked outside of the UK in the last 5 years the Great Learners Trust may require additional information in order 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. |

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| **Time Spent Living and/or Working Overseas** |
| If you’ve lived and/or worked outside of the UK, the Great Learners Trust must make any further checks it considers appropriate (in addition to the usual pre-employment checks).  We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:   * The amount of information you disclose in the DBS check * The length of time you’ve spent in or out of the UK |
| Have you spent time living and/or working outside of the UK?  ☐ Yes  ☐ No |
| If yes, please give details, including countries and relevant dates: |

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| **Right to Work in the UK** |
| The Great Learners 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.  By signing this application, you agree to provide such evidence when requested. |

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| Do you have the right to work in the UK?  ☐ Yes  ☐ No |
| If yes, please state on what basis:  ☐ UK citizen  ☐ EU settled status  ☐ Skilled worker visa  ☐ Graduate visa  ☐ Youth mobility visa  ☐ Other – please provide full details in the box below |

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| **Disability and Accessibility** |
| The Great Learners Trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |

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| **Relationship to the Great Learners Trust and Schools** | | |
| Please list any personal relationships that exist between you and any of the following members of the Great Learners Trust and school community:   * Governors, Trustees and Members * Staff * Pupils   If you have a relationship with a governor, trustee, member or employee, this does not necessarily prevent them from acting as a referee for you. | | |
| **Name** | **Relationship** | **Role at Trust / School** |
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| **Additional Information** | |
| Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? | Yes/No |
| If YES, please give details: | |
| Are you able to travel to different locations across the County? | Yes/No |
| Do you hold a full current driving licence? | Yes/No |

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| Declaration | |
| I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Great Learners Trust. | |
| **Signed:** | **Date:** |

Please email your completed form to the relevant school office or post to the address included in the advertisement

If you have not been contacted within 1 week of the closing date, you must assume that your application has, on this occasion, been unsuccessful

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| RecruitmentMonitoring | GreatLearnersTrustLogo |
| The Great Learners Trust is bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re 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. | |
| **Gender** (please select as appropriate): Female / Male / Gender diverse  **Preferred pronoun:** | |
| **Do you consider yourself to have a disability?** Yes / No | |
| **If yes, what is the nature of your disability?** | |
| **Are you currently employed by the Great Learners Trust?** | |

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| **How would you describe your ethnic origin?** | | | |
| **White**  ☐ British  ☐ Irish  ☐ Gypsy or Irish Traveller  ☐ Any other White background  **Asian or British Asian**  ☐ Bangladeshi  ☐ Indian  ☐ Pakistani  ☐ Chinese | **Black or Black British**  ☐ African  ☐ Caribbean  ☐ Any other Black background  **Mixed**  ☐ White and Asian  ☐ White and Black African  ☐ White and Black Caribbean  ☐ Any other mixed background | | **Other Ethnic groups**  ☐ Arab  ☐ Any other ethnic group  ☐ Prefer not to say |
| **What is your religion or belief?** | | | |
| ☐ Agnostic  ☐ Atheist  ☐ Buddhist  ☐ Christian  ☐ Hindu | ☐ Jain  ☐ Jewish  ☐ Muslim  ☐ No religion | | ☐ Other  ☐ Pagan  ☐ Sikh  ☐ Prefer not to say |
| **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  ☐ No  ☐ Prefer not to say | | | |
| **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  ☐ Sensory impairment  ☐ Learning disability/difficulty  ☐ Long-standing illness | | ☐ Mental health condition  ☐ Developmental condition  ☐ Other | |