

Application form for Support Staff

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 1 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 data protection policy which can be found online

VACANCY INFORMATION

Application for the post of:

What date are you available to begin a new post?

Where did you first hear about this job?

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Ambition Community 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.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Ambition Community 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 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. We may conduct online searches of shortlisted candidates as part of our due diligence checks.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you've lived and/or worked outside of the UK, the 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

RIGHT TO WORK IN THE UK

The 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.

SIGN AND DATE

Name (please print):

Sign:

Date:

1. Instructions

Please complete all sections of this form using black ink or type.

Applications will only be accepted if this form is completed in full. We do not accept CV's.

2. Personal details

PERSONAL DETAILS	
First name	
Surname	
Preferred title	
Previous surnames	
If you prefer to be called by a name other than the one listed above, please specify	

CONTACT DETAILS	
Address	
Postcode	
Home phone	
Mobile phone	
Email address	

DISABILITY AND ACCESSIBILITY

The 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're called for an interview, please state the arrangements you require:

TIME SPENT LIVING AND/OR WORKING OVERSEAS

Have you spent time living and/or working outside of the UK?

☐ Yes

☐ No

If yes, please give details, including countries and relevant dates:

RELATIONSHIP TO THE [SCHOOL/TRUST]

Please list any personal relationships that exist between you and any of the following members of the trust community:

Update this list and the sentence below, as appropriate

- Trustees
- Local governors

- Staff
- Pupils

If you have a relationship with a governor, trustee, local governor or employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at trust

3. Employment history

CURRENT EMPLOYMENT DETAILS	
Job title	
Employer details (name, address, email and/or telephone)	
Dates employed	
Permanent or temporary	

Part-time or full-time	
Salary details	
Description of responsibilities	

PREVIOUS EMPLOYMENT

Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them in the table below. List the most recent employment first.

Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving

EMPLOYMENT GAPS

Please provide details of any employment gaps since leaving school and give the reasons for the gap.

Start date	End date	Reason for employment gap

4. Education and training

EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary school onwards.

You'll be required to produce evidence of qualifications.

Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades, awarding body and date of award)

TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application.

Course dates	Length of course	Course title	Qualification obtained	Course provider

--	--	--	--	--

ADDITIONAL INFORMATION

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

--

DRIVING LICENCE DETAILS

Do you have a valid driving licence?

--

5. Letter of application

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.

6. References

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you've not previously been employed, please provide details of another suitable referee.

The 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.

NAME	RELATIONSHIP TO YOU	ADDRESS AND POSTCODE	CONTACT NUMBER	EMAIL ADDRESS	IS THIS YOUR CURRENT EMPLOYER?

If either of your referees knows you by a different name, please state:

If you don't wish us to contact your referees without your prior agreement, please tick this box: ☐

7. Equalities monitoring

We're 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.

EQUALITIES MONITORING INFORMATION								
	D	D	M	M	Y	Y	Y	Y
What is your date of birth?								
What is your sex?	☐ Male ☐ Female							
What gender are you?	☐ Male ☐ Female ☐ Other ☐ Prefer not to say							
Do you identify as the gender you were assigned at birth?	☐ Yes							

		☐ No ☐ Prefer not to say
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
Which of the following best describes your sexual orientation?		
☐ Bisexual ☐ Heterosexual/straight ☐ Homosexual		☐ Other ☐ Prefer not to say
What is your religion or belief?		

☐ Agnostic	☐ Jain	☐ Other
☐ Atheist	☐ Jewish	☐ Pagan
☐ Buddhist	☐ Muslim	☐ Sikh
☐ Christian	☐ No religion	☐ Prefer not to say
☐ Hindu		

Pregnancy and maternity	
Are you pregnant? ☐ Yes ☐ No ☐ Prefer not to say	Have you given birth within the last 12 months? ☐ Yes ☐ No ☐ 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