**Guidance Notes**

Completing the application form is the first step in the recruitment process, which may lead to an interview and a possible offer of a job. Therefore, it is most important to complete **all application form sections** relevant to you as clearly and fully as possible. If you think some sections do not apply to you, then write N/A in the section provided for your answer.

Please do **not** include a Curriculum Vitae with your application but try to include all relevant information on the form using additional sheets if necessary.

**First of all,** read the job description and person specification carefully before completing the application form.

**The job description** explains the principal responsibilities of the job role expected of the successful candidate.

**The person specification** tells you the skills, knowledge and experience a person will need to do the job. The person specification is divided up to show which attributes are **essential** and which are **desirable**. When completing the Supporting Information section, use the person specification to help you pick out the relevant aspects of your skills, knowledge and experience. The shortlisting panel will be looking for evidence in your application form to match each person's specification criteria. Therefore, it is important to use examples in your application to show how you meet the essential and desirable criteria.

**The essential criteria** are the minimum skills, knowledge, and experience that you must have to do the job. They are all of equal importance, and you must show how you meet each of them on your application.

**The desirable criteria** will enable you to perform the job more effectively and be used for shortlisting if a large number of applicants have all the essential criteria.

The best way to show that you match particular criteria is to give examples that you feel will demonstrate to the shortlisting panel that you have the skills, knowledge and experience listed on the person specification. Examples do not need to be from your work experience and can be from other areas of your life.

Please note that:

* An application form containing anomalies or discrepancies will be scrutinised and may affect shortlisting of your application.
* Please ensure that any gaps in employment or training history are explained.
* It is important that you include all relevant information on your application form. The shortlisting panel will not be able to make assumptions about your ability based on their (or anyone else's) knowledge of you.

The Trust is committed to safeguarding and promoting children and young people's welfare and expects all staff and volunteers to share this commitment. All offers of employment are conditional upon receipt of:

* satisfactory pre-appointment checks, including references
* proof of required qualifications
* completion of Enhanced Disclosure and Barring application
* please note that the discovery of any criminal offences not revealed by you in your signed declaration, in accordance with the requirements of the post, may lead to dismissal or other disciplinary action.

SUPPORT STAFF APPLICATION FORM

*The Sovereign Trust is committed to safeguarding and promoting children and young people's welfare and expects all staff and volunteers to share this commitment. The Trust is committed to attracting, retaining and developing a diverse and skilled workforce. All post holders will be subject to an Enhanced Disclosure and Barring check.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VACANCY DETAILS** | | | | | | | | | | | | |
| **Post applied for** | | |  | | | | | | | | | |
| **Academy** | | |  | | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | | | | | |
| **Title** | | |  | | | | | | | | | |
| **Forename/s** | | |  | | | | | | | | | |
| **Surname** | | |  | | | | | | | | | |
| **Former name/s** | | |  | | | | | | | | | |
| **National Insurance number** | | |  | | | | | | | | | |
| **Home address** | | |  | | | | | | | | | |
| **Postcode** | | |  | | | | | | | | | |
| **Home telephone number** | | |  | | | | **Mobile Number** | | | |  | |
| **Email address** | | |  | | | | | | | | | |
| **DBS Certificate Number if you have an Update Service subscription** | | |  | | | | **If appointed, I consent to this being used for an online status check** | | | | 󠅖 Yes 󠅖 󠅖󠅖 No | |
| **EDUCATION HISTORY** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Please give details of all qualifications you have attained, starting with your secondary education and working up to the present day. Successful applicants will be required to provide proof of qualifications. | | | | | | | | | | | | |
| **Name of Secondary School** | | | |  | | | | | | | | |
| **Dates attended** | | | | **From:** |  | | | **To:** |  | | | |
| **Subject:** |  | | | **Grade:** | |  | | **Date:** | | | |  |
| **Subject:** |  | | | **Grade:** | |  | | **Date:** | | | |  |
| **Subject:** |  | | | **Grade:** | |  | | **Date:** | | | |  |
| **Subject:** |  | | | **Grade:** | |  | | **Date:** | | | |  |
| **Subject:** |  | | | **Grade:** | |  | | **Date:** | | | |  |
| **Subject:** |  | | | **Grade:** | |  | | **Date:** | | | |  |
| **Subject:** |  | | | **Grade:** | |  | | **Date:** | | | |  |
| **Subject:** |  | | | **Grade:** | |  | | **Date:** | | | |  |
| **Subject:** |  | | | **Grade:** | |  | | **Date:** | | | |  |
|  | | | | | | | | | | | | |
| **Name of College, University or other institution attended** | | **Dates attended to and from** | | | | **Subject studied** | | | | **Degree or certificate awarded**  If you have Honours Degree, please state class | | |
|  | |  | | | |  | | | |  | | |
|  | |  | | | |  | | | |  | | |
|  | |  | | | |  | | | |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROFESSIONAL QUALIFICATIONS** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Please give details of qualifications you have gained or are currently working towards relevant to the post you are applying for. Successful applications will be required to provide proof of qualifications. | | | | | | | | | | | | | | | | | | | |
| **Qualification** | | | | | | **Full or Part-Time** | | | | **Grade** | | | | **From**  **mm/yy** | | | | | **To**  **mm/yy** |
|  | | | | | |  | | | |  | | | |  | | | | |  |
| **TRAINING** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Please give details of the training you have attended or are currently completing relevant to the post you are applying for. | | | | | | | | | | | | | | | | | | | |
| **Training** | | | | | | **Date** | | | | **Brief details** | | | | | | | | | |
|  | | | | | |  | | | |  | | | | | | | | | |
|  | | | | | |  | | | |  | | | | | | | | | |
|  | | | | | |  | | | |  | | | | | | | | | |
| **PROFESSIONAL MEMBERSHIP** | | | | | | | | | | | | | | | | | | | |
| **Professional Body** | | | | **Type of Membership** | | | | | | | **Date admitted**  **dd/mm/yy** | | | | | | | **Expiry date**  **dd/mm/yy** | |
|  | | | |  | | | | | | |  | | | | | | |  | |
|  | | | |  | | | | | | |  | | | | | | |  | |
| **PRESENT / MOST RECENT EMPLOYMENT,** *including teaching practice if the first appointment* | | | | | | | | | | | | | | | | | | | |
| **Local Education Authority (If applicable)** | |  | | | | | | | | | | | | | | | | | |
| **Name of Employer/School** | |  | | | | | | | | | | | | | | | | | |
| **Position held** | |  | | | | | | | | | | | | | | | | | |
| **Date from (dd/mm/yy)** | |  | | | | | | **Date to (dd/mm/yy)** | | | | | | | |  | | | |
| **Salary including payscale** | |  | | | | | | | | | | | | | | | | | |
| **Reason for leaving** | |  | | | | | | | | | | | | | | | | | |
| **What is your current notice period?** | |  | | | | | | | | | | | | | | | | | |
| **Please provide brief details of key responsibilities.** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **TEACHING HISTORY Including teaching practice if the first appointment** | | | | | | | | | | | | | | | | | | | |
| **Local Education Authority** | |  | | | | | | | | | | | | | | | | | |
| **Name of School/Employer** | |  | | | | | | | | | | | | | | | | | |
| **Position Held** | |  | | | | | | | | | | | | | | | | | |
| **Date from (dd/mm/yy)** | |  | | | | | | **Date to (dd/mm/yy)** | | | | | | | |  | | | |
| **Salary including payscale** | |  | | | | | | | | | | | | | | | | | |
| **Reason for leaving** | |  | | | | | | | | | | | | | | | | | |
| **When could you take up this position if appointed?** | |  | | | | | | | | | | | | | | | | | |
| **Please provide brief details of key responsibilities.** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **N.B. Please replicate the above table if you need to include more previous teaching appointments.** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **PREVIOUS EMPLOYMENT** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Please list your previous employment, starting with the most recent first. Please note that all time since leaving full-time education must be accounted for, e.g. training, unemployment, or time taken out of paid employment due to caring responsibilities; please give details of them along with dates. The information provided must provide a complete chronology from the age of 16; please ensure no gaps in your employment history and other experience. | | | | | | | | | | | | | | | | | | | |
| **Name of Employer** | **Position Held** | | | | **Grade/Salary** | | | | **From**  **Month Year** | | | **To**  **Month Year** | | | | | **Reason for Leaving** | | |
|  |  | | | |  | | | |  | | |  | | | | |  | | |
|  |  | | | |  | | | |  | | |  | | | | |  | | |
|  |  | | | |  | | | |  | | |  | | | | |  | | |
|  |  | | | |  | | | |  | | |  | | | | |  | | |
|  |  | | | |  | | | |  | | |  | | | | |  | | |
| **Explanation for any gaps in education or employment:** | | | | | | | | | | | | | | | | | | | |
| **ADDITIONAL EMPLOYMENT** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Do you have any employment which will continue if you are appointed? If Yes, please provide details. | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **SUPPORTING INFORMATION** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Please give details of relevant skills, knowledge, and experience gained in either paid or unpaid work. Before completing this section, it is important to refer to the guidance notes, job description, and person specification. Please DO NOT provide more than two pages of A4 of Supporting Information. | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **DISCLOSURE OF CRIMINAL BACKGROUND** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| This post involves working with children, young people, and vulnerable adults or is in a position of Trust. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be considered. Guidance and criteria for filtering these cautions and convictions can be found on the Disclosure and Barring Service website ([www.gov.uk/dbs](#)). Any failure to disclose the appropriate information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a position however it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. | | | | | | | | | | | | | | | | | | | |
| Have you at any time received, or do you have pending investigations, caution, bind over, reprimand, final warning or conviction? | | | | | | | | | | | | | | | 󠅖 Yes 󠅖 󠅖󠅖 No | | | | |
| If yes, please give details of the investigation(s) caution(s) or conviction(s) and dates:- | | | | | | | | | | | | | | | | | | | |
| Have you any previous offences? If yes, please give details:- | | | | | | | | | | | | | | | 󠅖 Yes 󠅖 󠅖󠅖 No | | | | |
| ***Nature of offence/s (ie conviction, caution, bind-over, reprimand)*** | | | **Offence/s** | | | | ***Date of offence/s***  ***(dd/mm/yy)*** | | | | | | ***Disposal (if known)*** | | | | | | |
|  | | |  | | | |  | | | | | |  | | | | | | |
|  | | |  | | | |  | | | | | |  | | | | | | |
| If you are ultimately offered the position, we will carry out an independent check through the Disclosure and Barring Service.  I confirm that the information given above is correct, and I understand that a failure to disclose any convictions may lead to my dismissal.  Signed: Date: | | | | | | | | | | | | | | | | | | | |

|  |
| --- |
| **REFERENCES** |
|  |
| Please provide details of two people who can provide references on your behalf. The first referee must be your present or most recent employer. If you are not currently working with children, please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences, which may include those where the penalty is expired if related to children. Referees will also be asked whether you have been the subject of any child protection concerns and, if so, the outcome of any enquiry. We will also ask about any performance and/or attendance concerns.  References will not be accepted from relatives or from people writing solely in the capacity of friends. Please note referees must not be a colleague, it must be Head of School/Headteacher if from an education setting and if from a non-education setting, please provide details of your Line Manager.  **It is normal practice to take up references on shortlisted candidates prior to the interview.** **This is in line with the most recent version of the Keeping Children Safe in Education statutory guidance.** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Referee name** |  | | **Job title** | |  |
| **Organisation** |  | | | | |
| **Full postal address** |  | | | | |
| **Email address** |  | | | | |
| **Contact telephone number** |  | | | | |
| **In what capacity do you know the referee?** |  | | | | |
| **Are you related to or the partner of this referee?** |  | | | | |
| **Can we take up references at this stage?** | | | 󠅖 Yes 󠅖 󠅖󠅖 No | | |
| 1. **Referee name** |  | | **Job title** | |  |
| **Organisation** |  | | | | |
| **Full postal address** |  | | | | |
| **Email address** |  | | | | |
| **Contact telephone number** |  | | | | |
| **In what capacity do you know the referee?** |  | | | | |
| **Are you related to or the partner of this referee?** |  | | | | |
| **Can we take up references at this stage?** | | | 󠅖 Yes 󠅖 󠅖󠅖 No | | |
| **DISABILITY** | | | | | |
|  | | | | | |
| This organisation has committed to improving the employment opportunity of people with disabilities and has undertaken to interview all applicants with a disability who meet the job's essential requirements as contained in the person specification. | | | | | |
| **Do you consider yourself to be disabled according to The Disability Discrimination Act?** 󠅖 󠅖 󠅖󠅖 Yes 󠅖 󠅖󠅖 No  **If yes, how would you define this impairment?**  **Please specify any arrangements we can make to assist you if you are invited to interview?** | | | | | |
| **RECRUITMENT ANALYSIS** | | | | | |
| **For our recruitment analysis, please can you tell us where you saw the vacancy?** | | | |  | |
| Canvassing the Trust's Governing Body or staff members, either directly or indirectly, will disqualify your application. | | | | | |
| **Are you related to any member of the Trust Governing Body or staff?** | | If yes, please give details:- | | | |

|  |  |  |
| --- | --- | --- |
| **DECLARATION** | | |
| **I confirm to the best of my knowledge that the information given on this form is accurate and that I have not omitted any facts that may have a bearing on my employment application.**  **Any person appointed by The Trust having given false information will be liable to summary dismissal.**  **Please note that a 3 month probationary period applies to all new employees of the Trust, regardless of previous local government service.** | | |
| Signed: | Date: | |
| **DATA PROTECTION ACT** | | |
| **All information in this form will be treated as strictly confidential and used for recruitment purposes only. Please indicate your consent to allow The Trust to store and process your application form according to our recruitment procedure and record retention schedule.**  **By indicating your consent, we will store your data for a maximum of six months, after which it will be destroyed.**  **If you would like us to delete your data sooner than this, don't hesitate to contact us directly.**  **If you are a successful candidate, your application form will be used as part of your personnel record and stored electronically according to our record retention schedule.** | | |
| **Please indicate your consent to the above statement** | | 󠅖 Yes 󠅖 󠅖󠅖 No |