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| **SUPPORT STAFF APPLICATION FORM**  |

Kingfisher Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteer to share this commitment.

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| **Vacancy Details** |
| Job Title: |  |
| School/Location: |  |
| **Advertising origin** |
| Where did you hear about this vacancy? |  |

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| **SECTION A – to be removed before shortlisting** |

It is the Trust’s policy to ensure that all appointments are made on merit. **This form is for monitoring purposes only and will be kept separate from any members of the shortlisting or interviewing panel**. To monitor the effectiveness and success of this policy it would be helpful to us if you provide the information requested below regarding your personal details, these will be held in accordance with the UK General Data Protection Regulation and any other subsequent legislation. The details supplied by you on this form are confidential, but will form part of the personnel record of the successful candidate..

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| **Personal Details** |
| Title: |  |
| First name(s): |  |
| Last name: |  |
| Previous Name(s): |  |
| Known as: |  |
| Date of Birth: |  |
| Address: |  |
| Postcode: |  |
| Contact Number: |  |
| Email address: |  |
| National Insurance Number: |  |

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| **MONITORING EQUALITY AND DIVERISTY** |
| **Gender** |
| What best describes your gender?[ ]  Man [ ]  Non-binary **[ ]** Woman [ ]  Prefer not to say [ ]  Other If other, please describe:…………………………………………………………………………………………………….Is your gender identity the same as the gender you were assigned at birth?[ ]  Yes [ ]  No [ ]  Prefer not to say  |
| **Ethnic Origin** |
| **White** | **[ ]**  | British |
|  | [ ]  | Irish |
| [ ]  | Traveller of Irish Heritage |
| [ ]  | Gypsy/Roma |
| [ ]  | Any Other White Background |
| **Mixed** | [ ]  | White and Black Caribbean |
|  | [ ]  | White and Black African |
| [ ]  | White and Indian |
| [ ]  | White and Pakistani |
| [ ]  | White and Bangladeshi |
| [ ]  | Other mixed |
| **Asian or Asian British** | [ ]  | Indian |
|  | [ ]  | Pakistani |
| [ ]  | Bangladeshi |
| [ ]  | Kashmiri |
| [ ]  | Chinese |
| [ ]  | Other Asian |
| **Black or Black British** | [ ]  | Caribbean |
|  | [ ]  | African |
| [ ]  | British |
| [ ]  | Other black background |
| **Other** | [ ]  | Other ethnic group |
|  | [ ]  | Unknown |
| [ ]  | Prefer Not to Say |

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| **Religion/Belief** |
| [ ]  | Buddhist  | [ ]  | Muslim |
| [ ]  | Christian  | [ ]  | Sikh |
| [ ]  | Hindu  | [ ]  | Other |
| [ ]  | Jewish | [ ]  | No religion |
| [ ]  | Taoism | [ ]  | Prefer Not to Say |

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| **Sexual Orientation** |
| [ ]  | Ace (asexual, gray-sexual, demi sexual) | [ ]  | Gay Man |
| [ ]  | Bisexual | [ ]  | Gay Woman / Lesbian |
| [ ]  | Heterosexual / Straight | [ ]  | Other - *please describe:*…………………………………………………………………………………. |

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|  **Disability**  |
| **Equality Act (2010)**This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Equality Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day Do you consider yourself to be disabled according to this definition? [ ]  Yes [ ]  NoPlease specify any arrangements we can make to assist you if you are invited for interview / assessment: |
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| **REHABILITATION OF OFFENDERS** |
| As an applicant it is an offence to apply for a role that involves engaging in regulated activity relevant to children, schools and colleges if you are barred from engaging in such activity. Any offer of employment will be subjects to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order. An online search may also be completed for shortlisted candidates.All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, 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.[*https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide*](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide)Shortlisted candidates will be asked to provide details of all convictions, cautions, reprimands or final warnings that are not “protected” **prior to the date of the interview.** You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information form the Disclosure & Barring Service before your appointment is confirmed.We will 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.Please note that a conviction will not necessarily be a bar to obtaining employment.[ ]  By checking this box you consent to an Enhanced DBS Check being made  |

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| **SECTION B – to be used for shortlisting** |

The information provided in this section will be used as part of the short-listing process. Your application should be fully completed and will be assessed against the criteria in the person specification. Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

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| **Eligibility to work in the UK** |
| Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will asked to provide proof of your work entitlements. |
| Do you have an entitlement to work in the UK? [ ]  Yes [ ]  No |

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| **OTHER APPLICANT DETAILS** |
| Are you currently, or have you previously been employed by the Trust? | [ ]  Yes [ ]  No |
| If yes, please provide dates from and to, and reasons for leaving (if applicable): | Date from: |  |
| Date to: |  |
| Reason for leaving (if applicable): |  |
| Do you have a personal or business relationship with anyone from the School / Trust or its’ partner organisations which could lead to a potential conflict of interest?  | **[ ]** Yes [ ]  No |
| If yes, please provide details: | Name: |  |
| Relationship to you: |  |
| Are you related to a Member, Trustee, Governor, member of staff of the Trust; or to a child/children attending a school in the Trust? | **[ ]** Yes [ ]  No |
| If yes, please provide details: | Name: |  |
| Relationship to you: |  |

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| Dismissed |
| Have you ever been dismissed from any employment for any reasons other than redundancy? **[ ]** Yes [ ]  No If YES please give details, including dates, reasons and employer.  |

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| **REFERENCES** |
| Please give details of two referees, one of which must be from your current/last employer, higher education if recently qualified, school or unemployment office. References will not be accepted from relatives, or persons who only know you as a friend. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential. If you are applying for a post working with children, one reference must be from an employer where you held a similar role. References will be sought prior to interview and will ask your current/previous employer/tutor about any disciplinary offences relating to children. Please provide valid email addresses so we can progress your application. If an invalid email address is provided the progress of your application may be delayed. |

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| **Current or most recent employer** |
| Employer name: |  |
| Referee name: |  |
| Referee job title (if applicable): |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Referee telephone number: |  |
| Email address: |  |
| In what capacity do you know the referee? |  |

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| **Previous Employer** |
| Employer name: |  |
| Referee name: |  |
| Referee job title (if applicable): |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Referee telephone number: |  |
| Email address: |  |
| In what capacity do you know the referee? |  |

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| **EMPLOYMENT HISTORY** |

Please provide details of your current or most recent employer, if applicable. If there are any periods of time that you were not employed, these should also be included, for example you may have been travelling, seeking work, bringing up a family or in higher education. You should include any previous or current employment with this Trust (whether directly or through an employment agency), voluntary work in this section too. **Please make sure there are no gaps in your employment and education history. Please indicate where you were on the dates of any gaps you may have**.

Are you currently employed? **[ ]** Yes [ ]  No

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| **Current Employer** |
| Name of current/most recent employer: |  |
| Job Title: |  |
| Address: |  |
| Postcode: |  |
| Salary and benefits: |  |
| Date from (dd/mm/yyyy): |  |
| Date to (dd/mm/yyyy) (if applicable): |  |
| Period of notice required (if applicable): |  |
| Reason for leaving: |  |
| Please provide brief details of duties and responsibilities: |  |
| **Previous Employer** |
| Name of employer: |  |
| Job Title: |  |
| Address: |  |
| Postcode: |  |
| Salary and benefits: |  |
| Date from (dd/mm/yyyy): |  |
| Date to (dd/mm/yyyy) (if applicable): |  |
| Period of notice required (if applicable): |  |
| Reason for leaving: |  |
| Please provide brief details of duties and responsibilities: |  |

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| **Employment History/Gaps in Employment** |
| Name of previous employers | Job Title | Tel No / Email | Date from (dd/mm/yyyy)  | Date to  (dd/mm/yyyy) (if applicable) | Reason for leaving |
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If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring for others please give details of them here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and other experience.

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| **EDUCATION AND TRAINING** |

Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications.

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| EDUCATION |
| College / University | Qualification / Result / Grade | Date obtained |
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| **RELEVANT TRAINING** |
| Date | Course Title | Organising Body |
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| **SUPPORTING INFORMATION** |

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| **Skills, Knowledge and Experience** |
| This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. The best way to show how you match the requirements of the job is by paying particular attention to those areas on the person specification described as essential, providing examples of how you meet these requirements. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time. (1500 word limit)Ensure that the information you provide:* is well organised and relevant
* shows the extent you have gained the skills and experience necessary for the post
* gives specific examples of the work you have been involved in, how you went about it and the outcomes
* specifies your responsibilities rather than those of your section or department
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| **DECLARATIONS** |
| I confirm that the information contained in this application is correct, I understand that my application may be rejected or that I may be dismissed without notice for withholding or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the Data Protection Act 2018 and any subsequent legislation. To find out how the School/Academy/Trust may process your personal data please contact the Executive Principal.I can confirm that I am not barred or disqualified from working with children or subjects to sanctions imposed by a regulatory body.**[ ]  By checking this box, you agree to the above statements being true and give your consent as outlined above**Please note you will be required to sign this declaration if you are invited to interview. |
| Signed:(only if invited for interview) |  |
| Date: |  |