

**Employment Application Form: Support Staff**

***The Morris Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

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| **Vacancy Job Title:** |  |
| **Name of School:** |  |

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| **Name of Candidate:** |  |

**Part 1: Information for Shortlisting and Interviewing**

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| **Letter of Application** |
| Please enclose a letter of application detailing your skills and experience and how you match the person specification |

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| **Education/Training: University or College** | | | | | | | |
| **University / College** | **Dates**  **From To** | | **Qualification &Title** | **Subject(s)** | **Class of Degree** | | **Date Awarded** |
|  |  |  |  |  |  | |  |
| **Education Secondary + Post 16** | | | | | | | |
| **School / College** | **Dates**  **From To** | | **Qualification**  **Or Course** | **Subjects** | | **Grades for EACH**  **subject** | |
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| **Current/Most Recent Employment** | | |
| **Name of Employer:** |  | |
| **Address of Employer:** |  | |
| **Nature of company business:** |  | |
| **Job Title:**  Please give brief description of role |  | |
| **Date of appointment:** |  | **Salary**: |
| **Date of leaving or date left** |  | **Date available to start new job** |

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| **Full Chronological Employment History**  Please provide a full history in date order, most recent first, including any **Voluntary Work** or **Work Experience** | | | | | | |
| **Job Title/Role** | **Name/address of school, employer, or description of activity** | **Number on role & type of school** | **F/T or PT** | **Dates** | **DD/MM/YY** | **Reason for leaving** |
| **From** | **To** |
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**Please continue employment history on a separate sheet if necessary**

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| **Periods when not working or not in education** | | |
| **From**  **DD/MM/YY** | **To**  **DD/MM/YY** | **Reason** |

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| **Other relevant experience, interests or skills** |
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| **References** |
| * Please provide two professional referees. If in education this must be the Head Teacher * If you are not currently working with children please provide a referee from your most recent employment involving children. * References will not be accepted from relatives or from people writing solely in the capacity of friends. |

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| 1. **Name of Referee:** | **Job Title:** |
| **Organisation & Address (including postcode)** | |
| **EMAIL ADDRESS – this must be supplied** | |
| **In what capacity do you know the referee?** | |

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| 1. **Name of Referee:** | **Job Title:** |
| **Organisation & Address (including postcode)** | |
| **EMAIL ADDRESS – this must be supplied** | |
| **In what capacity do you know the referee?** | |

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with Keeping Children Safe in Education statutory guidance.

I consent to references being requested before interview

**Reference 1**: Yes:  No:  **Reference 2**: Yes:  No:

Reference requests sent to your referees will ask the referee to confirm as a minimum:

* The referee’s relationship with the candidate
* Details of the applicant’s current post and salary
* Performance history
* All formal time-limited capability warnings, or disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
* All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns
* Details of any child protection concerns, and if so, the outcome of any enquiry
* Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

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| Sign: |  |
| Date: |  |

By signing below I consent to my named referees being contacted

You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer, which is Judicium Education Ltd that you wish to withdraw your consent. See Section ‘Data Protection’ on page 5 for details.

Part 2

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

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| **Personal Details** | | | | | | | | | |
| **Surname or family name** |  | | | | | | | | |
| **All previous surnames** |  | | | | | | | | |
| **Title** |  | | | | | | | | |
| **All forenames** |  | | | | | | | | |
| **Preferred first name** |  | | | | | | | | |
| **Address**  **Post Code:** |  | | | | | | | | |
| **Mobile Number** |  | | | | | | | | |
| **Home Number** |  | | | | | | | | |
| **Email** |  | | | | | | | | |
| **Nationality:** |  | | | | | | | | |
| **National Insurance Number** |  |  |  |  |  |  |  |  |  |

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| **Right to work in the UK** | | |
| Are you eligible to work in the UK? | Yes:  No: | |
| Do you need a work permit to work in the UK | Yes:  No: | If Yes give details of permit and expiry date: |
| Do you require Sponsorship to work in the UK? | Yes:  No:  If Yes please provide details under separate cover | |

Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the Trust’s policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions **except** those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on the DBS Certificates and cannot be taken into account. Guidance on the filtering of ‘protected’ cautions and convictions which do not need to be disclosed by the job applicant can be found on the **Disclosure and Barring Service website.**

If you are invited to interview you will be required to disclose your criminal record on an ‘Invitation to Interview’ form and bring the completed form to interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulation position” under the Criminal Justice & Courts Services Act 2000.

**Prohibition from Teaching**

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

**Data Protection**

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice and Data Retention Policy which are available on request.

The person responsible for Data Protection in our organisation is Judicium Education Ltd and you can contact them with any questions relating to our handling of your data. You can contact them by email at dataservices@judicium.com

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website.

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

If you are unsuccessful in securing the role you have applied for, we may consider your application for alternative roles across the Trust’s schools. This will only be in the six months before records are destroyed

**Notes**

* Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.
* Canvassing, directly or indirectly, an employee, Trustee or Governor will disqualify the application.
* Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
* The Trust is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

**Declaration**

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with Data Protection, and in particular that checks may be carried out to verify the contents of my application form.

**Signed: …………………………………………… Dated: …………………………………**

**Part 3 Equality and Diversity Monitoring -** This section will be separated from Part 1 and Part 2.

Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the General Data Protection Regulation.

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| **Ethnic Group** |  | | | Please Tick: | |
| White | British English Welsh Northern Irish Scottish | | |  | |
| Irish | | |  | |
| Irish Traveller | | |  | |
| Gypsy | | |  | |
| Other White background | | |  | |
| Mixed | White and Black Caribbean | | |  | |
| White and Black African | | |  | |
| White and Asian | | |  | |
| Other Mixed background | | |  | |
| Asian or Asian British | Indian | | |  | |
| Pakistani | | |  | |
| Bangladeshi | | |  | |
| Chinese | | |  | |
| Other Asian background | | |  | |
| Black or Black British | Caribbean | | |  | |
| African | | |  | |
| Other Black background | | |  | |
| Other Ethnic Group | Arab | | |  | |
| Other: write in | | |  | |
| Prefer not to say |  | | |  | |
| **Religion** | | √ | **Disability. Do you consider that you have a Disability?** | | √ |
| Christian (including Church of England, Catholic, protestant and all other Christian denominations) | |  | Yes (please complete the grid below | |  |
| No | |  |
| Buddhist | |  | Prefer not to say | |  |
| Hindu | |  | *My disability is:* | | Pl indicate |
| Jewish | |  | *Physical impairment* | |  |
| Muslim | |  | *Sensory impairment* | |  |
| Sikh | |  | *Mental health condition* | |  |
| Any other religion write in: | |  | *Learning disability/difficulty* | |  |
| No Religion | |  | *Long standing illness* | |  |
| *Other* | |  |
| Prefer not to say | |  | *Prefer not to say* | |  |

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| **Sexual Orientation** | √ |
| Bi-sexual |  |
| Gay man |  |
| Gay woman |  |
| Heterosexual |  |
| Other |  |
| Prefer not to say |  |

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| **Gender** | √ |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

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| **Personal relationship** | √ |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |