

Please ensure that you complete all sections of the application form using black ink or typescript. Separate sheets of information may be attached where necessary.

APPLICATION FOR EMPLOYMENT: SUPPORT STAFF		INTERNAL USE ONLY	
POST		Reference No	
SCHOOL		Date Received	
How did you hear about this vacancy?			
PERSONAL DETAILS			
Title:	Surname:		
Previous Surnames:	All Forenames:		
Address:	Home Telephone Number:		
	Mobile Number:		
	Business Number:		
	Email address:		
Post Code:	National Insurance Number:		
Can you confirm that you are eligible to work in the UK?		Yes	No
If YES, is this eligibility temporary?		Yes	No
PRESENT EMPLOYMENT			
Job Title:	Telephone Number:		
Employer's Name:	May we contact you on this number?	Yes	No
Address:	Period of Notice:		
	Date employment commenced:		
	Salary/Grade:		

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, part-time and voluntary work, as well as full-time employment. Give start and end dates, explanation for periods not in employment or education/training and reasons for leaving employment.

PREVIOUS EMPLOYER				
Job Title or Position	Name and address of employer or description of activity	Dates		Reason for Leaving
		From	To	

CAREER BREAKS

QUALIFICATIONS

Secondary Education & Qualifications			
Name of School/College	From	To	Qualifications gained with date

Further or Higher Education
 (Any recognised qualifications or courses attended which are relevant to the job application)

Name and address of College or University or Awarding Body	From	To	Full or Part-time	Qualifications gained with date

SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES

Please tell us about your relevant experience, skills, knowledge and competencies, which you feel, make you the best person for the job. Always give examples of things you have done in your work/home life to fulfil the person specification. Please use additional paper if necessary.

MEMBERSHIP OF PROFESSIONAL BODIES

Name of Professional Body	Membership Grade	Was membership gained through examination?	Where	Date

OUTSIDE INTERESTS/ACTIVITIES

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CRIMINAL CONVICTIONS AND CAUTIONS

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198' available at <http://www.justice.gov.uk/downloads/offenders/rehabilitation/rehabilitation-offenders.pdf?>

YES **NO** If **YES**, please provide the details in a sealed envelope and attach this to your form including date, court and nature of offence

In addition, as this post is defined under Safeguarding Vulnerable Groups Act 2006 as a 'regulated activity' this Multi-Academy Trust will require the successful candidate to produce either a valid enhanced criminal record certificate or the Multi-Academy Trust will apply to the Disclosure and Barring Service for an enhanced check for a regulated activity.

Declaration: I have read and understood the above statement. If I have any convictions or cautions to declare I will supply written details of them, in a separate envelope marked 'private and confidential' with this application.

Signature:

Date:

DISABILITY / HEALTH CONDITIONS

The Equality Act 2010 defines disability as 'A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled? Yes/No (Please delete as appropriate)

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.

DATA PROTECTION ACT

The information you supply when requesting a job pack will be held for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from last contact. When you sign and return this form you are giving your permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive, If your application is unsuccessful, the form will be held for up to 12 months and then destroyed.

References will be requested from your present/last Headteacher and/or present employer at the shortlisting stage.

REFEREES

Name of referee:	Name of referee:
Employer name and address:	Employer name and address:
Telephone number:	Telephone number:
Email address:	Email address:
Relationship to applicant:	Relationship to applicant:

Are you, to your knowledge, related to any employee or governor at the Multi-Academy Trust? Yes No

NAME:	POSITION:
RELATIONSHIP:	

Providing any misleading or false information to support your application or canvassing governors or staff directly or indirectly will disqualify you from appointment or, if appointed, will render you liable to dismissal without notice.

APPLICANT DECLARATION

I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. By signing this form, I agree to this Multi-Academy Trust using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

I understand that if I don't tell you about any relationships with any employees of this Multi-Academy Trust, or Governor of the Multi-Academy Trust, or I neglect to tell you about any unspent criminal convictions including cautions, reprimands, warnings or that I am under investigation or have pending prosecutions and this is discovered after appointment, I could be dismissed without notice.

I can produce the original documents of my qualifications, prior to any appointment

I understand that any canvassing, directly or indirectly, will be a disqualification.

I understand I am required to provide documents proving eligibility to work in the UK, prior to any appointment.

I am prepared to undergo a medical examination, prior to any appointment.

Do you have any other employment that you intend to continue if you were an employee of the Multi-Academy Trust?

Signature:

Date:

EQUAL OPPORTUNITIES FORM

OAK Multi-Multi-Academy Trust is an Equal Opportunity employer. The Governors operate a policy, the aim of which is to ensure that unfair discrimination does not take place in recruitment. In order to help us monitor the effectiveness of this policy (and for no other reason), you are asked to provide the information requested below. This information is confidential and does not form part of your application.

Post Title: _____

Full-time Part-time

Title: _____ Age: _____

Surname: _____ Forenames: _____

Do you consider yourself to have a disability? Yes No Are you: Male? Female?

What is your nationality? _____

To which of the following do you consider you belong? Choose ONE section then tick the box to indicate your cultural background.

WHITE	MIXED/DUAL BACKGROUND	BLACK OR BLACK BRITISH
<p>British</p> <ul style="list-style-type: none"> • English <input type="checkbox"/> • Scottish <input type="checkbox"/> • Welsh <input type="checkbox"/> • Other White British <input type="checkbox"/> <p>Irish <input type="checkbox"/></p> <p>Traveller of Irish heritage <input type="checkbox"/></p> <p>Any other white background</p> <ul style="list-style-type: none"> • Albanian <input type="checkbox"/> • Bosnian-Herzegovinian <input type="checkbox"/> • Croatian <input type="checkbox"/> • Greek/Greek Cypriot <input type="checkbox"/> • Italian <input type="checkbox"/> • Kosovan <input type="checkbox"/> • Portugese <input type="checkbox"/> • Serbian <input type="checkbox"/> • Turkish/Turkish Cypriot <input type="checkbox"/> • White European <input type="checkbox"/> • White Eastern European <input type="checkbox"/> • White Western European <input type="checkbox"/> • White Other <input type="checkbox"/> <p>Gypsy/Roma <input type="checkbox"/></p>	<ul style="list-style-type: none"> • White and Caribbean <input type="checkbox"/> • White and Black African <input type="checkbox"/> • White and Pakistani <input type="checkbox"/> • White and Indian <input type="checkbox"/> • White and any other Asian background <input type="checkbox"/> <p>Any other mixed background</p> <ul style="list-style-type: none"> • Asian and any other ethnic group <input type="checkbox"/> • Asian and Black <input type="checkbox"/> • Asian and Chinese <input type="checkbox"/> • Black and any other ethnic group <input type="checkbox"/> • Black and Chinese <input type="checkbox"/> • Chinese and any other ethnic group <input type="checkbox"/> • White and any other ethnic group <input type="checkbox"/> • White and Chinese <input type="checkbox"/> • Other mixed background <input type="checkbox"/> <p>ASIAN OR ASIAN BRITISH</p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <ul style="list-style-type: none"> • Mirpuri Pakistani <input type="checkbox"/> • Kashmiri Pakistani <input type="checkbox"/> • Other Pakistani <input type="checkbox"/> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background</p> <ul style="list-style-type: none"> • African Asian <input type="checkbox"/> • Kashmiri other <input type="checkbox"/> • Nepali <input type="checkbox"/> • Sinhalese <input type="checkbox"/> • Sri Lankan Tamil <input type="checkbox"/> • Other Asian <input type="checkbox"/> 	<p>Black Caribbean Background <input type="checkbox"/></p> <p>African</p> <ul style="list-style-type: none"> • Angolan <input type="checkbox"/> • Congolese <input type="checkbox"/> • Nigerian <input type="checkbox"/> • Sierra Leonian <input type="checkbox"/> • Somali <input type="checkbox"/> • Sudanese <input type="checkbox"/> • Other Black African <input type="checkbox"/> <p>Any other black background</p> <ul style="list-style-type: none"> • Black European <input type="checkbox"/> • Black North American <input type="checkbox"/> • Other Black <input type="checkbox"/> <p>ANY OTHER ETHNIC GROUP</p> <ul style="list-style-type: none"> • Afghan <input type="checkbox"/> • Arab other <input type="checkbox"/> • Egyptian <input type="checkbox"/> • Filipino <input type="checkbox"/> • Iranian <input type="checkbox"/> • Iraqi <input type="checkbox"/> • Japanese <input type="checkbox"/> • Korean <input type="checkbox"/> • Kurdish <input type="checkbox"/> • Latin/South/Central American <input type="checkbox"/> • Lebanese <input type="checkbox"/> • Libyan <input type="checkbox"/> • Malay <input type="checkbox"/> • Moroccan <input type="checkbox"/> • Polynesian <input type="checkbox"/> • Thai <input type="checkbox"/> • Vietnamese <input type="checkbox"/> • Yemeni <input type="checkbox"/> • Any other ethnic group <input type="checkbox"/>

This information may be computerised and used for administrative purposes. All personal information computerised by the Multi-Academy Trust has to be registered and may only be used and disclosed as described in the Data Protection Register, which is available for public inspection at main libraries.