

**APPLICATION FORM (Non-Teaching)**

**We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.**

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| Post applied for: | Closing date: |

**1. PERSONAL DETAILS**

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| --- | --- |
| First name/s: | Last name: |
| Address: | Contact telephone numbers: |
|  | Daytime: |
|  | Evening: |
|  | Mobile: |
|  | Email address: |
| Postcode: | National Insurance Number: |

**2. EMPLOYMENT HISTORY - Present or most recent employment**

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| --- | --- |
| Name of employer: | |
| Job title: | Salary: |
| Dates from / to: | |
| Full or part time (if part time, give hours) | |
| Period of notice / date available to start: | |
| Key responsibilities: | |

Reason for seeking new position/leaving:

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NB. If you have more than one employment please provide the same information for each job, if necessary on a separate sheet.

**3. PREVIOUS EMPLOYMENT**

**Please start with the most recent***. Please provide a full employment history since leaving school (including education, employment and any unpaid or voluntary work). Continue on separate sheet if necessary.*

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| --- | --- | --- | --- |
| Job title and brief outline of duties | Name and address of employer | Dates  from - to  (month & year) | Reason for leaving |
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Please give details and an explanation for any gaps in your employment history:

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**4. EDUCATION, TRAINING AND DEVELOPMENT**

**Secondary school/college/university/apprenticeship** *including current studies, with the most recent first.*

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| --- | --- | --- | --- |
| Name of institution | Full/part-time | Courses/subjects taken | Qualifications/grade |
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*NB. We reserve the right to contact employers or educational establishments to verify details given.*

**Details of any relevant learning and development.** Please include dates.

(e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)

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**Professional / Technical membership**

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| Name of professional / technical body | Grade of membership |
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**5. SUPPORTING STATEMENT**

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience demonstrate your suitability for the post, meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

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*Please continue on a separate sheet if necessary.*

**6. ADDITIONAL INFORMATION**

**Equality Act**

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act defines a person as having a disability if he or she has, ‘a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities’.

Do you have a disability? Yes  No

We will make reasonable adjustments to help a person with a disability through the application and selection process and, if successful, to assist you in carrying out the duties of your job. If you require assistance, please contact us or provide details below:



**Right to Work**

As required by the Immigration and Asylum Act, you will be required to provide appropriate documentary evidence of your legal right to work in the UK. If applicable you will also be required to produce your Work Permit.

Do you have the legal right to work in the UK? Yes  No

Do you require a work permit? Yes  No



**Affiliations**

A candidate for any appointment with the Trust who knows he or she is related or has a close relationship to any member of staff of the Trust or Governor of the School is required to disclose that relationship when submitting an application. Please note that soliciting support or information to give an unfair advantage may disqualify your application.

Are you, your partner or family related, have a close relationship or have any interests (financial, professional or otherwise) to any employee of the Trust?

Yes  No

If yes, please provide details below:



**Health / Medical Details**

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

**7. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN**

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

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| The Trust is required under the law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended in 2013). The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Further guidance on ‘protected’ convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>  You will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can carried out if you are offered an appointment. If you are subsequently employed by the Trust and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested by the police you are obliged to notify the CEO of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.  Please answer the following questions. | |
| Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1975 (Exceptions) Order 175 (as amended in 2013)? | Yes  No |
| Have you ever received a caution? | Yes  No |
| Do you have any convictions, cautions, bindovers or prosecutions pending? | Yes  No |
| Are you disqualified from childcare, either directly or by association? | Yes  No |
| If you have answered YES to any of the questions in Section 7 please expect that details will be explored at interview by an appropriate person. | |

**References**

Please give details of two referees, one of whom must be your present or most recent employer. Normally no offer of employment will be made without reference to him / her. If you have not previously been employed, are in, or have just completed full-time education, one referee should be from a senior employee of the school, college or university. Friends and relatives are not acceptable referees, and open references will not be accepted. If a post requires additional references this will be detailed in the application pack.

**If you are shortlisted references may be taken up before an interview or offer of employment, unless you request otherwise.**

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Tel no: | Tel no: |
| Email: | Email: |
| Occupation/Relationship: | Occupation/Relationship: |
| How long have they known you? | How long have they known you? |
| I agree to this reference being taken up before an interview  or offer of employment being made: Yes  No | I agree to this reference being taken up before an interview  or offer of employment being made: Yes  No |

We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is ‘time expired or spent’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. This information is required, including that related to warnings regarded as ‘time expired or spent’ in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

Please provide any details below if you have ever been the subject of formal disciplinary proceedings. If there are none, please write ‘none’:

**8. DECLARATION**

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by Cornerstone Academy Trust under the General Data Protection Regulation (GDPR) and Data Protection Act 2018. I understand that if, after appointment, any information is found to be inaccurate, this may lead to disciplinary action that may result in dismissal without notice and possible referral to the police.

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| --- | --- |
| Signature: | Date: |

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| **Where did you see the advertisement for this post?**  GENERAL DATA PROTECTION REGULATION AND DATA PROTECTION ACT 1998. INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY CORNERSTONE ACADEMY TRUST UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE ACADMEY TRUST. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS. |
| **DIVERSITY MONITORING**  CORNERSTONE ACADEMY TRUST BELIEVES IN VALUING DIVERSITY. WE WELCOME AND ENCOURAGE APPLICATIONS REGARDLESS OF ANY CHARACTERISTIC PROTECTED UNDER THE EQUALITY ACT 2010, INCLUDING BUT NOT LIMITED TO AGE, GENDER, SEXUAL ORIENTATION, RACE, RELIGION OR DISABILITY. TO HELP US MONITOR EFFECTIVENESS OF OUR POLICIES WE WOULD ASK YOU TO COMPLETE THE DIVERSITY MONITORING INFORMATION FORM SENT WITH THIS APPLICATION. |

## SUBMIT YOUR APPLICATION

TO COMPLETE YOUR APPLICATION PLEASE SAVE THE APPLICATION TO YOUR COMPUTER AND UPON COMPLETION EMAIL IT TO

[vacancy@tcat.education](mailto:vacancies@bcps.org.uk)