**Support Staff Application Form**

Position applied for:

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| Reference no: |

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| Closing date: |

**Please complete all sections in black ink and block capitals. Refer to job description/person specification/guidance notes for help. Please note if you have not heard from us within 4 weeks of the closing date, you should assume that your application has been unsuccessful. Please complete this form and return this to the email address specified on the advertisement or the email it was contained in and please complete the equal opportunities form (link is in section 12).**

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| **1. Personal details** |

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| Title: |

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| Surname: |  | First name(s): |

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| Other name(s): |

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| Current address: |

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| --- |
| Postcode: |

|  |  |  |
| --- | --- | --- |
| Home telephone number: | Work telephone number: | Mobile telephone number: |

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| --- | --- |
| Email: | National insurance number: |

**Are you related to any trustee, governor or employee of The Compass Partnership of Schools?** Yes  No

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| If yes, give details (include in here if you have been referred by a Trust employee) |

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| **2. Work details** |

Are you eligible to work in the UK? Yes  No

Do you need a work permit to work in the UK? Yes  No

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| If yes, when does your current permit expire? |

You will be required to produce documentary evidence of your legal rights to work in the UK (section 8 – asylum & immigration act).

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| Date of availability to commence post if appointed: |

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| **3. Education details** |
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Please include details of examinations, which have been or are about to be taken but results are not yet available. Continue on an additional sheet if necessary. You will be required to provide original evidence of qualifications gained, if appropriate.

**Secondary, further & higher education**

(if overseas trained, please advise of UK comparability)

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| --- | --- | --- |
| Name of college, university or institute (address if outside UK) | Date of qualifying | Qualifications and / or certificates (including subjects & grades) |
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**Other relevant qualifications / in-service courses**

(if overseas trained, include details of GCSE or equivalent Maths and English)

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| --- | --- | --- | --- |
| Name of professional body | Date | Membership grade | Was membership gained by examination? |
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| **4. Current or most recent employment** |

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| Name and address of employer: |

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| From (month/year): to (month/year): |

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| Position held: |

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| Basic salary & grade: other payments: |

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| Total remuneration: |

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| **5. Previous employment** |

Please give details of your full employment history explaining any gaps in it. Also, give details of any voluntary work undertaken.

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| --- | --- | --- | --- |
| Name and address of previous employer | Position | From  (month/year) | To  (month/year) |
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If necessary, please add more rows.

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| **6. Interests and activities** |

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| Please give details of any responsibilities and achievements including any voluntary work or additional languages. |

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| **7. Experience and relevant skills - supporting statement** |

You should tell us how you meet the criteria in the person specification, giving specific examples wherever possible including knowledge, abilities, skills and experience gained both inside and outside paid work, or through study and training. If you do not complete this section, we will not be able to consider you for shortlisting as we will not have enough information to assess your application. For further guidance on completing this section, please refer to information supplied in the Recruitment Pack. Attach additional sheets if necessary. Short listing will be conducted on the basis of written/typed applications only.

The Trust is a **Disability Confident** employer; we guarantee to interview disabled people if they meet the minimum criteria for the job. If you are a disabled person but are unable to meet some of the job requirements, specifically because of your disability, please address this in this section, or if you would prefer, please contact our HR Director, [hcunningham@compassps.uk](mailto:hcunningham@compassps.uk) to discuss any requirements.

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| **8. Referees** |

In accordance with our statutory obligations under *Keeping Children Safe in Education,* we are required to obtain references. Please provide details of two referees below that we can contact for a reference. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

Please ensure the references are from a relevant employer from the last time you worked with children.

The Trust reserves the right to approach any previous employer or manager.

**Please note that if you are shortlisted and invited to an interview, referees will be contacted, and references obtained prior to interview in line with current statutory guidance.**

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| **First referee (current or most recent line manager):** | **Second referee:** |
| Name:    Position:    Address:    E-mail (Professional email address ONLY not personal):    Tel no:    Mobile:    How do you know this person?: | Name:    Position:    Address:    E-mail (Professional email address ONLY not personal):    Tel no:    Mobile:    How do you know this person?: |

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| **9. Other details** |

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| |  |  | | --- | --- | | Is the post applied for: Full-time ; Part-time ; Job share | | | If Jobshare, do you have a Jobshare partner? | Yes  No | | Have you previously been employed by The Compass Partnership of Schools? | Yes  No | | If yes, please state when and job title: | | Have you previously received any redundancy payment or enhanced retirement benefit from The Compass Partnership of Schools? | Yes  No | | Do you have any interests or hold any appointments that may conflict with this Trust’s employment? | Yes  No | | if yes, please give date(s), department(s) and position(s) held |  |  | | --- | | **10. Health details** |   Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination. |
| **11. Protection of children** |

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, 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 1975 (as amended in 2013 and 2020).

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, which can be accessed here:**

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If shortlisted for an interview you will be required to disclose to us information about any:

· adult cautions (simple or conditional);

· **unspent** conditional cautions;

· **unspent** convictions in a Court of Law; and

· spent convictions that are **not protected** as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020

so that a police check can be carried out if you are offered an appointment. This information can be disclosed either verbally at interview or by completing a relevant conviction form after interview if that is your preference.

If you are subsequently employed by the Trust and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, 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 Headteacher 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.

It is an offence for anyone to apply for a role if they are barred from engaging in regulated activity relevant to 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.

**12.**

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| **12. Equal Opportunities Monitoring** |

In accordance with our policy on equal opportunities in employment, we will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is, we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on [**Equal Opportunities Monitoring Form**](https://forms.office.com/r/NHpAc1xdB4)

**(click on link)**. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as the application stage. On this form, you may choose the option “prefer not to say” against any of the protected characteristics.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be stored separately and used only to provide statistics for monitoring purposes. There is no obligation on you to provide information. All applicants will be treated the same regardless of whether or not they provide this information, but we would be very grateful if you could complete the form.

**Have you completed the equal opportunities monitoring form? Yes** **No**

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| **13. Declaration** |

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that should my application be successful, and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.

I also confirm that I am not barred from engaging in regulated activity relevant to children.

I can confirm that I am happy for The Compass Partnership of School Trust to contact my previous employer(s) to obtain written references, should I be shortlisted. I understand that I can withdraw my consent at any time by contacting the recruiting manager.

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| Signed: |  | Date: |