

# Job Application Form

## Non-Teaching Staff

Please call the telephone number stated on the job advert if you have any questions on how to complete this form or if you require it in a different format or language.

Please fill in **all sections** of the form using **black ink**/type. The information you provide will help us make a fair decision in the selection process.

About the role			
Employer:	The <b>ASPIRE</b> Academy Trust		
Role applied for:		Ref no:	
Academy Name/ Location:			

About you			
Title:		Surname:	
First name(s):			
Home address:		Home phone:	
		Work phone:	
		Mobile:	
Postcode:		Email:	
NI Number:		(You can get this from the Department of Work and Pensions)	

Your current or most recent employment			
<b>Note:</b> If you are applying for your first job, please provide any voluntary work/work experience in the "Previous employment or experience" section.			
Employer name:		Job title:	
Employer address:		Salary:	
		Start date:	
		Leave date: (if applicable)	
Reason for leaving:			
Main duties and responsibilities:			

Previous employment or experience				
Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc).				
Dates (mm/yy)		Employer or Reason for gap	Job title, duties and responsibilities	Reason for leaving
From	To			

Qualifications achieved from secondary, higher and further education			
Type of qualification (GCSE, NVQ, Degree etc)	Subject title of qualification	Grade	Date achieved (dd/mm/yy)

Use additional sheets if necessary

### Other training, courses and self development

Name of provider/college	Title of course/training, e.g. First Aid at Work	Qualification (if relevant)

*Use additional sheet if necessary*

### Membership of professional bodies

Institute or association	Membership level	How obtained, e.g. through qualification or election	Date achieved (mm/yy)

### Your supporting statement

This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result.

If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, the community etc.

*Use space provided or additional sheet*

## Safeguarding children, young people and vulnerable adults

We are committed to safeguarding children, young people and vulnerable adults. From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would ensure these vulnerable groups remain in a safe environment.

## Interview requirements

We will make reasonable adjustments to help a person with disabilities through the application and selection process. If you have specific requirements for attending an interview, please let us know:

## References

If you have any concerns, please call the telephone number stated on the job advert.  
Please provide 2 references who we can contact if you are successful. Do not use friends or relatives.  
We recommend that you inform the persons below.

**Reference 1:** This **must** be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college or university).

**Reference 2:** If you have worked with children, young people or vulnerable adults in the past, but are not currently, this must be the most recent employer with whom you were employed to work with. Otherwise a reference of your choice.

Full name:		Full name:	
Job title:		Job title:	
Employer:		Employer:	
Address:		Address:	
Postcode:		Postcode:	
Telephone:		Telephone:	
Email:		Email:	
Relationship to you:		Relationship to you:	

Please complete all boxes relating to contact details for your referee.

Declaration of criminal convictions			
This post is exempt from the Rehabilitation of Offenders Act 1974 and you are therefore required to disclose all criminal convictions, including any which may be 'spent'. You should also include details of any cautions, reprimands or final warnings.			
Have you ever been convicted of any criminal offence, whether 'spent' or 'unspent', as defined in the Rehabilitation of Offenders Act 1974 or do you have any charges pending or any other reason that may impact on your role of working with children or vulnerable adults?			Please select
If yes, please provide details:			
Have you ever been cautioned, reprimanded or received a final warning which although not considered to be criminal convictions and become 'spent' immediately, must be considered in relation to this exempt post?			Please select
If yes, please provide details:			
Any subsequent offer of employment will be subject to a criminal record check (disclosure request) from the Criminal Records Bureau (CRB). This check will include details of cautions, reprimands or final warnings as well as convictions. Appointment will be subject to the information received from the CRB. I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a criminal record check from the CRB and that The <b>ASPIRE</b> Academy Trust will request my authorisation for such a check to be made.			
Signature:		Date:	

Disclosure of interest	
Have you ever received a redundancy payment or pension from a local authority?	
If yes, please give details including month and year:	
Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)?	
If yes, please provide details:	
The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence.	
If needed, do you have access to transport?	
If needed, do you have a full current UK driving licence?	
The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment?	
If no, please provide details of your other role(s) and the days and hours you work:	
Canvassing of our employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with an employee of The <b>ASPIRE</b> Academy Trust your application may be disqualified and, if appointed, you may be dismissed without notice.	
Are you related to, or have you formed any relationship (personal, financial or professional) with any current employee of The <b>ASPIRE</b> Academy Trust, or Governor?	
If yes, please give details:	
Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role?	
If yes, please give details:	

Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment?

If yes, please give details:

### How we protect your personal information

We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 12 months; anonymised data will be kept for monitoring purposes.

### Your declaration

I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

**Signature** (applicant):

**Date:**

Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.

If you have completed this form on behalf of the applicant, please add your details:

Name (printed):

Contact number:

**Thank you** for taking the time and effort to complete this application form.

**Please make sure you complete our equal opportunities monitoring form.**