



## CONFIDENTIAL

### Application Form: Support Staff

**Please complete ALL sections. Sections 1 -6 of the application form will be used to shortlist candidates for interview.**

POST APPLIED FOR:

**Payroll Assistant**

CLOSING DATE:

**12 noon, 11<sup>th</sup> December 2022**

#### 1. PERSONAL DETAILS (please complete in block letters)

Title by which you wish to be referred:  
(Mr/Mrs/Miss/Ms/Other)

Last Name:

First name(s)

Address for Correspondence:

Postcode:

Home telephone no:

Mobile telephone no:

Work telephone no:  
Extension (if applicable):

Email address::

#### 2. PRESENT OR LAST EMPLOYER

Name and address of employer:

Name and address of establishment  
where employed (if different):

Postcode:

Postcode:

Job Title:

Current annual salary (gross):

Additional Allowance  
(if applicable):

Hours worked per week:

Other benefits (if applicable):

Date appointed:

Notice required or leaving date if already left

Reason for leaving:

Brief description of duties:

### 3. PREVIOUS EMPLOYMENT

Start with the most recent first. Include work/voluntary experience and any periods of unemployment. Do not leave any unexplained gaps. (Please continue on separate sheet if necessary).

Employer name & address	Job title	Salary/income	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
				From	To	

### 4. EDUCATION, TRAINING & QUALIFICATIONS

*(Please continue on separate sheet if necessary). Please start with the most recent.*

Secondary School/College/University	Dates		Please state all qualifications gained (state level e.g. A 'level, Degree)	Grade/class of degree	Date of award
	From	To			

**OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)**

Organising Body	Course title	Length of course

#### MEMBERSHIP OF PROFESSIONAL BODIES

Name of body	Type of membership	Date obtained

#### 5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please provide additional information / or a letter outlining why you are interested in this particular post and any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the job description / person specification.

**Please Note: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview. (Please complete on a separate sheet if necessary)**

## 6. 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. 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.

The Academy reserves the right to approach any previous employer or manager. Where references are received prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

Name (Referee 1):		Name (Referee 2):	
Title	Mr/Mrs/Miss/Ms/other	Title	Mr/Mrs/Miss/Ms/other
Role:		Role:	
Organisation (if appropriate):		Organisation (if appropriate):	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
How long known?		How long known?	
Do you give consent to us contacting your present employer prior to interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
If no, you may wish to give reasons:			

## 7. PROTECTION OF CHILDREN

The Academy 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>.

Independent and confidential advice may be sought from: UNLOCK [www.unlock.org.uk](http://www.unlock.org.uk) NACRO [www.nacro.org.uk](http://www.nacro.org.uk) 0300 123 1999

Please answer the following questions.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

YES ☐ NO ☐

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

YES ☐ NO ☐

Are you at present the subject of a criminal charge or investigation?

YES ☐ NO ☐

Is there any other relevant information that you wish to disclose?

YES ☐ NO ☐

If YES to any of the above questions, please give brief details including dates.

If you are subsequently employed by the Academy 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 Academy. During the course of your employment with the Academy, 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.

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.

## 8. EQUALITY & REASONABLE ADJUSTMENTS

The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities. We are committed to the development of positive practices to promote equality in employment. If you would like to declare your disability, please

Do you consider yourself to be disabled?

Is there any information that we need in order to offer you a fair selection interview/process?

## 9. HEALTH/MEDICAL DETAILS

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

## 10. GENERAL DATA PROTECTION REGULATION

See Recruitment Privacy Notice

## 11. GENERAL

Are you interested in job sharing?

YES ☐ NO ☐

Please give details of any dates within the next 2 months when you will not be available for interview. We cannot guarantee being able to offer you an alternative date.

Do you hold a current full driving licence?

YES ☐ NO ☐

Do you have regular use of a vehicle?

YES ☐ NO ☐

You are required to declare below any relationship with or to an employee of the Trust.

Please state name and position:

Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.

YES ☐ NO ☐

This information is required, including that related to warnings regarded as "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.

## 12. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

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 Academy.

Signed

Date

**Please return your completed form by email, post or by hand by the closing date to:**

**Trust Support Administrator at email: [cpallister@snmat.org.uk](mailto:cpallister@snmat.org.uk)**

**If you have not received a reply within the next 6 weeks, you should assume that your application has been unsuccessful.**