# Application Form – support staff

## Data protection notice

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations
- We need to process it for our legitimate interests

To find more information on our legitimate interests and how we use your personal data click on the link to view our privacy notice or go to our website: https://www.flyinghighpartnership.co.uk/privacy-notices

## Vacancy information

| | |
|---|---|
| Application for the post of: | |
| Date of application: | |
| **What date are you available to begin a new post?** | |
| **Recruitment monitoring:**<br>Where did you first hear about this job? | |

## Disclosure and Barring and childcare disqualification

The Flying High Partnership is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's privacy statement.

**Do you have a DBS certificate?** ☐Yes ☐No Date of check:

If you've lived or worked outside of the UK in the last 5 years we may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years? ☐Yes ☐No

## Right to work in the UK

We will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

**Signed:** **Date:**

## Personal details

| | |
|---|---|
| **First name** | |
| **Surname** | |
| **Preferred title** | |
| **Previous surnames** | |
| **If you prefer to be called by a name other than the one listed above, please specify:** | |

## Contact details

| | |
|---|---|
| **Address** | |
| **Postcode** | |
| **Contact telephone number** | |
| **Email address** | |

## Disability and accessibility

We are committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you're called for an interview, please state the arrangements you require:

## Relationships

Please list any personal relationships that exist between you and any of the following members of the trust community:

*Governors, Trustees, Central Team Staff, School staff, Pupils or Teaching School staff*

If you have a relationship with any of the above it this does not necessarily prevent them from acting as a reference for you or prevent you from gaining employment.

| Name | Relationship | Role and location |
|---|---|---|
| | | |

## Current Employment

| Job Title | Name of Employer | Dates employed | Permanent/ Temporary | Salary (inc. allowances) | Description of responsibilities (inc. age range taught) |
|---|---|---|---|---|---|
| | | | | | |

## Previous Employment

Please provide details of previous employment. List the most recent employment first.

| Job Title | Name of Employer | Dates employed | Description of responsibilities | Reason for leaving |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

## References

Please give names of **2 people** who are able to comment on your suitability for this post. One must be your present or last employer. If you have not previously been employed, please provide details of another suitable referee.

We reserve the right to seek any additional references we deem appropriate. Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted.

| Name of Referee | Relationship to you | Address | Contact telephone number | Email address | Is this your current Employer? |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

**If you don't wish us to contact your referees without your prior agreement, please tick this box:** ☐

## Education and qualifications

Please provide details of your education from secondary school onwards. You'll be required to produce evidence of qualifications.

| Dates attended (month and year) | Name of School/College/University | Qualifications gained & grades |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

## Training and professional development

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application.

| Course dates | Length of course | Course Title | Qualification obtained | Course provider |
|---|---|---|---|---|
| | | | | |
| | | | | |

## Additional information

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests. Explaining why you're applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

No more than 3 sides of A4 please.

## Declaration

If you return your application form to us by email, we will take your email correspondence as a signature on this 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 action may be taken which may include dismissal from the post.*

*If I am successful at securing employment with Flying High Trust, I will provide the appropriate documentary evidence in accordance with safer recruitment prior to commencing work.*

**Signed:**

**Date:**

Please return your completed form by email by the closing date to: businessmanager@stanstead.nottingham.sch.uk or by hand/post to the address shown in the advertisement/information pack. If you have not received a reply within the next 6 weeks, you should assume that your application has been unsuccessful.

Many thanks for your interest in becoming part of the Flying High Team, we wish you all the very best.