REDHILL ACADEMY TRUST

CONFIDENTIAL

SUPPORT STAFF APPLICATION FORM

APPLICATION FOR THE POST OF:	
ACADEMY NAME:	

1 PERSONAL DETAILS *(CAPITAL LETTERS PLEASE)*

SURNAME:		**FORENAME:**	
TITLE BY WHICH YOU WISH TO BE REFERRED:	Choose an item.	**IF OTHER, PLEASE DETAIL:**	
ADDRESS FOR CORRESPONDENCE:		**PERMANENT ADDRESS (IF DIFFERENT):**	
POST CODE:		**POST CODE:**	
TEL NUMBER(S):		**EMAIL:**	

NATIONAL INSURANCE NUMBER:		**DATE OF BIRTH:**	
DFE REF NUMBER:			

2 EMPLOYMENT

NAME AND ADDRESS OF CURRENT EMPLOYER:		**NAME AND ADDRESS OF ESTABLISHMENT WHERE EMPLOYED (IF DIFFERENT):**	
NATURE OF EMPLOYER'S BUSINESS:		**NOTICE REQUIRED TO TERMINATE PRESENT EMPLOYER:**	
PRESENT POST:		**DATE APPOINTED:**	
CURRENT ANNUAL SALARY:		**SCALE/GRADE:**	
BRIEF DESCRIPTION OF DUTIES:			

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3 PREVIOUS EMPLOYMENT (MOST RECENT FIRST AND EXACT DATES)

EMPLOYER	POST	GRADE/ SCALE	FULL OR PART-TIME (GIVE HRS)	DATES		REASON FOR CHANGE
				FROM M/Y	TO M/Y	

4 EDUCATION AND TRAINING

DATES		NAME OF EDUCATIONAL ESTABLISHMENT	QUALIFICATIONS GAINED	DATE OF AWARD
FROM	TO			

OTHER TRAINING COURSES ATTENDED		
ORGANISING BODY	**COURSE TITLE**	**LENGTH OF COURSE**

5 PERIODS OF UNREMUNERATED ACTIVITY

Please give details of any gaps in employment (not included in sections 3 or 4) since leaving full-time education e.g. Raising Family, Unpaid Voluntary Work (this may affect incremental entitlement).

HOW TIME WAS SPENT	DATES	
	FROM	**TO**

6 ADDITIONAL INFORMATION

Please give details of relevant experience, interests, or skills that you could bring to the post, and your reasons for applying (continue on separate sheets if necessary).

7 REFEREES

Please provide details of two referees below. One of the referees should be your present or most recent employer, specifically; this will need to come from the Headteacher/Principal if your last employment was in a school. Normally no final offer of employment will be made without two appropriate references. If you have not previously been employed, then headteachers, college lecturers or other persons who are able to comment authoritatively on your educational background and/or personal qualities are acceptable as either referees.

NAME:		**NAME:**	
STATUS:		**STATUS:**	
ADDRESS:		**ADDRESS:**	
POSTCODE:		**POSTCODE:**	
TELEPHONE:		**TELEPHONE:**	
EMAIL ADDRESS:		**EMAIL ADDRESS:**	

Do we have your permission to approach the above prior to interview?	Choose an item.
If no, you may wish to give reason(s):	

8 GENERAL

You are required to declare below any relationship with or to a member of The Redhill Trust Governing Bodies or any employees of Trust schools.

Please state name and position and your relationship to them:	

9 DISCLOSURE OF CRIMINAL BACKGROUND

Please note it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

If you are shortlisted to interview you will be asked to complete a self-declaration of your criminal record.

10 OVERSEAS CHECKS

Have you lived or worked outside the United Kingdom for three months or more within the last ten years of your adult life (18)? For more information please click here	Choose an item.

If you have answered YES to the above, please give brief details including dates.

11 EQUALITY ACT 2010

The Equality Act 2010 permits The Redhill Academy to enquire if you have any health issues or a disability for the purpose of ensuring we give you a fair selection interview. The Equality Act 2010 defines disability as, “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities”.

Do you consider yourself to have a disability?	Choose an item.
If you have answered YES to the above, is there any information that we need in order to offer you a fair selection interview?	

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

12 DATA PROTECTION ACT

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside the Council or school without first seeking your permission. You can ask our Data Protection Officer about your legal rights regarding personal information or you can contact the Information Commissioner whose website is www.informationcommissioner.gov.uk

13 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 Authority/School.

SIGNED: _____ **DATE:** _____

Please return your completed form to arrive by the closing date to the contact name and address shown in the advertisement/information pack. If you have not received a reply within six weeks of the closing date attached to the vacancy you are applying for, you should assume that your application has been unsuccessful.