



Confidential

Application Form Support Staff

VACANCY DETAILS				
POST APPLIED FOR:				
Where did you hear about this job? (recruitment monitoring)		What date are you available start a new post?		
PERSONAL DETAILS				
First name				
Surname				
Preferred Title				
Previous name(s) known by				
Address and post code				
Contact telephone number				
E mail address				
CURRENT EMPLOYMENT				
Employer details (state business/organisation name, address, e mail and telephone number)	Job Title	Dates employed	Salary	Description of responsibilities
Notice required		Reason for leaving		
PREVIOUS EMPLOYMENT				
Please provide details of previous employments listing the most recent first.				

Employer name & address	Job title	Dates employed	Description of responsibilities	Reason for leaving

EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary school onwards. You will be required to produce evidence of relevant qualifications required for the role.

Secondary School/College/University	Dates		Qualification(s) gained	Grade/class of degree	Date
	From	To			

TRAINING AND PROFESSIONAL DEVELOPMENT

Course dates	Length of course	Course title	Qualification obtained	Course provider/organising body

GAPS IN EMPLOYMENT

Please use the space below to explain any gaps in your employment.

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ADDITIONAL INFORMATION

Please provide any additional information relevant to this application. This section should be used to explain why you are applying for this post and how your experience, training, skills and personal qualities match the requirements of the role as set out in the job description and person specification.

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REFERENCES

Please provide details of **two** people who are able to comment on your suitability for this post. One must be your present or most recent employer. 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

<p>personal qualities are acceptable as referees. If you are an Equals Trust employee, you must state your current line manager as your first referee. We reserve the right to seek any additional references we deem appropriate. Please let your referees know that you have listed them as a referee, and to expect a request for a reference should you be shortlisted.</p>			
Name (Referee 1):		Name (Referee 2):	
Status:		Status:	
Organisation		Organisation	
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"/>	

DISCLOSURE AND BARRING AND CHILDCARE DISQUALIFICATION

The Trust is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure & Barring Service.

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.

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

If you are invited for interview you will be asked to fill in a criminal record disclosure form which must be filled in and returned to us. No interview will take place without the completed form being received by us.

SAFEGUARDING STATEMENT

Equals Trust is 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 Trust Safeguarding Policy which outlines the duties and responsibilities of the employer and all

employees.

Have you ever lived or worked outside of the UK?

Yes ☐ No ☐

If yes – please give details and dates: _____

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 our Trust:

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 you from gaining employment.

Name	Relationship to you	Relation's role and location

DATA PROTECTION

This form requires personal data. We will only use this data in line with data protection legislation and will 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 aim and how we use your personal data please see our privacy notices and other GDPR information here: <https://www.equalstrust.org/page/?title=GDPR&pid=44>

RIGHT TO WORK IN THE UK

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

WORKING/LIVING OVERSEAS

Have you ever worked or lived overseas for a period of 6 months or longer whilst over the age of 18?

Yes

No

The application process for criminal records checks or 'Certificates of Good Character' for someone from overseas varies from country to country. You will have to apply in the country or to the relevant embassy in the UK. Certificates of Good Character must be provided if appointed. Please read the [guidance](#) document if you have any queries. If you have any questions on applying for a criminal record check in the UK, please contact the Disclosure & Barring Service.

KEEPING CHILDREN SAFE IN EDUCATION 2022 ONLINE SEARCHES

As part of our due diligence we will carry out online searches on short-listed candidates. An online search will be undertaken on your name and any previous names. If any information is found which warrants further discussion with you this will be carried out at interview. This is a safeguarding check is purely about your suitability to work with children.

DECLARATION

If you return your application form to us by email we will take your e mail 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 subsequently discovered that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I accept that, if I am successful in securing employment with Equals Trust, I will provide the appropriate documentary evidence in accordance with safer recruitment prior to commencing with the Trust.

Signed

Date

Please return your completed form by email (to recruitment@equalstrust.org) or by post/hand to the address shown in the advertisement/information pack.

Thank you for your interest in our Trust and we look forward to hearing from you.

EQUALITY AND DIVERSITY MONITORING

In order to monitor and ensure the successful development of this policy, all applicants for jobs are requested to complete the Equality and Diversity Monitoring information detailed below

Please [click here](#) to anonymously complete the Equality and Diversity form – the form is not linked to your application in any way.

This part of the application form will not be used to shortlist candidates for interview and will not be viewed by the recruitment panel.

Equals Trust is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of race, disability, sex, belief or religion, age, pregnancy and maternity, gender reassignment, marriage and civil partnership or sexual orientation. This commitment will apply to recruitment and selection practices, training and promotion, in the application of national and local agreements, in respect of pay and conditions of service and in the provision of all services. One aim of this policy is to make sure that you and other applicants for jobs are not discriminated against. The policy also aims to make sure that you are not disadvantaged by job conditions or requirements that are not relevant.

Our workforce profile data is collected against categories which are determined through the National Census of the UK population. The categories on this form reflect those which the Office for National Statistics advise are likely to be used in the next census.

