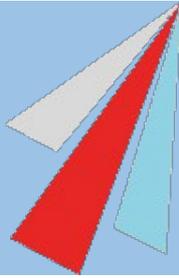


**CONFIDENTIAL**  
Application Form  
Support Staff



**The White Hills Park Trust**  
*A Culture of Excellence*

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

#### 4. 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

#### 5. 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			

#### 6. TRAINING AND PROFESSIONAL DEVELOPMENT including courses and INSET in which you have been involved in the past 3 years and which you consider to be relevant to this post

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

#### 7. GAPS IN EMPLOYMENT

Please use the space below to explain any gaps in your employment, including dates

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## 8. ADDITIONAL INFORMATION

Please provide any additional information relevant to this application. This should be brief, but in any case, no more than three sides of A4 paper. 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.

**NOTE: Your response to this section is extremely important and will be the basis of the shortlisting panel's decision to invite you for interview**

## 9. HEALTH/MEDICAL DETAILS

The preferred candidate will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination. Details of sickness absence records for the previous two years will be requested from your current employer. For successful applicants, details of your sickness absence will also be requested from your employment referee

## 10. 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 personal qualities are acceptable as referees. If you are a White Hills Park 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.

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"/>		

## 11. 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.

**Please fill in the separate Criminal Record Disclosure Form and return this with your application.**  
Applications will not be progressed without this form being submitted.

Please also answer the following questions on this application form:

Do you have a current DBS certificate? Yes  No  Date of last check: \_\_\_\_\_

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

## 12. SAFEGUARDING STATEMENT

The White Hills Park 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 Statement which outlines the duties and responsibilities of the employer and all employees.

## 13. 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:

## 14. 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

## 15. 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: [Privacy Notice For Job Applicants.pdf \(whptrust.org\)](#)

## 16. RIGHT TO WORK IN THE UK

The White Hills Park 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.

## 17. 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 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 The White Hills Park 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 **AND THE CRIMINAL RECORD FORM AND THE EQUALITY MONITORING FORM** by email (to [recruitment@whptrust.org](mailto:recruitment@whptrust.org)) or by post/hand 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.

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