



SUPPORT STAFF

APPLICATION FORM – Private & Confidential

Minster Trust for Education

Part A : PERSONAL INFORMATION

1 APPLICATION

Post applied for:		Closing Date:	
School:		Date received (office):	

2 PERSONAL DETAILS

Surname:		Forenames:	
Title:		National Insurance Number:	
Address for Correspondence:		Permanent Address (if different):	
Postcode:		Postcode:	
Home telephone no:		Mobile telephone no:	
Work telephone no: Extension (if applicable):		Email address:	
Have you lived or worked outside the UK in the last 5 years? If yes, the Trust may require additional information to comply with safer recruitment requirements.	YES / NO		
Are there any reasonable adjustments we can make to assist you in your application or with our selection process?	YES / NO	If yes, please give details:	
Are you related to any member of the MITRE Trust Board, local Governing Body or any employee of the Trust?	YES / NO	If yes, please state the person(s) and the relationship(s)	

PART B : EDUCATION & TRAINING

3 EDUCATION AND QUALIFICATIONS – *include a comprehensive list of qualifications and grades*

Name of Educational Establishment (starting with secondary, further and higher education)	Dates		Qualifications gained (state level) or the name of the training course attended	Grade/class of award	Date of award
	From	To			

(Please add more rows if necessary)

4 TRAINING AND PROFESSIONAL DEVELOPMENT - *include details of training or development courses undertaken in the last 3 years that are relevant to your application*

Name of course provider	Dates		Course Title	Qualification obtained
	From	To		

(Please add more rows if necessary)

PART C : EMPLOYMENT HISTORY

5 CURRENT OR MOST RECENT EMPLOYMENT

Name and address of employer:		Name and address of establishment where employed (if different):	
Postcode:		Postcode:	
Nature of business:		Job title/Post:	
Annual Salary and Grade (if appropriate):		Other remuneration or benefits:	
Date appointed:		Notice required or leaving date if last appointment:	
Description of responsibilities:			
Reason for leaving or for seeking other employment:			

6 PREVIOUS EMPLOYMENT *(List in chronological order)*

It is a statutory requirement for all school-based appointments for you to include and give reasons for all breaks in your employment history. Please therefore include dates of all periods of education/training/employment/voluntary experience and any periods of unemployment or other breaks. Please start with the most recent.

Name of employer	Job title/post	Grade & salary	Full or part-time (if part-time, give hours or sessions)	Dates (month/year)		Reason for leaving
				From	To	

(Please add more rows if necessary)

7 INFORMATION IN SUPPORT OF YOUR APPLICATION

Please include any further information demonstrating how you meet the person specification. Please also include any wider interests, skills or aptitudes relevant to this post.

8 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 that we can contact for a reference. 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 Trust also reserves the right to approach any other previous employer or manager. **Please note references will be taken up for shortlisted candidates prior to interview.***

Name	Name
Position	Position
Address	Address
Telephone No.	Telephone No.
Email address	Email address

PART D: OTHER INFORMATION

Are you applying to work on a Job Share basis?	YES / NO	If yes, on what basis?	
Do you hold a current full driving licence?	YES / NO	Do you have regular use of a vehicle?	YES / NO
Are you the subject of any disciplinary procedure (conduct and/or performance) for which a disciplinary investigation, warning or sanction is current? (A warning is usually current for a period of one year).	YES / NO	If yes, please give details and outcomes	
Have you ever been the subject of any disciplinary procedure as a result of your conduct relating to the safety and welfare of children (including where a disciplinary sanction or warning has expired)?	YES / NO	If yes, please give dates, details and outcomes	

The Trust 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). Appointment will be subject to the information received from the DBS. Any criminal record information disclosed will be discussed with the candidate subsequent to this check. It is an offence to seek employment in regulated activity if you are on the barred list.

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.

Notes to applicants

- The successful candidate will be required to complete a confidential medical questionnaire.
- For successful candidates, details of sickness absence records for the previous two years may be requested from your current employer or employment referee.
- The school's duty of care to the students requires that chronological information is sought. However, the selection process will be free of age-bias.
- Information on how we use your personal data is provided in our Recruitment Privacy Notice.
- If you are not appointed, then your information will be retained by us for 6 months from the shortlisting date.

DECLARATION

I understand that any job offer is conditional on the satisfactory completion of necessary checks, including childcare disqualification checks where appropriate.

I declare that I am not on List 99, or disqualified from working with children or subject to any sanctions imposed by a regulatory body.

I certify that all information given by me on this form and in supporting documents is correct to the best of my knowledge, that all questions have been fully and accurately answered, and that I possess all qualifications which I claim to hold.

I understand that my name will be withdrawn from the list of candidates if, prior to appointment, I am found knowingly to have omitted or concealed any relevant fact about my eligibility for the post, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice.

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 Trust.

I hereby consent to the processing of sensitive personal data, as defined in current data protection legislation, involved in the consideration of this application.

Signed _____

Date _____

Please return your completed form by email to hr@mitretrust.org.uk Applications will not be accepted if they arrive after the advertised closing date.

PART E: EQUALITY AND DIVERSITY MONITORING FORM – STRICTLY CONFIDENTIAL

The Minster Trust for Education wants to meet the aims and commitments set out in its Equality Policy. This includes not discriminating under the Equality Act 2010, building an accurate picture of the make-up of the workforce and encouraging equality and diversity.

*The Trust needs your help and co-operation to enable it to do this, but filling in this form is voluntary. This part of the application form will **NOT** be used to shortlist candidates for interview and will **NOT** be viewed by the Recruitment panel.*

Personal Details

Title	Mr / Mrs / Miss / Ms / Dr / Other
Surname:	
First name:	
Age:	16-25 <input type="checkbox"/> 26-35 <input type="checkbox"/> 36-45 <input type="checkbox"/> 46-55 <input type="checkbox"/> 56 + <input type="checkbox"/>
Status:	Married <input type="checkbox"/> Civil Partnership <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
Gender: Prefer not to say <input type="checkbox"/>
Sexual orientation: Prefer not to say <input type="checkbox"/>
Religion or belief: Prefer not to say <input type="checkbox"/>

Ethnic Origin

Asian or Asian British Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background <input type="checkbox"/> Please specify below if you wish	Mixed Black and White Caribbean <input type="checkbox"/> Black and White African <input type="checkbox"/> Asian and White <input type="checkbox"/> Any other mixed background <input type="checkbox"/> Please specify below if you wish
Black or Black British African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other black background <input type="checkbox"/> Please specify below if you wish	White British <input type="checkbox"/> English <input type="checkbox"/> Irish <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Any other white background <input type="checkbox"/> Please specify below if you wish

Chinese or Other ethnic group Chinese <input type="checkbox"/> Any other <input type="checkbox"/> Please specify below if you wish	Prefer not to say <input type="checkbox"/>
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Disability

Do you consider yourself to have a disability under the Equality Act 2010? Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
Do you consider yourself to have a health condition? Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
If yes, please describe the nature of your disability or health condition and outline any adjustments which you consider would need to be made to carry out the duties in the job description.

This information is provided for monitoring purposes only – if you believe you need any reasonable adjustments during the recruitment process then please discuss these with the school.

Please indicate how you heard about this position

Word of mouth <input type="checkbox"/>	TES website <input type="checkbox"/>
Local press <input type="checkbox"/>	Teaching Vacancies Gov.uk <input type="checkbox"/>
School website <input type="checkbox"/>	Other <input type="checkbox"/>
Trust website <input type="checkbox"/>	Please specify below if you wish
NCC website <input type="checkbox"/>

Declaration

I consent to the collection, storage and use of my race, disability, gender, belief or religion, age or sexual orientation details. I understand that these details will not be used as part of the selection process. I understand that any use of these details will only involve producing anonymous statistics to monitor the effectiveness of the Equality Policy.	
Signed:	Date: