**Application Form**

**Support Staff**

**The Bay Learning Trust**

The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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| --- | --- |
| Applying for the post of: |  |

1. **Personal Details**

|  |  |
| --- | --- |
| Title |  |
| Surname |  |
| First Names |  |
| If you have ever used any other names, please state in full. |  |
| Address |  |
| Post Code |  |
| NI Number |  |
| Home Telephone Number |  |
| Mobile Telephone Number |  |
| Email Address |  |
| Is this a personal or work email address? |  |

1. **Current Post (**if applicable)

|  |  |
| --- | --- |
| Employer |  |
| Address |  |
| Post Code |  |
| Job Title |  |
| Start Date |  |
| Current FTE Annual Salary |  |

1. **Previous Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Date From (MM/YYYY) | Date To  (MM/YYYY) | Position Held | Reason for Leaving |
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1. **Secondary Education (11-16)**

*Certificates for all qualifications shown in Sections 4, 5 and 6 below should, where possible, be produced at interview. The successful applicant must produce original certificates before the offer of the post is confirmed.*

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| --- | --- | --- | --- | --- | --- | --- |
| School  Name & Address | Dates From (MM/YYYY) | Dates  To (MM/YYYY) | Qualifications obtained  Subject | Level  (eg GCSE) | Grade | Date Obtained |
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1. **Further Education (16+)**

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| --- | --- | --- | --- | --- | --- | --- |
| School / College  Name & Address | Dates From  (MM/YYYY) | Dates  To  (MM/YYYY) | Qualification Subject | Level  (eg GCSE) | Grade | Date Obtained |
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**6. Higher Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institute | Date From (MM/YYYY) | Date To (MM/YYYY) | Qualifications | Date Obtained |
|  |  |  |  |  |
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1. **Relevant Professional Development**

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| --- | --- |
| **Details as a participant** | **Date Completed** |
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| **Details as a contributor** | **Date Led** |
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**8. References**

Please supply the names and address of two people (one of which must be your present employer), to whom application may be made for a reference. **NB References will not be accepted from relatives or from people writing solely in the capacity of friends.**

|  |  |
| --- | --- |
| **Reference from current or most recent employer**  **(trainee teachers may include a reference from their teacher training provider)** | |
| Title |  |
| Name |  |
| Position |  |
| Relationship to applicant |  |
| Place of Work |  |
| Address (Including Post Code) |  |
| Email Address |  |
| Is this email address a personal or work email? |  |
| Do we have your permission to contact your current employer prior to interview? |  |

|  |  |
| --- | --- |
| **Second reference** | |
| Title |  |
| Name |  |
| Position |  |
| Relationship to applicant |  |
| Place of Work |  |
| Address (Including Post Code) |  |
| Email Address |  |
| Is this email address a personal or work email? |  |
| Do we have your permission to contact your this employer prior to interview? |  |

**9. DISCLOSURE OF CRIMINAL CONVICTIONS AND REHABILITION OF OFFENDERS ACT 1974**

The post for which you are applying will involve access to children and will be subject to satisfactory enhanced clearance from the Disclosure and Barring Service. You are required to declare any \*unprotected convictions, cautions or reprimands, warnings or bind-overs, even if they would otherwise be regarded as ‘spent’ under the Act. Please make the following declaration and mark as appropriate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have anything to declare? | YES |  | NO |  |

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| --- | --- | --- | --- | --- |
| If the answer is YES, then I have attached a sealed envelope containing details | YES |  | NO |  |

\* Please note that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer ‘no’ to this question even if you have been convicted of a criminal offence in the past.  However, the 1975 Exceptions Order to this Act excludes certain types of employment, which involve contact with vulnerable adults or young people, from the protection of the Act.  If you are in any doubt as to the correct answer to give you should take advice, or check

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/299916/rehabilitation-of-offenders-guidance.pdf>

**Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this job? | YES |  | NO |  |

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| --- | --- |
| If YES, please give details |  |

**Asylum and Immigration Act 1996**

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| --- | --- | --- | --- | --- |
| Do you need a Work Permit or Worker Registration Certificate to work in the UK? | YES |  | NO |  |

**The Equality Act 2010** defines a disabled person as: ‘A person with a physical (including sensory) or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.’ Someone who has had such a disability but is now recovered. Someone with a severe disfigurement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a disability? | YES |  | NO |  |

**Declaration**

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise The Bay Learning Trust to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.

I agree that personal data relating to me which has been, or is obtained by The Bay Learning Trust, including personal data given by me on this form, may be held and processed either on a computer or in manual records and may be disclosed to the Governors and authorised employees of the Trust and used by the Academy for any purpose relating to my application and prospective recruitment and employment within the Academy.

I certify that I am not included on the Children’s Barred List or Adults’ Barred List maintained by the Independent Safeguarding Authority, that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by a regulated body or subject to any ongoing investigation into any matter which may bring into question my suitability for the post applied for.

|  |  |
| --- | --- |
| Signed |  |

|  |  |
| --- | --- |
| Print Name |  |

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| --- | --- |
| Date |  |

**LETTER OF APPLICATION**

Along with your application form, please also provide a letter outlining your experience relative to the job description and explaining what you will bring to the role. The letter should be addressed to Mrs S Kenyon, CEO of the Trust, and should not be longer than two sides of A4.

**The letter and application form should be returned to** [**recruitment@baylearningtrust.com**](mailto:recruitment@baylearningtrust.com)

The Bay Learning Trust supports the principle of equal opportunities in employment and a copy of the Trust equal opportunities policy is available on request**. Please take time to fill out the Equal Opportunities Form accompanying this application form.**

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**Continuation Sheet** for any further information you wish to provide.