Aspire logo 2-col**Part 1**

# CONFIDENTIAL

#### Support Staff Job Application Form

Please complete all sections of the form using black ink or type.

Part 1 of this application form (which contains all your personal details and the equal opportunities information) will be detached prior to shortlisting, and Part 2 only passed to the recruitment panel prior to shortlisting. This ensures that your application is dealt with objectively. The application form must be fully completed and **CVs will not be considered.**

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| **Data Protection Act 2018**  The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the Data Protection Act 2018 and General Data Protection Regulation. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy or contact us for more information on dpo@aet.cheshire.sch.uk | | |
| The Aspire Educational Trust has a duty to protect the public funds it administers and may use the information you have provided for the prevention and detection of fraud. It may also be shared internally and with other organisations for these purposes and where the law allows. | | |
| For internal candidates only |
| Are you on the Redeployment List ? Yes  No | |

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| **Title of job applied for** | |
| Title of job applied for: | | Ref: |

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| Personal Details |
| Mr/Mrs/Miss/Ms/Dr | | First Names: | Known as: |
| Surname:       NI Number: | | | |
| Previous Surname(s): | | | |
| Address: | | | |
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| Post Code: | | | |

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| Telephone Numbers |
| Home: | | Work: |
| Mobile: | | E-mail address: |
| May we contact you at work? Yes  No  How can we contact you? Telephone / E-mail / Mobile | | |

**Where did you first see the advertisement for this job? If a newspaper, please state which one.**

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| References |
| Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or headteacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job. For internal candidates, references are to be provided by current line managers. Please nominate who that is under present/most recent employer.  **Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be shortlisted.** | | | | |
| Present/most recent employer | | | Previous employer/other | |
| Organisation: | | | Organisation: | |
| Name: | | | Name: | |
| Role in Organisation: | | | Occupation: | |
| Address: | | | Address: | |
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| Postcode: | | | Postcode: | |
| Phone No: | | | Phone No: | |
| E-mail: | | | E-mail: | |
| Preferred method of communication:  Letter  E-mail  Letter  E-mail | | | | |
| In what capacity does the referee know you? | | | In what capacity does the referee know you? | |
| * Employer/former employer * Colleague/former colleague or manager but the reference is given on a personal basis | |  | * Employer/former employer * Colleague/former colleague or manager but the reference is given on a personal basis |  |
| If the referee knows you by a different name please state: | | | | |
| A reference will normally be taken up from your present/previous employer. Please tick the box if you do not want us to contact your referees without your prior agreement.  Please do not contact my present/most recent employer | | | | |

**DIVERSITY**

We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

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| **The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:**  **Gender:** Male  Female  **Marital Status:** Married  Civil Partnership  Single  **Date of Birth**:       **Age**:  Please indicate your ethnic origin  **White: Mixed: Asian**  White British  Mixed White/Black Caribbean  Indian  White Irish  Mixed White/Black African  Pakistani  Any other White  Mixed White/Asian  Bangladeshi  Other Mixed  Other Asian  **Black or Black British: Other:**  Black Caribbean  Chinese  Black African  Gypsy/Traveller  Other Black  Any Other (Please State)  **Nationality** ( Please State)  How would you define your sexual orientation?  Bisexual  Gay  Heterosexual  Lesbian  Prefer not to say  What is your religious belief?  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  No religion  Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say |

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| **Disability:** The Disability Discrimination Act of 1995 and Equality Act 2010 make it unlawful for employers to discriminate against their employees who are disabled, and place a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Disability Discrimination Act is “People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities”. If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.    **Do you consider yourself to have a disability? Yes  No** |

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| **Have you any unspent convictions? If so please give details.** |
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| If between the completion of this application form and taking up a job with the Aspire Edcational Trust you are convicted of a criminal offence you must inform the Trust of this. |

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| The Rehabilitation of Offenders Act (only complete this section if instructed to do so on the Job Description and Person Specification enclosed with this form) The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction\*.  The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions\*, do not apply. You must, therefore, disclose whether you have any previous convictions\*, whether or not they are spent.  Should you identify that you have a criminal conviction\*, this will be discussed in confidence at interview. However you should note that only convictions\* that are relevant to the job in question will be taken into account.  **Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?**  **Yes**  **No**  **Please Note before Completing**  Certain spent convictions\* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link; please read before completing this question: <http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf>  **\*including cautions, reprimands or warnings** |
| If yes please state: |
| If you do not disclose any conviction\* you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal.  People who have convictions\* will be treated fairly and given every opportunity to establish their suitability for the job.  Any information that you give will be kept in strict confidence and will be used only in respect of your application for this job.  As part of the recruitment process we will check our records for information we hold about you in relation to your suitability for the post for which you have applied. Disclosure and Barring Service Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.  Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying.  A copy of the Disclosure and Barring Service Code of Practice is available on request.  Further information about the Disclosure process can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service> |
| I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal. Signed Date |

**The Aspire Educational Trust has a duty to protect public funds and may use the information you have provided for the prevention and detection of fraud. It may also be shared with other public bodies solely for these purposes.**

**Part 2**

# CONFIDENTIAL

#### Job Application Form

This section of the form to be detached from Part 1 and only this section (Part 2) passed to the recruitment panel prior to short listing.

CVs will NOT be accepted in place of the information requested in this form.

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| Title of job applied for: | **Ref:** |

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| Name: |

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| **Current/Most Recent Appointment** |
| Title of current Job: | | Start Date: |
| Current Employer: | | Salary Range: |
| Employer Address: | | Current Salary: £ |
| Permanent or temporary contract: | | Notice Required: |

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| **Main Responsibilities** |
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| Job related training |
| Brief details and dates of any training courses attended, excluding further education. | |

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| Current memberships of institutions/professional bodies |
| Please state level of membership, i.e. Graduate, Fellow, and membership number. | |

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| **Employment History** |
| (Most recent first)  Name of Employer, type of Business and job title | | Dates | Duties and reason for leaving |

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| Relationship to Trustees, Members or employees |
| If you have any personal relationship to any employee of The Aspire Educational Trust, or to an Aspire Educational Trust Member or Trustee, please give their name and relationship. This does not stop a Member, Trustee or employee giving a reference. (Any approach to Members, Trustees or other employees to influence a selection decision will disqualify you). If Member/Trustee: Name       Relationship  If Employee: Name  Relationship  Work location  Their present job | |

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| Education and training |
| Please give details of schools and colleges attended from age eleven, including part-time education and other courses. | | | |
| Secondary education  (name and town of school) | Dates  from / to | Qualifications gained or for which you are studying | Grade attained |
| Education and training after school (name and town of college/university) |  |  |  |

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| **Other Information** |
| Additional skills e.g. languages sign language, keyboard skills.  Do you have a valid driving licence? Yes  No  If yes, please state type of licence  Does your licence have any endorsements or penalty points? Yes  No  If yes, please give details | |

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| **Supporting Information** |
| Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification. | |
| If you require more space please attach a separate sheet. | |

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| Activities and interests away from work which may be relevant to the job applied for. |