

**Latchmere Academy Trust**

Latchmere School: Latchmere Road Kingston KT2 5TT

Nelson Primary School: Nelson Road Whitton TW2 7BU

## CONFIDENTIAL

**Application form for School Support Staff posts**

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| **POST APPLIED FOR**: | **SCHOOL:** |

**Latchmere Academy 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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| It is important that you complete this form accurately and thoroughly to provide yourself with the best chance of obtaining an interview. This form may be completed on screen but if writing, please use BLACK ink. We do not accept CVs. |

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| **1 PERSONAL DETAILS** | | | | | | | | |
| Surname: |  | | First name: | |  | | Title: |  |
| Address: |  | | | Tel no (home): | |  | | |
| Email: |  | | | Tel no (mobile): | |  | | |
| If appointed will you require a work permit? YES / NO | | | | | | | | |
| National Insurance number: | |  | | | | | | |

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| **2 EDUCATION AND QUALIFICATIONS: All periods of study should be listed in chronological order** | | | | | | |
|  | | | Qualifications obtained | | | |
| Dates  From – to | Schools, colleges, universities attended | Full or part time | Year | Subject / level | Grade | Degree / class |
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| 1. **PROFESSIONAL OR TECHNICAL QUALIFICATIONS AND TRAINING:** |

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| Name of professional organisation | Membership grade and number | How did you become a member? (eg. Exam) | Date |
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| 1. **EMPLOYMENT:** please fill in the table below with details of your previous employment. Please start with your present or most recent employer. If you have just left school, please give us details of any holiday jobs you have had. Continue on a separate sheet if necessary. | | | | | | |
| Dates  (month and year) | | Employer’s name and address | Your position | Your salary when you left the job | Full/part time | Reason for leaving |
| From | To |  |  |  |  |  |
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| 1. **REFERENCES:** Please give details of two referees below. One of these should be your present or last employer, and the other should be an employer. If you have not been in employment, please provide details of the head of an educational establishment, or of someone who can provide a character reference (not a family member). | | | | | |
| 1 | Name: |  | 2 | Name: |  |
| Position: |  | Position: |  |
| Address: |  | Address: |  |
| Tel: |  | Tel: |  |
| Email: |  | Email: |  |
| How do you know them? | | How do you know them? | |
|  | Can we contact this referee prior to interview?  YES / NO | |  | Can we contact this referee prior to interview?  YES / NO | |

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| 1. **EXPERIENCE:** Please use the space below to give us details of your skills and experience from your education, employment and personal life which you think are relevant to this job. If we have provided a person specification, try to match your experience against it. |

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| 1. DECLARATIONS: | | | | | |
| Are you related to anyone who may take part in the appointment process? YES / NO  If YES, please give their name and how you are related to them | | | | | |
| The post for which you have applied is not protected by the Rehabilitation of Offenders Act 1974. You must sign this declaration. | | | | | |
| THE REHABILITATION OF OFFENDERS ACT 1974: | | | | | |
| If we decide to offer you the post we will ask the DBS for details of any convictions, bind-over orders or cautions you may have. This is so we can decide whether we should give you access to children. You must therefore tell us about any convictions, bind-over orders or cautions you have ever had, including those which are ‘spent’, before we can officially offer you the post.  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. | | | | | |
| 1. **Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?**  **YES / NO** 2. **Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? YES / NO**   If YES, please give details on a separate sheet and enclose the sheet with this application in a sealed envelope marked ‘Confidential’. | | | | | |
| Signed |  | | Date | |  |
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| **If we employ you, the following will apply to you:**  We must protect the public funds we handle, so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds. | | | | | |
| The information on this form is correct. I understand that if I tell you something which I know is wrong or misleading, or I do not give you information which is relevant to my application, you may reject my application or, if I get the post, take disciplinary action, including dismissing me. | | | | | |
| Signed |  | Date | |  | |
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| 1. EQUAL OPPORTUNITIES |
| We are an equal opportunities employer.  We recruit, train and promote people because of their ability, the needs of the post and other relevant criteria. We encourage all employees to take advantage of the opportunities we provide for training and development.  We treat all employees and people who apply to us equally. We will not consider your race, nationality, colour, ethnic or national origin, age, sex, marital status, sexuality, beliefs or disability in any matters to do with employment.  We regularly review our practices and procedures to make sure our equal opportunities policy is working but we need more than this formal statement to make the policy work. We expect each of our employees to make their own contribution. We make all our employees and people who apply to us aware of our policy.  **Questions about you**  Our policy on equal opportunities makes sure our selection procedures are fair to everyone. We must judge people only on their ability to do the job. To make sure we are meeting these aims, we need to record certain details about people who apply for posts.  For this reason, please answer the questions on the other side of this form. We will remove this section before we make our decision and we will keep the information confidential. We will use the information to keep statistics on the effectiveness of our equal opportunities policy.  We cannot interview everyone who applies for a post, so we draw up shortlists based on the application form. If you believe that we have not treated your application fairly, please write to the Clerk to the Governing Body who will investigate the matter. |

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| To help us monitor the success of our equal opportunities policy (above), please answer the following questions. Thank you for your help.  **This information will not affect your application.** | | | |
| Post applied for: |  | | |
| Surname: | | | Forename(s): |
| Title by which you would wish to be known (Mr, Mrs, Miss, Ms, Dr etc.): | | | |
| Previous or other surname: | |  | |
| Date of birth: | |  | |
| Did you apply for this job on a Job Share basis? | | | YES / NO |
| Gender: FEMALE / MALE | | | |

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| **DISABILITY INFORMATION** | |
| Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs. | |
| Do you consider yourself disabled? YES / NO | |
| If you have answered 'yes', do you consider yourself to be disabled under the terms of the Equality Act 2010?  YES / NO | |
| The Equality Act defines disability as a 'physical or mental impairment which has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities'. | |
| Please state your disability: |  |
| We want to increase the opportunities for disabled people to work with us. If you have a disability, please tell us if there are any reasonable changes we can make to help you with this post. | |
| Is there anything else we need to know that will allow us to offer you a fair selection/interview? Or is there anything which you think might affect your ability to carry out the duties of the post? | |
| **ETHNICITY** | |
| Please identify your ethnic origin either by putting an ‘x’ in one or more of the boxes below or by giving your own description in the space provided. | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **White** | | |  | | **Black or Black British** | |  | | British | |  |  | | Black Caribbean |  |  | | Irish | |  |  | | Black African |  |  | | Other White | |  |  | | Other Black |  |  | | **Mixed** | | |  | | **Chinese or Other Ethnic Group** | |  | | White and Black Caribbean | |  |  | | Chinese |  |  | | White and Black African | |  |  | | Other Ethnic Groups |  |  | | White and Asian | |  |  | | **Asian or Asian British** | |  | | Other Mixed | |  |  | | Indian |  |  | |  | |  |  | | Pakistani |  |  | | If Other | | |  | | Bangladeshi |  |  | | please specify: |  | | |  | Other Asian |  |  | | |
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| **RELIGION** | |
| Please identify your religion by putting an ‘x’ in ONE of the boxes below. | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Buddhist |  |  | Muslim |  |  | | Christian |  |  | Sikh |  |  | | Hindu |  |  | No religion |  |  | | Jewish |  |  | Prefer not to say |  |  | | Other Religion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  | | |
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| **DATA PROTECTION ACT 1998** |
| I consent to the data on this form being used by Latchmere Academy Trust to monitor equal opportunities.  Signed: |
| Date: |
| Name: |