

Heanor Gate Science College

Confidential Application Form - Support Staff

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. All posts are subject to enhanced DBS checks.

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and CRB checks and, where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Please complete this application form in **BLACK INK**. Your application form together with any additional information including the equal opportunities monitoring form should be returned by the date specified to:

The Principal, Heanor Gate Science College, Kirkley Drive, Heanor, Derbyshire, DE75 7RA

Position applied for: _____

Personal Details

Title: _____

Surname: _____

First Names: _____

Previous Name(s): _____

Address: _____

Post code: _____

National Insurance Number: _____

Email address: _____

Nationality: _____

Home Telephone Number: _____

Mobile Number: _____

Are you related to any Member of the Governing Body or an employee of this organisation?

Yes

No

Don't know

If YES, please give name: _____

Employment History

Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment. Continue on a separate sheet if necessary.

Present Employment

Job title: _____ Employer: _____

Current Salary: _____ Address: _____

Current Scale (if applicable): _____

Employed from: _____ Employed to: _____

Notice to terminate present employment _____

Superannuation

Please give details of any superannuation scheme to which you have contributed: _____

Have you elected to have your part-time/relief employment to be treated as pensionable? YES/NO

If YES, please give date of election: _____

Please give a brief description of current duties and responsibilities

Previous Employment (most recent first and exact dates)						
Dates (mm/yyyy)		Name of Employer	Job title and main responsibilities	Grade/ scale	Part time (give hours)/ full time	Reason for leaving
From	To					

If there are any gaps in your employment or education history, please explain them here. If you have worked abroad please give details including the dates of exit and re-entry into the UK.

IT Skills								
Training will be provided where required. Information given here will help us to plan training schemes								
Microsoft Office	Basic	Competent	High		Basic	Competent	High	
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E-mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Education and Training

Please give details of Secondary Education including any "A" levels or equivalent vocational courses			
Dates (mm/yyyy) From To		School(s) attended	Qualifications obtained and Grade/level

Please give details of any Further and Higher Education including any "A" levels or equivalent vocational courses					
Dates (mm/yyyy) From To		College/other institution	Qualifications obtained and Grade/level	Name of Awarding Body	

Please give details of any other professional or vocational qualifications you hold that are relevant to your application		
Dates obtained	Qualifications obtained and Grade/level	Name of Awarding Body

Membership of Professional/Vocational Bodies		
Name of Body	Type of Membership	Date Obtained

Personal Statement

Using the person specification that you have been sent with your application pack, please demonstrate using examples, your suitability for the position you are applying. Please include your reasons for applying for and interest in this position.

General Information

Do you have a current driving licence? YES/NO

Do you own a car?

YES/NO

Where did you see the advertisement for this post? _____

For persons who are not British or EU nationals

If you have any conditions related to your employment please give full details

References

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (**Note:** If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. Normally no offer of employment will be made without references. In providing details of your referees you are authorising the disclosure of the relevant data held. 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. References will not be accepted from relatives, or persons who only know you as a friend.)

Name: _____

Position: _____

In what capacity do you know the referee: _____

Name of organisation: _____

Address: _____

Telephone Number: _____

Email: _____

Do we have permission to approach prior to interview? YES/NO if no please indicate why?

Name: _____

Position: _____

In what capacity do you know the referee: _____

Name of organisation: _____

Address: _____

Telephone Number: _____

Email: _____

Do we have permission to approach prior to interview? YES/NO if no please indicate why?

Personal Declaration (Disclosure of criminal background)

The Trust Governors are required under joint Home Office and Department of Education Circulars to check the criminal background of those employees whose jobs presently or potentially give them access to children.

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, "bind-overs", or any criminal convictions including any that would otherwise be considered "spent" under the Act. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](#)

Have you ever been convicted of any offence or "bound-over" or given a caution? YES/NO
If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure".

I understand that if my application is successful I will be required to obtain an enhanced CRB disclosure and to complete a confidential statement of medical history and may be required to undergo a medical examination.

Signed: _____ Date: _____

Print name: _____

Declaration – please read carefully

For the purposes of Data Protection Act 1988, I consent to the information contained in this form, and any information received by or on behalf of George Spencer relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution

Signed: _____ Date: _____

Print name: _____

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview

EQUAL OPPORTUNITIES MONITORING FORM

The Spencer Academies Trust Equality in Employment Statement

This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the Recruitment panel.

The Spencer Academies Trust is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of race, disability, gender, belief or religion, age, sex, sexual orientation and gender reassignment. This commitment will apply to recruitment and selection practices, training and promotion, in the application of national and local agreements, in respect of pay and conditions of service and in the provision of all services. One aim of this policy is to make sure that you and other applicants for jobs are not discriminated against. The policy also aims to make sure that you are not disadvantaged by job conditions or requirements that are not relevant.

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In order to monitor and ensure the successful development of this policy, all applicants for jobs are requested to complete the Recruitment and Selection Monitoring information detailed below and overleaf.

PLEASE SELECT AS APPROPRIATE:

YOUR GENDER: Male () Female ()
Male to female transgender () Female to male transgender ()

YOUR AGE: 16-25 () 26-35 () 36-45 () 46-55 () 56 & over ()

DATE OF BIRTH:

YOUR SEXUAL ORIENTATION: Lesbian () Gay () Bisexual () Heterosexual/Straight ()

DO YOU HAVE A DISABILITY: Yes () No ()

YOUR ETHNICITY:

WHITE: British () Irish () Gypsy/Romany () Other White () Please specify _____

MIXED (DUAL HERITAGE): White and Black Caribbean () White and Black African () White and Asian ()

Other Mixed () Please specify _____

ASIAN OR ASIAN BRITISH Indian () Pakistani () Bangladeshi () Other Asian ()

Please specify _____

BLACK OR BLACK BRITISH Caribbean () African () Other Black () Please specify _____

OTHER ETHNIC GROUP Chinese () Other Ethnic Group () Please specify _____

YOUR RELIGION OR BELIEF: Christian () Sikh () Hindu () Muslim ()

Jewish () Buddhist () No religion ()

Other (please specify) _____

How did you find out about this vacancy?

Local Press () National Press () AcademyWebsite ()

Word of mouth () Other () Please specify _____

APPEALS PROCEDURE

The Trust operates a recruitment appeals procedure. If you consider that you have been discriminated against during recruitment because of your race, disability, gender, belief or religion, age, sex, gender reassignment or sexual orientation, send full details within 14 days of the alleged act taking place or being discovered (or within 14 days of the recruitment procedure) to the Clerk to Governors, The Spencer Academies Trust, c/o George Spencer Academy, Arthur Mee Road, Stapleford, Nottingham NG9 7EW. Please state the post title and the grounds on which it is considered that the discrimination has occurred.

DECLARATION

I consent to the collection, storage and use of my race, disability, gender, belief or religion, sex, age, sexual orientation and gender reassignment 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 George Spencer Academy's Equal Opportunities policy.

Signed: _____

Date: _____

If you are applying on-line and are subsequently the successful candidate, you will be required to sign a printed copy of the Equal Opportunities Monitoring Form.