

## Focus-Trust Support Staff Posts: Application form

There are **Three** parts to your application:

Part 1: The application form

Part 2: Supporting knowledge and skills profile showing how you meet the requirements for the advertised role

Part 3: The equal opportunities monitoring form (A separate document)

### Part one:

Job details	
Post applied for	
Academy/location	
If appointed when can you start	

Personal details	
Last Name	
First name/s	
Preferred title	
Address& postcode	
Email address	
Correspondence address (if different from above)	
Daytime telephone number	
Home telephone number	
Mobile telephone number	

Additional personal details	
National Insurance Number	

<b>Qualifications and training</b>		
<i>(Note: Shortlisted candidates will be required to produce qualification certificates at interview)</i>		
<b>O Level, GCSE, NVQ or equivalent</b> Qualification with grade/s	<b>Date/s</b>	<b>School/College/University</b>
<b>A and AS level or equivalent</b> Qualification with grade/s	<b>Date/s</b>	<b>School/College/University</b>
<b>Academic/Professional</b> Qualification with grade/s	<b>Date/s</b>	<b>College/University/Professional body</b>
<b>Professional development/ training</b>	<b>Date/s</b>	<b>Organisation/ Professional body</b>

Continue on separate sheet if necessary

<b>Current or most recent post</b>	
<b>Name &amp; Address of employer</b>	
<b>Telephone no</b>	
<b>Position title</b>	
<b>Date appointed</b>	
<b>Current pay point and salary</b>	
<b>Are you still employed by this establishment?</b>	
<b>Date and reason for leaving (if applicable)</b>	

<b>Employment history</b>			
<ul style="list-style-type: none"> <li>• Please list most recent experience first.</li> <li>• Please account for gaps in employment</li> </ul>			
<b>Name of employer</b>	<b>Post held</b>	<b>Period of service From - To (exact dates)</b>	<b>Reason for leaving</b>

Insert rows if more space needed. If there are any gaps in your employment history - ensure that these are accounted for.

## Declaration by applicant

<b>Safety and welfare of children</b>	
<p>Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated? If yes, please give details.</p>	
<b>Disciplinary record</b>	
<p>Have you ever been dismissed from employment for a reason other than redundancy? If yes, please give details.</p>	
<p>Have you ever been suspended or subject to disciplinary action in any employment? If yes, please give details.</p>	
<b>Health</b>	
<p>Please note that the successful candidate may be required to complete a medical questionnaire and may be required to attend a medical examination.</p>	
<b>Disability</b>	
<p>Do you have a disability as defined by the Equalities Act 2010? If yes, please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job.</p>	
<b>Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006</b>	
<p>Have you previously used, or do you currently use, any other surname/s?</p>	
<p>Do you have any criminal records to declare? (This includes criminal convictions or police cautions, spent or otherwise)</p>	
<p>Are there any current criminal proceedings against you? (This includes cautions, bind-overs, police warnings, or pending prosecutions)</p>	
<p>If 'YES' to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.</p>	

Disclosure and Barring Service (DBS)	
Do you hold an Enhanced DBS Certificate of Clearance?	
If 'YES', please state the date and number of your certificate:	

Asylum and Immigration Act 1996	
Do you have the legal right to live and work in the UK?	
Is this subject to having a work permit?	

Referees
Your 1st referee must be your current or last employer, (if you have one). Your 2nd referee should not be from the same organisation and may be a character reference from someone who knows you in your personal life

1) Present/Most recent employer			
Name:			
Address:			
Occupation:			
Telephone no:		Fax no:	
Email address:			

2) Previous employer			
Name:			
Address:			
Occupation:			
Telephone no:		Fax no:	
Email address:			

**NOTE:** References will be taken up if you are called for interview. If this is a problem, please indicate. In view of the nature of the job, no offer of employment can be made without these. We also reserve the right to take up employment references from previous employers listed in the 'Previous Employment' section of this form. If, for any reason, you feel unable to give your present or most recent employer as a referee, please send a covering letter explaining why.

Canvassing	
You are required to declare any relationships with any staff at The Focus-Trust or any staff/governors at any Focus-Trust academy. Canvassing, whether direct or indirect, will invalidate your application.	
Are you related to, or the partner of, any member, employee or governor of The Focus-Trust? If yes, please give details.	

Declaration
I understand that the information contained in this form is personal data, which will be held on computer, and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Acts 1998. I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with

regard to this application shall disqualify me from such an appointment, or if discovered after employment, may lead to my dismissal.

If you are returning this form by email you will be asked to physically sign it at interview.

Signature:		Date:	
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Print name:	
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**Data protection statement**

Under the terms of the Data Protection Act 1998 and General Data Protection Regulations (GDPR) 25 May 2018, we must inform you of the following. Focus-Trust takes your privacy seriously. By signing this form, you are giving your explicit consent to Focus-Trust to process your data for recruitment purposes and, if you are successful in securing this position, for purposes relating to your employment.

I consent to Focus-Trust processing the information detailed in this form. I understand that this will be used by the company for recruitment purposes and my consent is conditional upon Focus-Trust complying with their obligations under the Data Protection Act 1998 and GDPR 2018.

Signed ..... Date .....

**Part two:**  
**Knowledge and skills profile**

**Knowledge, experience, skills or competencies**

*Please show that you have the knowledge, experience, skills or competencies asked for in the person specification gained either through work, education, home or voluntary activities.*

*(Do not exceed two sides of A4 paper.)*