|  |  |  |
| --- | --- | --- |
| |  | | --- | | The Adeyfield Academy  SUPPORT STAFF APPLICATION FORM | |  |

**PLEASE COMPLETE USING BLACK INK OR TYPE.**

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | |
| 1. **PERSONAL DETAILS** | | **Application for the Post** | |
| Surname: |  | Preferred Title: |  |
| First name(s): |  | Previous surname: |  |
| Home address: |  | Present address: |  |
|  |  | (if different) |  |
|  |  |  |  |
| Postcode: |  | Postcode: |  |
| Telephone (home): |  | Telephone (work): |  |
| Telephone (mobile): |  | Email: |  |
| NI Number: |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUALIFICATIONS AND TRAINING** | | | | |
| 1. **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)**   Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested. | | | | |
| **From:** | **To:** | **School, College, University:** | **Examinations/Course**  **(with dates):** | **Result/Qualifications Gained:** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **In service Training**: Give details of the most recent, relevant courses attended and indicate any awards earned. | | | | |
| **Dates:** | **Provider:** | **Course Title:** | | **Duration:** |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY** | | | | | |
|  | | | | | |
| 1. **DETAILS OF CURRENT OR MOST RECENT EMPLOYMENT** | | | | | |
| **Inclusive Dates:**  **From To:** | | **Names & Address of Employer:** | **Position Held:** | **Full/Part Time:** | **Reason for Leaving:** |
|  |  |  |  |  |  |
| **Your main duties and responsibilities:** | |  | | | |

|  |
| --- |
| **PAYSCALE OR GRADE AND CURRENT SALARY, ALSO INDICATE ANY ALLOWANCE(S) AWARDED AND LEVEL OF PAYMENT** |

|  |  |  |
| --- | --- | --- |
| **TYPE OF PAYSCALE OR GRADE** *(if applicable)***:** | **CURRENT SALARY:** | **PERIOD OF NOTICE:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3. PREVIOUS EMPLOYMENT**  Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary. | | | | |
| **From:**  Month / Year | **To:**  Month / Year | **Employer’s Name and Address:** | **Job Title and Summary of Main Duties:** | **Reasons for Leaving:** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Please give details of any **gaps** in your employment history: | | | | |
| **From:**  Month / Year | **To:**  Month / Year | **Reason:** | | |
|  |  |  | | |

**Data Protection Act 2018**

Our Privacy Notice for collecting this data can be found on our school website and our Trust website: [www.atlasmat.co.uk](about:blank)

|  |
| --- |
| **Leisure Interests:** Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying: |
|  |

|  |
| --- |
| **REFERENCES** |

|  |  |
| --- | --- |
| 1. **REFERENCES**   Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid.  **The first reference should be your present or most recent employer**. If you are a student give appropriate school or college referees. It is normal practice for references to be obtained before any formal interview.  *Please note: Before you can commence employment at The Adeyfield Academy, we must be in receipt of two satisfactory references.* | |
| 1. **Name:** | **Status:** |
| **Address:** |  |
|  |  |
| **Postcode:** |  |
| **Telephone:** | **Email:** |
| 1. **Name:** |  |
| **Address:** |  |
|  |  |
| **Postcode:** | **Email:** |
| If you were known to either of your referees by another name, please give details:  **Can references be taken up prior to interview with?**  **Your first referee:** ……………………………………………….. **Your second referee: …………………………………………..** | |

|  |
| --- |
| **SKILLS, EXPERIENCE AND KNOWLEDGE** |
| 1. **SKILLS, EXPERIENCE AND KNOWLEDGE:**   Please use this section to say why you are applying for this job. Give details of any work or other experience you have which may be relevant to your application, including voluntary work and leisure interests. The information you provide about your experience, knowledge, skills and abilities enables us to assess your suitability for the job. Make sure you read the job description and person specification before completing this section and refer to it throughout. Provide as much information as possible, giving us examples, either from your home or work life. *If necessary, please continue on a further sheet, which must be attached securely to this form.* |

|  |
| --- |
| **ADDITIONAL INFORMATION** |

|  |  |
| --- | --- |
| 1. To comply with the Asylum and Immigration legislation during the selection process you will be required to giveevidence of your ability to work in the UK. Do you need a work permit to work in the UK? |  |
| 1. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertakework for other employers, which would cause a breach of these regulations? |  |
| 1. If you have a disability please let us know of any special arrangements you may need to make if you are shortlisted for interview: |  |
| 1. Where did you see the advertisement for this post? If seen on the internet on which site? |  |
| 1. Do you hold a full current driving licence? |  |
| 1. Are you a relative or partner of any employee of this School? If YES, please state name of person and relationship |  |

|  |
| --- |
| **CRIMINAL CONVICTIONS – REHABILITATION OF OFFENDERS ACT 1974** |
| THE ADEYFIELD ACADEMY aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).  As THE ADEYFIELD ACADEMY meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children, vulnerable adults or positions within the legal and financial field, will be subject to an enhanced criminal record check from the Disclosure & Barring Service before they can commence employment. **This means that you are required to declare any convictions and cautions which you may have, even if they would otherwise be regarded as ‘spent’ under this Act, and any prosecutions pending against you.** Failure to disclose this information could result in disciplinary action, or dismissal. Any information will be treated in complete confidence. **The DBS Code of Practice is available at** [**https://www.gov.uk/government/publications/dbs-code-of-practice**](about:blank)**.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  I confirm that I have read the above notes on Criminal Convictions and agree to a criminal record check being made by the Criminal Records Bureau if I am offered the position for which I am applying. I understand that I will not be able to commence employment until this check has been satisfactorily cleared. 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.  Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? **Yes / No**  Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Action 1974 (Exceptions) Order 1975 \*(Amendment) (England and Wales) Order 2020? **Yes / No**  **If you answer yes**, please provide details of any convictions, cautions, bind-overs or prosecutions pending in a sealed envelope. The envelope will only be opened and considered if you are successfully short-listed for interview. If you are not selected for interview the envelope will be returned to you unopened.  I have provided details in a sealed envelope  **Signed:**  **Date:** |

|  |
| --- |
| **DECLARATION** |

|  |
| --- |
| I agree that any offer of employment with The Adeyfield Academy is subject to satisfactory evidence of the right to work in the UK, satisfactory references, DBS check and other pre-employment checks, the entries on the form proving to be complete and accurate and a satisfactory medical report. In accordance with the 2018 Data Protection Act, it is agreed that The Adeyfield Academy may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form.  I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the County Council:  **Signed:**  **Date:** |

Please note, you will be asked to sign this form if you are invited to an interview.

**Please email your completed form to** [**personnel@adeyfield.herts.sch.uk**](mailto:personnel@adeyfield.herts.sch.uk) **If you have not been contacted within 1 weeks of the closing date, you must assume that your application has, on this occasion, has been unsuccessful.**