



# Trinity School Carlisle

A Church of England  
Academy

## Support Staff Application Form for the post of

\_\_\_\_\_

Where did you see the advert for this post? \_\_\_\_\_

### PART 1 SECTION 1 – INFORMATION FOR SHORTLISTING AND INTERVIEWING

TITLE	FIRST NAME	SURNAME

### SECTION 2 – EDUCATION

NAME OF SECONDARY SCHOOL ATTENDED	DATES	QUALIFICATIONS AND GRADES GAINED

COLLEGE/UNIVERSITY ATTENDED	DATES		FULL OR PART TIME	QUALIFICATIONS GAINED
	FROM	TO		

**SECTION 3 – PROFESSIONAL TRAINING AND DEVELOPMENT** (Please include details of any relevant training or staff development)

Institution Attended	Course	Date

**INTERESTS** (e.g. hobbies, sports, voluntary work)

**SECTION 4 – CURRENT/LAST EMPLOYER**

<b>Name and Address of Employer</b>		
<b>Position</b>		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
<b>Date appointed</b>		
<b>Date appointed to current post</b>		
<b>Current Salary and Grade</b>		
<b>Date of leaving if applicable</b>		
<b>Period of notice</b>		
<b>Have you satisfactorily completed your probationary period?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Brief description of duties/responsibilities</b>		

**SECTION 5 – OTHER PREVIOUS EMPLOYMENT (chronologically listed) Please account for any gaps in employment**

Employers Name & Address	Dates		Position	Brief outline of responsibilities. Grade and salary	Reason for leaving
	From	To			
			Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		
			Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		
			Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		
			Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		

**SECTION 6 – PERSONAL STATEMENT**

**YOUR PERSONAL STATEMENT SHOULD PROVIDE EVIDENCE/EXAMPLES OF HOW YOU MEET THE PERSON SPECIFICATION AND YOUR ABILITY TO CARRY OUT THE JOB DESCRIPTION**

**SECTION 7 – REFERENCES** – You are requested to provide the names and addresses of two referees (who are not relatives), one of whom should be your current employer. **If you are selected for interview we will contact referees unless you say otherwise.**

<b>Referee 1 – Name</b>	
<b>Address</b>	
<b>Occupation</b>	
<b>Telephone No.</b>	
<b>E-mail Address</b>	
<b>Referee 2 - Name</b>	
<b>Address</b>	
<b>Occupation</b>	
<b>Telephone No.</b>	
<b>E-mail Address</b>	

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes. If you are invited for interview you may be asked about the answers you have given to questions 13 to 16.

## SECTION 7 – PERSONAL INFORMATION

1. Surname	
2. All previous surnames	
3. All Forenames	
4. Title	
5. Current Address	
6. Postcode	
7. Home telephone number	
8. Mobile telephone number	
9. Email address	
10. Date of birth	
11. National Insurance Number	
12. Do you have a current full driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
13. Have you ever been subject to disciplinary action (e.g. dismissal, written warning, management instruction) by an employer as a result of child protection/safeguarding concerns?	Yes <input type="checkbox"/> No <input type="checkbox"/> If YES please state separately under confidential cover the circumstances and the outcome including any orders or condition. This will not be opened unless you are invited for interview.
14. Have you lived outside the UK for more than 3 months in the past 5 years?	Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please provide if possible an Overseas CRB, Police check, Certificate of Good Conduct or Letter of Good Repute from a relevant foreign police force or embassy.
15. Do you require sponsorship (previously a work permit)?	Yes <input type="checkbox"/> No <input type="checkbox"/> If YES please provide detail separately
16. Are you related or have a close personal relationship with any pupil, employee or governor?	Yes <input type="checkbox"/> No <input type="checkbox"/> If YES give details separately under confidential cover. This will not be opened until you are invited for interview.
17. Are there any special arrangements that we can make for you if you are invited for interview? E.g ground floor venue	

Please ensure that you have completed **all** sections of Part 1 and Part 2 of the application. CV's are not accepted.

## Declaration

### DATA PROTECTION ACT 2018

The information collected on this form will be used in compliance with the Data Protection Act 2018. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 2018. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Local Government Pensions Agency, to the Department for Education, to Payroll and Personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.

### NOTES

- a) Under the Safeguarding Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012 it is an offence for an individual who has been barred from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- c) In the event of a successful application an Enhanced Disclosure will be sought from the Disclosure and Barring Service (DBS) and you will have to complete a pre-employment medical questionnaire.

I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post. I understand and accept that checks may be carried out to verify the contents of my application form.

<b>Signature of Applicant</b>		<b>Date</b>	
<b>Print Name</b>			