

Application for a Support Staff Post

Please read the attached Information to Candidates sheets before completing this form

If you require this form in an alternative format (braille, large print, audio tape etc) please contact Southmoor Multi Academy Trust, Ryhope Road, Sunderland, SR2 7TF.

Telephone: (0191) 594 9992, Fax: (0191 522 7650) or email: ferry.s@sandhillview.com

As this application may be photocopied, please complete the form in black ink or type.
Please note C.V.'s will not be considered.

PART A

Personal details

Position applied for

School

Full name

Previous name(s)

Contact details

Mobile telephone

Home telephone

Address

Email address



Equal Opportunities Monitoring

Gender

Date of Birth

Age

Nationality

National Insurance Number

Are you eligible to work in the UK

Yes ☐

No ☐

Cultural Ethnic Background

Sexual Orientation

Religion / Belief

Do you consider yourself disabled?

Yes ☐

No ☐

If yes, are there any special arrangements required?

Where did you see this job advertised?

I confirm that all of the information given on this form is correct and complete.

Signed

Date

Note: If you provide false information on any part of this form, you will be disqualified from appointment and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.



Current Employment

Name & address

Job title

Salary/Wage

Date commenced

Title

To whom do you report

What staff (if any) report to you?

Notice required

Brief outline of duties

Previous Employers (most recent first), please account for any gaps in your employment historyEmployer and Job Title
with full addressDate of Employment
(From)Date of Employment
(To)

Reason for Leaving

Education

Please include any relevant educational, vocational, professional qualifications or training courses.

Education Establishment or Course Organiser	Qualifications (Where applicable)	Grade

References

Please supply the names and contact details of the two referees who can comment on your suitability for this position. One should be your current or most recent employer. 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. References will not be accepted from relatives, or persons who only know you as a friend.

May be contacted prior to interview: Yes ☐ No ☐

Title:

Name:

Position held:

Organisation:

Capacity:

Address:

E-mail:

Tel No:

May be contacted prior to interview: Yes ☐ No ☐

Title:

Name:

Position held:

Organisation:

Capacity:

Address:

E-mail:

Tel No:

Please note that we will contact the above referees if you are short listed for this post and seek references before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to.

How you meet the essential requirements

Please state clearly how you meet all of the essential requirements listed on the Personal Specification. Please see attached 'Information to Candidate' sheets for advice on how best to complete this section.

Please continue on a separate sheet if necessary.

Note: If you provide false information on any part of this form, you will be disqualified from appointment and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.

Information to Candidate

Thank you for applying for a job with Southmoor Multi Academy Trust.

This information is to help you to understand how our recruitment process works and how to best fill in your application form.

About the information you have received

A Job Description: Outlines the purpose of the job and the main duties involved.

A Person Specification: Lists the essential criteria an applicant needs to meet. It is this document that applicants are measured against during recruitment.

An Application Form: A standard form on which we collect information about you. We use this, instead of a C.V., to be more consistent.

Other information: You may have received other specific information about the job, and the stages of your recruitment process.

How our recruitment process works

A selection panel is formed, made up of at least two people, usually including the manager of the job. Next, they agree the content of the Job Description and the essential criteria for the Person Specification. A job advert is then written.

When we receive application forms, we separate Part A, Part B and Part C. The Equal Opportunities Monitoring information is collected from Part A and Part C is used to check for convictions and will not be available during shortlisting but will be given to the interview panel if you are shortlisted. Only Part B is given to the shortlisting panel. This panel does not see personal information about you. This is designed to reduce the chances of unfair discrimination.

Each panel member then compares the information on Part B of your Application Form with the criteria on the Person Specification. They each read all of the forms and then record their views. Next, they discuss and agree who will go through to the next stage. If there are a lot of applicants who meet the requirements, the panel will consider the successful pile again, keeping only those who best meet the requirements. References are then requested from referees you have provided and may be referred to during the interview in line with Safer Recruitment practices.

Shortlisted applicants may then have an interview or may be asked to take part in other selection activities, e.g. work tests, occupational tests etc. You will always be told about these activities in advance.

What do we value on Application Forms?

We are only looking for the things we have listed on the Person Specification, Qualifications or Experience. We strongly value the achievement of, and progress towards, academic, professional and vocational qualifications.

We also believe, however, that there are extremely talented people in the jobs market. People who, for one reason or another, have not developed their skills and abilities through an academic route and gained a qualification. So, we also value other things such as previous job experience, research projects or personal study, work placements, voluntary work, social experience or personal life experience. Obviously for some jobs a professional qualification is essential. In this case we will ask for the relevant qualification. (e.g. a teacher must have a nationally recognised Teaching Qualification) You will be asked to provide certificates to verify your qualification.

How to best fill in your Application form

The panel are looking for those candidates who can give real examples of how they meet the essential criteria on the Person Specification. It is quality, not quantity that is important.

Do not enclose a C.V. we only want information on the application form. C.V.'s will not be considered.

Here are some helpful hints when completing the form, and remember to have the Person Specification at hand throughout:

1. Use a spare sheet of paper to make notes first.
2. Prepare answers to all questions but leave the 'How you meet the essential requirements' until last. Most candidates find this the hardest part to complete.
3. If a box is not relevant to your personal circumstances, mark it 'not applicable'.
4. Give details of your employment history. If you have a gap in your employment and are selected for interview you may be required to give an explanation for this.
5. Give details of any referees who we can ask for information about you. (We only ask for factual information, not that person's

opinion about you. If you are employed, include details of your current employer. If you are unemployed, you must give details of a previous employer. If you have never been employed, please give details of a school, college or university tutor, or put a line through the box.

6. Now focus on the 'How you meet the essential requirements'. Take each of the criteria on the Person Specification in turn. Take time to think about all of your previous experience and give examples of how you meet the criteria. Simply stating that you have each requirement will not be considered as suitable evidence. Remember you can use examples from your work life, study, personal life, voluntary work, social experience, vocational training etc. Why not ask your friends or colleagues about times when you have used these skills.

7. Answer the points in the same order as on the Person Specification. You can present this as a list and use numbering if you wish. Remember - Quality over Quantity.

How we acknowledge receipt of your Application Form

We will confirm receipt of all application forms via email. We do not advise all applicants if they are unsuccessful, however, if you haven't heard within one week of the closing date please assume your application was unsuccessful.

Access to Employment for Disabled People

Please answer this section so that we may establish whether we need to make any adjustments to enable you to take part in the selection process and/or take positive action where required.

We will give you a Fair and Equal Opportunity to work for Southmoor Multi Academy Trust.

We are fully committed to providing a fair recruitment process for all. To do this, we need to know if you feel anything may prevent you from demonstrating your full potential. We will make any reasonable adjustment or arrangement to any part of the recruitment process.

Complaints about the Recruitment Process

If you feel you have been treated unfairly or are unhappy with any part of the recruitment process, we want to know about it. You can make a complaint by contacting the Academy and explain that you wish to make a complaint. Please see your Application Pack for contact details.

Data Protection

The information you provide on the application form will be used to assess your suitability for the post and will be viewed only by those involved in the recruitment process. If you are appointed, the information will be used to create your employment record. If you are not appointed, it will be destroyed after 6 months, except in the event of a dispute.

Personal information that you provide in the 'Equal Opportunities Monitoring' section of the form will only be used for the purpose of equal opportunities monitoring and statistical analysis. This helps us to continually improve our equal opportunities policies and practices.

By submitting this form, you are consenting to the recording and use of the information for the purposes mentioned above. Any other questions.

If you have any questions or comments about any aspect of the recruitment process, please contact us.

Criminal Record Declaration Form for Jobs Exempt from the ROA

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process.

Policy Statement On Recruiting Applicants With Criminal Records

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

For further information on filtering please refer to [Nacro guidance](#) and the [DBS website](#).

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour
- The circumstances surrounding the offence(s), and the explanations(s) offered by the person concerned.
- Whether the applicants circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all cautions, convictions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from Nacro.

Please see following page for Criminal Record Declaration Form (exempt positions).

Criminal Record Declaration Form (exempt positions)

Surname:

Forename:

Do you have any cautions, convictions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Yes ☐ No ☐ (please tick one)

If you have answered yes, you now have **two** options on how to disclose your criminal record.

Option 1: Please provide details of your criminal record in the space below.

Option 2: You can disclose your record under a separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post.

I have attached details of my conviction(s) separately. ☐ (please tick if appropriate)

Declaration

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at **Southmoor Multi Academy Trust**.

Signed:

Date

(For office use only - remove front sheet on receipt of application)



Please return this form to: Sam Ferry, HR Manager

CONFIDENTIAL