



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential

SUPPORT STAFF APPLICATION FORM

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please ensure that you complete all sections of the application form. Please note that providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the Police.

The information provided on the form will be considered by the short-listing panel who will decide whether you proceed to the next stage of the selection process.

| |
|--|
| Application for the post of _____ at: St Lawrence CE Primary School |
| For Office use only: Application number _____ |

Personal Details

| | |
|--------------------------|--|
| Title: | |
| First Name: | |
| Surname: | |
| Former name(s): | |
| Address: | |
| | |
| | |
| Post Code: | |
| Email address: | |
| Telephone number: | |
| Mobile number: | |

Present or most recent employment

| | |
|---|--|
| Name and address of current or most recent employer: | |
| Post held: | |

| | |
|--|--|
| If a school: age range and no. on roll: | |
| Gross salary: | |
| Start date: | |
| End date / period of notice: | |
| Reason for leaving: | |
| Description of key duties and responsibilities: | |

Previous experience

(Please give details of all previous positions you have held since leaving school, starting with the most recent first)

| Name | If a school: type, number on roll and age range | Post held | Reason for leaving | Date from | Date to |
|-------------|--|------------------|---------------------------|------------------|----------------|
| | | | | | |
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Previous other employment

| Name of employer | Post held | Reason for leaving | Date from | Date to |
|------------------|-----------|--------------------|-----------|---------|
| | | | | |
| | | | | |
| | | | | |

| Please give details of any gaps in your employment history |
|--|
| |

Relevant skills and experience

Please use the space below to explain why you are applying for the position and how your experience, personal qualities and skills help to make you a suitable candidate. **It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge and experience, technical skills and personal/behavioural attributes on the person specification. You must demonstrate you meet all the essential criteria on the person specification as a minimum.** This will help us decide whether to invite you to the next stage of the selection process.



Relevant skills and experience continued

Qualifications

If you are invited to interview, you will be asked to provide original copies of your qualifications for inspection.

| Name of educational establishment | Qualification taken | Grade | Date |
|-----------------------------------|---------------------|-------|------|
| | | | |

Training and Development

Please provide details of all training and development undertaken relevant to this position within the last three years. Please include details of any professional memberships relevant to this position.

| Year Course Taken | Course Title | Date | Outcome <i>grade achieved where relevant</i> |
|-------------------|--------------|------|---|
| | | | |

Are you related to or have a close relationship with any existing employee of the School or Governors?

Yes

No

If yes, please provide details of their name, job title and your relationship with them.

To help us monitor the success of our advertising, please state where you saw this position advertised.

Data Protection Act 1998

Under the terms of the Data Protection Act 1998 the information provided on this form will be held in confidence and used for the purpose of Recruitment and Selection and Personnel Administration and no other purpose.

Declaration

I confirm that to the best of my knowledge and belief, the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

I agree that The Diocese of Gloucester Academies Trust reserves the right to ask relevant questions about an individual's health after an offer has been made, and only where appropriate will request a health assessment through occupational health. Should the Trust require further information and wish to contact a doctor with a view to obtaining a medical report, the law requires them to inform the individual of this intention and obtain their permission prior to contacting their doctor. Again, this is done through their occupational health adviser. Information the Trust receives will only be retained on a personnel file during an individual's tenure in post and will be only stored/processed in accordance with the Data Protection Act.

I agree that where a role may require a criminal records check the Diocese of Gloucester Academies Trust will apply to the Disclosure and Barring Service for the appropriate level of disclosure. I understand that should a required disclosure not be satisfactory, any offer of employment may be withdrawn or employment terminated.

I confirm that I am not included on the (ISA List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body.

I understand that employees working for the Diocese of Gloucester Academies Trust have duties that require them to represent or speak on behalf of the Church and may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP. I can confirm that I am able to comply with this.

Signed: _____ Date: _____

Name: _____

References

Please give details of two referees, one of whom **must** be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. Both referees should ideally be senior people in your organisation. We do not accept references from friends or family members. **To comply with safer recruitment practices, references will be taken up on all short-listed candidates, where you have confirmed that the referee can be approached at this stage.**

| Referee one – current or previous employer | | | |
|--|--|-------|----------|
| If you are invited for interview, may we approach this referee without further reference to you? | | | Yes / No |
| Name | | Title | |
| Address | | | |
| Telephone number | | | |
| Email address | | | |
| Occupation | | | |
| Relationship to you | | | |

| Referee two | | | |
|--|--|-------|----------|
| If you are invited for interview, may we approach this referee without further reference to you? | | | Yes / No |
| Name | | Title | |
| Address | | | |
| Telephone number | | | |
| Email address | | | |
| Occupation | | | |
| Relationship to you | | | |

Please submit your completed application form electronically to Mr Gordon Soutar at head@st-lawrence.gloucs.sch.uk or by post to: St Lawrence CE Primary School, Wharf Lane, Lechlade, Glos, GL7 3AU

For Office Use only Application number:

Equal Opportunities in Employment – sheet to be removed prior to shortlisting

DGAT is committed to having a workforce that reflects the diverse make up of the communities in Gloucestershire. To help us achieve this objective, job applicants are asked to provide particular information so that we have an accurate picture of our workforce. The information will also allow us to monitor our employment practices, to ensure that we do not unlawfully discriminate and help us to develop inclusive policies.

Please complete this part of the application form so that we can check whether we are, in fact, receiving applications from all sections of the community, that candidates receive fair and equal treatment at all stages and that we comply with the relevant legislation.

This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates before interview takes place. The information you give is confidentially managed and does not affect your application. It will greatly assist us if you provide as much information as possible, but you are not obliged to do so.

What is your ethnic group?

Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background;

(a) White

- British
- Irish
- Any other White background
(Please write in below)

(b) Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background
(Please write in below)

(c) Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
(Please write in below)

(d) Black or Black British

- Caribbean
- African
- Any other Black background
(Please write in below)

(e) Chinese

- Chinese
- Any other
(Please write in below)

- Would rather not state

Do you consider yourself to have a disability? Yes No Would rather not state

Which of the following best describes your religion/belief?

- Buddhist Christian Hindu Jewish Muslim Sikh None
- Other *(please specify)* Would rather not state

Which of the following best describes your sexual orientation?

- Heterosexual Gay Lesbian Bisexual Would rather not say

Which of the following best describes your gender?

- Male Female Date of Birth: / / Age:

Transgender: Is your gender identity the same as your gender at birth? Yes No

Data Protection

The information supplied on this form is being collected as part of the school's recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars. When you complete this form, you are giving your consent to DGAT to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies. The application forms of successful candidates will be retained for six months, after which time they will be destroyed.