



You're one step closer to inspiring greatness

Application for support staff positions

Vacancy details	
Post applying for:	
Name of academy:	
Where did you see this vacancy advertised?	
Personal details	
Title:	
First name(s):	
Last name:	
Previous name:	
Known as:	
National Insurance number:	
Date of birth:	
Mobile telephone:	
Home telephone:	
Email Address:	
Home Address:	

Current or most recent employment

Name of current/most recent employer:	
Job Title:	
Organisation:	
Current/Most recent salary:	
Date from (dd/mm/yyyy):	
Date to (dd/mm/yyyy) (if applicable):	
Period of notice required (if applicable):	
Reason for leaving:	
Please provide brief details of duties and responsibilities:	

Previous employment

Date from (mm/yy)	Date to (mm/yy)	Name and address of employer	Job Title:	Reason for leaving

Education and training

Please provide details of formal education and qualifications and any short/non-qualification courses attended to improve your knowledge and skills if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications.

Education

Qualification	Grade	Where obtained	Date obtained

Training / development

Subject	Provider	Date Attended

Membership of professional bodies			
Professional Body	Level and type of membership	Membership number (if applicable)	Date of membership

Gaps in employment and education		
Please provide details of any gaps in your education and employment. If you haven't listed any secondary school or college qualifications in the above sections, then please include details of those establishments here because we need information about you from the age of 16.		
Date from (mm/yy)	Date to (mm/yy)	Details:

Skills, knowledge and experience
<p>This section of the application form is very important, as this is where you demonstrate your suitability for the role. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for.</p> <p>Give examples of any relevant skills and experience from your current or previous jobs or voluntary work.</p>

References

Please give details of two referees, one of which must be from your current/previous manager. 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 when working with children. If you have not been previously employed please provide a personal reference. References will not be accepted from relatives, or people who only know you as a friend. If you are a school or college leaver, then your Headteacher or Tutor's name should be given. Where possible, references will be taken up prior to interview due to safeguarding requirements.

Current or most recent employer

Name of referee	
Job title (if applicable):	
Organisation:	
Address:	
Telephone number:	
Email address:	
Relationship to you:	
May we contact prior to interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Previous employer

Name of referee:	
Job title (if applicable):	
Organisation:	
Address:	
Telephone number:	
Email address:	
Relationship to you:	
May we contact prior to interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Criminal record and suitability checks

If shortlisted, you will be required to complete a self-declaration form regarding the disclosure of a criminal record; and information which may make you unsuitable to work with children.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

For appropriate roles, we will undertake a Disclosure and Barring Service (DBS) check, which reveals both spent and unspent convictions, cautions, reprimands and final warnings; and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) will not appear on a DBS certificate.

For roles in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the checks will be processed in accordance with data protection regulations and the Trust's privacy notice.

Living or working overseas

If you have lived or worked outside of the UK in the last 5 years, the Trust may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years? YES ☐ NO ☐

Other checks

Are you eligible to work in the United Kingdom? YES ☐ NO ☐

Have you ever been dismissed from any previous employment? YES ☐ NO ☐

If YES, please give details:

If you are related to an employee at GAET, or to a Governor / Trustee, you should disclose this relationship. Failure to disclose such a relationship may lead to disqualification from appointment and, if appointed, may lead to disciplinary action.

Are you related to a person in any role mentioned above? YES ☐ NO ☐

If YES, what is their name and relationship to you?

Retention of applicant information

If your application is unsuccessful, we will keep your personal data on file for 6 months in case there are future employment opportunities for which you may be suited. If you consent for us to retain your data for this purpose, please tick the box below. You are free to withdraw your consent at any time.

I wish for GAET to retain my application information for 6 months from the closing date of the job advert ☐

Declaration

I declare that the information I have given in this application and in all other supporting papers is correct to the best of my knowledge. I understand that any false declaration or misleading statement, or any significant omission, may disqualify me from employment or make me liable for dismissal and/or possible referral to the Police.

I declare that the particulars given are correct and I have not withheld any fact which might unfavourably affect my application. I am aware that to withhold or falsify information could result in disciplinary action if appointed.

I give authority to Great Academies Education Trust to contact the Referees listed, as appropriate, within the application.

Signed

Date

If you are completing this form in an electronic format please note that typing your name in a signature field acts as a signature.

Please complete the details below, as this helps the Trust to monitor equality data:

Equality and diversity monitoring

Gender

Male ☐ Female ☐ Other ☐ Prefer not to say ☐

Ethnic origin

Asian	Bangladeshi	<input type="checkbox"/>
	British	<input type="checkbox"/>
	Chinese	<input type="checkbox"/>
	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Any other Asian background	<input type="checkbox"/>
Black	British	<input type="checkbox"/>
	Caribbean	<input type="checkbox"/>
	Any other Black background	<input type="checkbox"/>
Mixed	White and Asian	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>
	White and Black Caribbean	<input type="checkbox"/>
	Any other mixed background	<input type="checkbox"/>
White	British	<input type="checkbox"/>
	Traveller	<input type="checkbox"/>
	Irish	<input type="checkbox"/>
	Any other white background	<input type="checkbox"/>
Other		<input type="checkbox"/>
Prefer not to say		<input type="checkbox"/>

Religion/belief

Agnostic	<input type="checkbox"/>	Christianity – Protestant	<input type="checkbox"/>
Atheist	<input type="checkbox"/>	Hinduism	<input type="checkbox"/>
Buddhism	<input type="checkbox"/>	Islam	<input type="checkbox"/>
Christianity – Baptist	<input type="checkbox"/>	Judaism	<input type="checkbox"/>
Christianity – Catholic	<input type="checkbox"/>	Other	<input type="checkbox"/>
Christianity - Methodist	<input type="checkbox"/>	Sikhism	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		

Marital status			
Single	<input type="checkbox"/>	Married/civil partnership	<input type="checkbox"/>
Divorced	<input type="checkbox"/>	Widowed	<input type="checkbox"/>
Partner	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

Sexual orientation			
Bisexual	<input type="checkbox"/>	Other	<input type="checkbox"/>
Heterosexual / straight	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Homosexual / gay / lesbian	<input type="checkbox"/>		

Disability
<p>Equality Act (2010)</p> <p>Great Academies Education Trust is committed to treating job applicants with a disability equally and fairly, making reasonable adjustments where necessary. The Equality Act 2010 states that someone is disabled if they have a <i>physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities.</i></p> <p>Do you consider yourself to be disabled according to this definition?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you answered yes, how would you define this?</p>
Please specify any arrangements we can make to support you if you are invited for interview/assessment.