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| B**VACANCY DETAILS** | |
| Position applied for | The Link - Learning Support Assistant |
| Experience in | EYFS  KS1  KS2  KS3  KS4 |

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| **PERSONAL DETAILS** | |
| Title | Mr  Mrs  Miss  Ms  Other: Click or tap here to enter text. |
| Surname | Click or tap here to enter text. |
| Previous Surname | Click or tap here to enter text. |
| Forenames | Click or tap here to enter text. |
| Preferred Forename | Click or tap here to enter text. |
| Address  Postcode | Click or tap here to enter text.  Click or tap here to enter text. |

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| **CONTACT DETAILS** | | |
| Email address | Click or tap here to enter text. | |
| Telephone | Home | Click or tap here to enter text. |
| Work | Click or tap here to enter text. |
| Mobile | Click or tap here to enter text. |

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| **ELIGIBILITY TO WORK IN THE UK** | |
| National Insurance No. | Click or tap here to enter text. |
| Do you have the right to work in the UK? | Yes  No |
| If you are not a British  National, please indicate  in what capacity you are  in the UK | Click or tap here to enter text. |

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| **CURRENT/MOST RECENT EMPLOYMENT** | | | | |
| Employer’s Name | Click or tap here to enter text. | | | |
| Employer’s Address  Postcode | Click or tap here to enter text.  Click or tap here to enter text. | | | |
| Position Held | Click or tap here to enter text. | | | |
| Current Salary | £Click or tap here to enter text. | | | |
| Grade | **Grade** |  | **Spinal Column Point** |  |
| Date Appointed | Click or tap here to enter text. | | | |
| Notice Period | Click or tap here to enter text. | | | |
| Reason for Leaving | Click or tap here to enter text. | | | |
| Can we contact you at work? | Yes  No | | | |
| Main duties  Click or tap here to enter text. | | | | |

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| **PREVIOUS EMPLOYMENT HISTORY (MOST RECENT FIRST) - \**Please explain any gaps in your employment history****. We reserve the right to obtain references or to contact previous employers in addition to your named referees. Please indicate as appropriate that you give consent for additional references to be obtained if necessary.* |

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| Organisation Name | Click or tap here to enter text. | Position Held | Click or tap here to enter text. |
| Employment commenced | Click or tap here to enter text. | Employment end date | Click or tap here to enter text. |
| Full or Part-Time | Full-Time  Part-Time | Reason for Leaving | Click or tap here to enter text. |
| Responsibilities | Click or tap here to enter text. | | |
| I consent to the school obtaining a reference from the information provided above, should it be necessary | | | Yes  No |

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| Organisation Name | Click or tap here to enter text. | Position Held | Click or tap here to enter text. |
| Employment commenced | Click or tap here to enter text. | Employment end date | Click or tap here to enter text. |
| Full or Part-Time | Full-Time  Part-Time | Reason for Leaving | Click or tap here to enter text. |
| Responsibilities | Click or tap here to enter text. | | |
| I consent to the school obtaining a reference from the information provided above, should it be necessary | | | Yes  No |

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| Organisation Name | Click or tap here to enter text. | Position Held | Click or tap here to enter text. |
| Employment commenced | Click or tap here to enter text. | Employment end date | Click or tap here to enter text. |
| Full or Part-Time | Full-Time  Part-Time | Reason for Leaving | Click or tap here to enter text. |
| Responsibilities | Click or tap here to enter text. | | |
| Reason for leaving |  | | |
| I consent to the school obtaining a reference from the information provided above, should it be necessary | | | Yes  No |

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| Organisation Name | Click or tap here to enter text. | Position Held | Click or tap here to enter text. |
| Employment commenced | Click or tap here to enter text. | Employment end date | Click or tap here to enter text. |
| Full or Part-Time | Full-Time  Part-Time | Reason for Leaving | Click or tap here to enter text. |
| Responsibilities | Click or tap here to enter text. | | |
| I consent to the school obtaining a reference from the information provided above, should it be necessary | | | Yes  No |

Please tick here if continuing on a separate sheet

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| **\* GAPS IN EMPLOYMENT HISTORY:** *Please detail below any periods of time when you have not been employed since leaving secondary education, including time spent living/working abroad.* | | |
| Date From (Month/Year) | Date to (Month/Year | Reason |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Please tick here if continuing on a separate sheet

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| **REFERENCES** |
| Please give details below of two people who can provide information that will confirm your suitability for this post. **Where appropriate one person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity. References **will not** be accepted from relatives or people writing solely in the capacity of friends. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications **before** interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns. It is our policy to contact referees on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance. If you **do not** wish us to contact the referee prior to interview please enter **‘X’** in the box applicable below. |

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| **Current (Most Recent) Employer** | I do not wish you to contact this referee prior to interview |
| Title | Mr  Mrs  Miss  Ms  Other: Click or tap here to enter text. |
| First Name | Click or tap here to enter text. |
| Surname | Click or tap here to enter text. |
| Organisation | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Telephone Number | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |

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| **Previous Employer** | I do not wish you to contact this referee prior to interview |
| Title | Mr  Mrs  Miss  Ms  Other: Click or tap here to enter text. |
| First Name | Click or tap here to enter text. |
| Surname | Click or tap here to enter text. |
| Organisation | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Telephone Number | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |

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| **Reference Declaration** | |
| In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.  Reference requests sent to your referees will ask the referee to confirm as a minimum:   * - The referee’s relationship with the candidate * - Details of the applicant’s current post and salary * - Performance history * - All formal time-limited capability warnings which have not passed the expiration date * All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date * All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns * Details of any child protection concerns, and if so, the outcome of any enquiry * Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the School will ask for   specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children  By signing the below, I consent to my named referees being contacted in support of my application | |
| Signature | Click or tap here to enter text. | |
| Print Name | Click or tap here to enter text. | |
| Dated | Click or tap here to enter text. | |

You have the right to withdraw your consent at any time and can do so by informing our

Data Protection Officer that you wish to withdraw your consent.

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| **SUPPORTING STATEMENT** |
| The information you provide in this section will be used in assessing your application and will determine whether you are shortlisted for interview. Please use this space to state how your skills, experience and training enable you to meet the requirements for the role for which you are applying for. Please refer to the criteria outlined in the person specification and respond in the order that each criteria point appears. |
| Click or tap here to enter text. |

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| **EDUCATION, QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS**  *Please note, if shortlisted for interview you will be required to provide proof of your qualifications and memberships.* |

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| **SECONDARY EDUCATION AND QUALIFICATIONS** | | | | | |
| **Establishment (Name and Town)** | **Dates** | | **Qualification** | **Grade** | **Date Awarded** |
| **From** | **To** |
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| **FURTHER OR HIGHER EDUCATION –** Please provide details of any recognised qualifications or courses attended which are relevant to the job application | | | | | |
| **Name of FE College, University or Awarding Body** | **Dates** | | **Qualification** | **Grade** | **Date**  **Awarded** |
| **From** | **To** |
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| **JOB RELATED TRAINING** | | | | |
| **Institute/Courses studies** | **Dates** | | **Standard or level achieved** | **Date**  **Awarded** |
| **From** | **To** |
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| **CANVASSING** | |
| All forms of canvassing will automatically disqualify candidates from appointment e.g. you must not ask a Trust Director, School Governor or an employee of the Castleman Academy Trust to use their influence to help you get a job. | |
| If selected for interview, you must, at that stage, make known any personal or business relationship which may conflict with the role applied for. | |
| Are you related to a Trust Director, School Governor or employee of the Castleman Academy Trust? Yes  No | |
| If ‘yes’, please provide | Name: Click or tap here to enter text. |
| Relationship: Click or tap here to enter text. |
| If selected for interview would you prefer to be contacted by: | Phone  Email |

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| **DATA PROTECTION LEGISLATION** |
| The information you have provided will be held in compliance with the Data Protection Regulations 2018. If you have previous Local Government service or other service which counts as continuous, the Castleman Academy Trust will seek confirmation from your last Authority of your date of employment for continuous service purposes in the event of you being offered the post. The Trust will also seek details of the number of day’s sickness absence (not reasons) in the last 12 months for the purposes of administering the Local Government Sick Pay Scheme. You are deemed to have given your consent by signing this application form. |

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| **COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS** |
| It is the school’s policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice.  In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under the Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.  **If you are shortlisted for interview, you will be required to complete a “Disclosure of Criminal Record” form.**  In accordance with the provisions of The Childcare Act 2006 and the Childcare Disqualification Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are apply for is in an Early Years setting with children (from birth until 1 September following a child’s fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.  The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice and Courts Services Act 2000. |

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| **FURTHER INFORMATION** |
| **DBS Application**  If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service.** This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity unless other restrictions are in place through the Children’s Barred List, DBS or Teacher Regulation Agency.  Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.  **Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.**  It is a criminal offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work, paid or unpaid, in a ‘regulated position’. The position you are applying for is a ‘regulated position’.  Criminal record certificates are only issued directly to the applicant.  You will be requested to provide a copy of the original certificate in order for the Disclosure number and issue date to be recorded and updated on the schools computerised system and personnel files in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation).  The school and Trust abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.  **Online Search on Shortlisted Applicants**  As outlined in KCSIE 2022, we are now required as part of our shortlisting process to carry out an online search as part our due diligence. If you are shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.  By signing this application form and submitting it in respect of the role you have applied for, you understand and agree that if you are shortlisted an online search will be conducted on your name(s). You also understand and are aware that the school may want to explore any findings with you during the interview stage.  Shortlisted applicants invited to attend for interview will be required to respond to their email invitation with confirmation of their handle names to allow online searches to be carried out. |

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| **PRIVACY NOTICE** |
| The School collects information about you in order to provide you with recruitment and employment services.  We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.  The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the Trust to comply with a legal obligation.  The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.  We will keep your personal information for 6 months following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.  You have some legal rights in respect of the personal information we collect from you.  Please see the Trust’s website for further details on our privacy notice and data protection policy via:- <https://www.castlemanacademytrust.co.uk/trust-policies/freedom-of-information>  You can contact the School’s Data Protection Officer if you have a concern about how we collect or use your data. |

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| **DECLARATION** |
| I declare that the information I have provided on this application form is full, accurate and complete. I understand that if I provide false information or fail to provide full complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of employment or, to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory references, medical assessment and Disclosure Barring Service checks, where applicable. I have read the Trust’s Recruitment Privacy Notice via The Castleman Academy Trust website at <https://www.castlemanacademytrust.co.uk/information/current-vacancies/> and give my consent for the personal data supplied to be used for the purposes of recruitment and selection as laid out in that Notice.  Signature: Click or tap here to enter text.  Date: Click or tap to enter a date.  Thank you for your application |

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**Please complete the Equal Opportunities section on the next page**

**Thank you**

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| **EQUAL OPPORTUNITIES** |
| The Castleman Academy Trust will seek to ensure that all existing and potential employees are given equal opportunities. We are committed to the elimination of unlawful or unfair discrimination and will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified. In order to help the Trust monitor the effectiveness of its Equal Opportunities Policy you are asked to provide the information requested below. This information will be retained, confidentially, and used for monitoring purposes and does not form part of your application. This information will not be shared with the selection panel prior to interview. If you are successful at interview and take up employment with the Trust, the equal opportunities information you have provided will form part of your employment record and will be held and maintained in accordance with the Data Protection Act 1998. |

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| **Name** | Click or tap here to enter text. |
| **Date of Birth** | Click or tap here to enter text. |
| **Gender** | Male  Female  Transgender  Intersex  Gender Neutral  Prefer not to say |
| **Position Applied for** | Click or tap here to enter text. |
| **School** | Broadstone First School |

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| **Disability –** *For more information, please contact the Equality and Human Rights Commission Helpline on 0808 800 0082* | |
| Do you consider yourself to have a disability under the Equality Act 2010?  A disability is defined under the Equality Act 2010 as a ‘physical or mental impairment which has substantial and long-term adverse effects on the ability to carry out normal day to day activities.’ | Yes  No  Prefer not to say |

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| **Nationality** | British  Irish  Other EU Country  Other non-EU Country |

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| **Ethnic Origin** | White | British  Irish |  |  | | **Sexual Orientation** | Heterosexual |  |
| Gay |  |
| Bi-sexual |  |
| Other |  |
| Prefer not to say |  |
| Asian or Asian British | Indian  Pakistani  Bangladeshi  Any other Asian background |  |  |  |  | | |
| Black or Black British | Caribbean  African  Any other Black background |  |  |  | **Personal Relationship** | Single |  |
| Living together |  |
| Married |  |
| Other Ethnic Group | Chinese  Any other Ethnic group |  |  |  | Civil Partnership |  |
| Prefer not to say |  |
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| **Religion and Belief** | | | | | |
| Agnostic | Atheist | Baha’l Faith | Buddhism | Christianity | Hinduism |
| Islam | Jainism | Judaism | Sikhism | Zoroastrianism | Other |
| None | Prefer not to say |  |  |  |  |