

Application Form for Support Staff Post

Post applied for (and closing date)	
Academy	

Incomplete application forms will not be considered. CVs will only be considered as part of the additional information provided with a fully completed application form.

1. Personal details

Surname		Title	
Forename(s)			
Previous surname(s) (if applicable)			
Home address	House number and street		
	Town/city		
	County		
	Postcode		
Contact address (if different to above)	House number and street		
	Town/city		
	County		
	Postcode		
Telephone numbers (please only list numbers we can call to contact you)	Home		
	Mobile		
	Work		
Email address			
Date of birth			
National Insurance Number			

2. Education and qualifications

(Please provide details in respect of all formal education above primary age)

Institution	Start/end dates (indicate if part time)	Qualifications attained (include details of subjects, grades and dates of awards)

3. Professional status

(If the person specification for the post sets out a requirement for membership of a particular professional body and/or attainment of particular professional status, please provide details of how you meet this requirement)

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4. Continuing professional and personal development

Short courses attended (during last 3 years)	
Date	Course title / details (include details of length of course and any formal awards/qualifications arising)

5. Current employment

Current or most recent employer (name and full address)	
Job title and salary of current / most recent post	
Start/end date of above:	
Main duties:	

6. Previous posts / employment

(provide details of all previous posts and employment in reverse chronological order continuing on supplementary sheets if required)

Employer (name and address)	Post	Start/end dates	Reason for leaving

7. Knowledge, experience and skills

Using no more than 2 A4 pages, describe how you meet the requirements outlined in the Person Specification

8. Other activities

(provide details in respect of all periods since secondary education that are not covered in sections 3, 5 and 6)

Start/end dates	Details of activities

9. References

Please provide the contact details of at least two referees, one of whom should be your current/most recent employer <i>(it is normally expected that between them your references will refer to your professional and/or other relevant experience over a minimum period of the last three years)</i>			
Please tick the box if you would prefer that your referees are <u>not</u> contacted prior to interview			
<u>Referee 1</u>		<u>Referee 2</u>	
Name		Name	
Job title		Job title	
Organisation		Organisation	
Full address		Full address	
Telephone number		Telephone number	
Mobile number		Mobile number	
Email address		Email address	
Referee's relationship to you		Referee's relationship to you	

10. Declarations

a) Eligibility to work

(i) Are you a UK or EU / EEA Citizen? (delete as appropriate)	Yes	No
(ii) If you answered “No” to (i), please indicate if you would require a Certificate of Sponsorship in order to take up appointment (delete as appropriate)	Yes	No
(iii) If you answered “No” to (ii), please provide details of the basis on which you are eligible to work within the UK.		

b) Information in respect of applicants declaring a disability

We welcome applications from people with disabilities and guarantee an interview for those with a declared disability should they meet the minimum criteria for the job. The Equality Act 2010 defines disability as “any physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day-to-day activities”.

(i) Do you consider yourself to have a disability that you wish to declare in making this application? (delete as appropriate)	Yes	No
(ii) If you answered “Yes” to (i), is there anything we need to know about your disability in order to provide you with any help you may need if you are invited to interview? (delete as appropriate)	Yes	No
(iii) If you answered “Yes” to (ii), please provide relevant details.		

c) Criminal background information

The Aspirations Academies Trust (AAT) requires all prospective employees appointed to work in its academies or otherwise to undertake regulated activity to submit an enhanced Disclosure and Barring Service (DBS) certificate prior to taking up appointment.

You are required, before appointment, to disclose any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198).

Disclosure of a criminal background will not necessarily prevent your employment – consideration will be given to the nature of the offence(s) and when they occurred.

Please note that if you are appointed and subsequently it is found that you failed to disclose any required details this may lead to the offer of appointment being withdrawn or, if your employment has already commenced, to your employment with the AAT being terminated.

In relation to the above, you are required to complete the following:

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198)? (delete as appropriate) <i>If you answer “yes”, you are expected to submit relevant written details (e.g. description of offence, date of incident and date of conviction). These written details should be submitted at the same time as this application but in a separate letter posted to the Academy and marked “Strictly private and confidential for the attention of the Principal”. The letter should clearly indicate it is related to the job application.</i>	Yes	No
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d) Children's barred list

As an applicant for a post undertaking regulated activity in an AAT academy, if you are appointed a check will be undertaken to confirm whether or not you are identified on the DBS barred list of individuals who are unsuitable for working with children.

In relation to the above, you are required to complete the following:

Are you identified on the DBS barred list of individuals who are unsuitable for working with children? (delete as appropriate)	Yes	No
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e) Childcare Disqualification in Schools

The DfE issued updated statutory guidance in August 2018 concerning Disqualification under the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 ("the 2018 regulations"). This confirms that disqualifying criteria apply in respect of appointment to *certain* posts in *some* schools.

These are relevant only for individuals appointed to a post in a school where the post involves:

- **Early years provision:** this relates to staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes or any supervised activity (such as breakfast clubs, lunchtime supervision, and after school care provided by the school) both during the normal school day and outside of school hours for children in the early years age range.
- **Later years provision (for children under 8):** Staff who are employed to work in childcare provided by the school outside of the normal school day for children who are above reception age but who have not attained the age of 8. This *does not include* education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school's choir or sports teams) but it *does include* before-school settings, such as breakfast clubs, and after school provision.
- **Management of early or later years provision:** Staff who are directly concerned in the management of early or later years provision are covered by the legislation. The academy will apply its judgement to determine who is covered, but this *would* include the headteacher and *may* include other members of the leadership team and manager, supervisor, leader or volunteer responsible for the day-to-day management of the provision

Other staff (generally not subject to the disqualifying criteria): Staff who are not employed to directly provide childcare as set out above are not covered by the legislation. Similarly, *most* staff who are only occasionally engaged and are not regularly required to work in relevant childcare will not automatically come within the scope of this legislation. Generally, individuals appointed to the following roles would *normally* be excluded from the Childcare Disqualification criteria: caretakers, cleaners, drivers, transport escorts, catering staff, office staff.

Disqualification criteria applicable for relevant posts: Specific orders and offences, which will lead to disqualification, are set out in the 2018 regulations. The following is a summary of the criteria:

- inclusion on the Disclosure and Barring Service (DBS) Children's Barred List
- being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 regulations
- certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 regulations
- refusal or cancellation of registration relating to childcare (except if the refusal or cancellation of registration is in respect of registration with a child minder agency or the sole reason for refusal or cancellation is failure to pay a prescribed fee under the 2006 act)

- (regulation 4(1) of the 2018 regulations)), or children's homes, or being prohibited from private fostering, as specified in paragraph 17 of Schedule 1 of the 2018 regulations
- being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 regulations if it had been committed in any part of the United Kingdom

Note: disqualification by association (i.e. living in the same household where another person who is disqualified lives or is employed, as specified in regulation 9 of the 2018 regulations) does not apply in respect of appointment to posts in schools (i.e. this criteria is only relevant where childcare is provided in domestic settings).

Accordingly, if you are appointed to a position where the Childcare Disqualification criteria apply, the Trust will undertake checks as considered appropriate. Along with a DBS check, this may involve requesting a self-declaration to be made by relevant post-holders covering the following:

- *Have any orders or other determinations related to childcare been made in respect of you?*
- *Have any orders or other determinations related to childcare been made in respect of a child in your care?*
- *Have any orders or other determinations been made which prevent you from being registered in relation to childcare, children's homes or fostering?*

If you have any queries concerning this potential requirement you are invited to raise these with the AAT Director of Human Resources (email: johnreece@aspirationsacademies.org).

f) Personal relationships

To ensure the appointment process is undertaken in accordance with guidance issued in respect of public service all candidates are asked to declare if they have a personal relationship with an existing employee, director or governor of the Aspirations Academies Trust. *Please note that any such relationship would not bar an individual from appointment.*

Please declare if you have a family relationship or other close relationship with an existing Aspirations Academies Trust employee, director or governor. If so, please give details

g) Accuracy and completeness of information provided

Please sign below or type your name to confirm that you have read, understood and agree with the following declaration.

For the purposes of the Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR), I consent to the information contained in this form and any information received by or on behalf of Aspirations Academies Trust relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form and attachments is correct and true and agree that this may be used for registered purposes under the DPA and GDPR. I also agree that, if appointed the information will form part of the basis of my engagement. I authorise Aspirations Academies Trust to check the information supplied and understand that providing misleading or false information or omitting any relevant information, could result in the withdrawal of any offer of appointment or my dismissal at any time in the future and possible criminal conviction.

Signed / Date