**Bonitas Multi-Academy Trust**

**APPLICATION FOR SUPPORT STAFF**

**This application form must be completed, but additional information may be attached. Please make sure you read any accompanying information before you complete this form.**

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| **Position applied for:** |  |
| **School:** |  |
| **Reference no:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Title:** |  |
| **Forenames:** |  | | |
| **Previous Names:** |  | | |
| **Address:** |  | **Postcode:** | |
| **Email:** | |
| **Mobile tel:** |  | **Home tel:** |  |

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| --- | --- | --- | --- | --- |
| **Name of current/last employer:** | |  | | |
| **Job title:** |  | | **Salary:** |  |
| **Dates of employment (mm/yyyy):** | |  | | |
| **Duties & responsibilities:** | | | | |
| **Reason for leaving:** | |  | | |
| **Period of notice required:** | |  | | |

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| **Offers of Appointment are subject to satisfactory references, medical clearance and an enhanced Disclosure & Barring Service (DBS) check** |

The work for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as ‘spent’ under this Act, and any cautions or bind overs. If your application is successful, you will be sent a DBS Application form with your contract on which you must make any declarations. Please declare any convictions on the Continuation Sheet.

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Please give details of **secondary** and **further education** including A Levels or equivalent vocational courses | | | |
| **Dates (mm/yyyy)**  **From To** | | **Name of school/college/other institution** | **Qualifications obtained including grade/level** |
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| Please give details of any **higher** education and equivalent courses | | | |
| **Date (mm/yyyy)**  **From To** | | **Name of college/university**  **(address if outside UK)** | **Degrees/ Postgraduate Qualifications**  **including subject and grade/level** |
|  |  |  |  |
|  |  |  |  |
| Give details of any other certificates held with dates: vocational training including apprenticeships, professional qualifications, membership of professional institutions etc. | | | |
|  | | | |
| **You may be asked to bring your certificates with you to interview.** | | | |

**Full Employment History Excluding Current/Last Post (show most recent first)**

Please include all positions and continue on a separate sheet if necessary. Please record any periods of unemployment giving a reason in the section below.

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| **Dates**  **(mm/yyyy)**  **From To** | | **Employer** | **Job title, main responsibilities and reason for leaving** |
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**About You and Why You are Interested in This Position**

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| **Please state why you are interested in this position and give details of skills and experience.**  **Reference can be made to voluntary work and other interests.** | | | |
|  | | | |
| **References:**  Please give the names and addresses of TWO people who will provide a reference. At least one should be from your current/last employer, but references from schools/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or college/university they represent. In the interests of safeguarding we would ask for all applicants to give permission for references to be acquired prior to interview. Also, in relation to work with children, we may seek information about any past disciplinary issues relating to children and/or child protection concerns. For posts in contact with children/young people or vulnerable adults employment references will not be accepted from relatives or people solely in the capacity of friend. | | | |
| **Name:** |  | **Name:** |  |
| **Address:** |  | **Address:** |  |
| **Tel No** |  | **Tel No:** |  |
| **Fax No:** |  | **Fax No:** |  |
| **Email:** |  | **Email:** |  |
| **Position Held:** |  | **Position Held:** |  |
| **May we contact prior to interview?**  **YES/NO** | | **May we contact prior to interview?**  **YES/NO** | |
| **If you have any future commitments which might affect whether you will be able to attend for**  **interview, please detail here:** | | | |

**Have you ever been convicted at a court, or cautioned by the police, for any offence which is**

**unspent under the terms of the Rehabilitation of Offenders Act 1974?**

**For more information about unspent convictions visit** <https://www.bracknell-forest.gov.uk/applying-job/guidance-recruitment-ex-offenders>

**YES/NO**

*If yes, please give details:*

**If this position requires a DBS disclosure and involves contact with children/young people/**

**vulnerable adults you will also need to declare spent convictions. Please give details if applicable:**

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**Further Information**

**We are serious about providing employment opportunities for disabled people and welcome applications. Do you consider you have a disability, as defined by the Equality Act 2010 (this has replaced the Disability Discrimination Act)? For these purposes this means if you have “a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.” If you have been diagnosed with cancer, HIV or MS this will also apply. We will guarantee an interview to all applicants with a disability who meet the essential criteria on the person specification. In order for us to assess your right to a guaranteed interview please indicate below whether you have a disability. YES/NO**

**Are you related to any employee of Bracknell Forest Council, any elected member of the council or any school governor? YES/NO**

**If YES please give details.**

**Declaration**

I declare that the information set out in this application form is true in all respects and I understand that false information may render me liable for dismissal if I am appointed. I am also aware that canvassing of the Bonitas Multi-Academy Trust directly or indirectly is strictly prohibited and will disqualify me from the post.

In signing this application I declare that I am not on the List 99 register, I have not been disqualified from work with children and I am not subject to sanctions imposed by a regulatory body i.e. the General Teaching Council (GTC).

**Signed: Date:**

**(If submitting this form electronically you will be asked to sign this at interview)**

**EQUAL OPPORTUNITIES MONITORING**

The remaining part of the form will not be seen by those involved in the shortlisting process.

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| **Surname:** | | | | | | | | | **Title:** | | | | | | | |
| **Forename(s):** | | | | | | | | | | | | | | | | |
| **Position applied for:** | | | | | | | | | | | | | | | | |
| **Age Range – please tick as appropriate:** | | | | | | | | | | | | | | | | |
| 19 or under | | |  | 50 - 59 | | | | | | | |  |  | | |  |
| 20 – 29 | | |  | 60 - 65 | | | | | | | |  |  | | | |
| 30 - 39 | | |  | Over 65 | | | | | | | |  |  | | | |
| 40 - 49 | | |  |  | | | | | | | |  |  | | | |
| To help us ensure that our equal opportunities policy is fully and fairly implemented please complete this section of the monitoring form. The information provided is kept separately from the remainder of your application and is not seen by anyone involved in short listing either during or after the recruitment process. | | | | | | | | | | | | | | | | |
| **Please tick as appropriate:** | | | | |  | |  | |  | | | | | | | |
| Female: | | | | |  | |  | |  | | | | | | | |
| Male: | | | | |  | |  | |  | | | | | | | |
| **How would you describe your ethnic origin?** | | | | | | | | | | | | | | | | |
| **ASIAN OR ASIAN BRITISH** | | **BLACK OR BLACK BRITISH** | | | | | | ARAB/ OTHER ETHNIC GROUP | | | MIXED | | | | WHITE | |
| Indian |  | Caribbean | | | |  | | Arab | |  | White & Black Caribbean | | |  | English/ Welsh/ Scottish/ Northern Irish/ British |  |
| Pakistani |  | African | | | |  | | Other Ethnic Group | |  | White & Black African | | |  | Irish |  |
| Bangladeshi |  | Other | | | |  | |  | |  | White & Asian | | |  | Gypsy/Irish Traveller |  |
| Nepali |  |  | | | |  | |  | |  | Mixed Other | | |  | Show people/Circus |  |
| Chinese |  |  | | | |  | |  | |  |  | | |  | Other |  |
| Filipino |  |  | | | |  | |  | |  |  | | |  | Prefer not to say |  |
| Other |  |  | | | |  | |  | |  |  | | |  |  |  |

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| **Which of the following best represents your religion/belief?** | | | | | |
| Buddhist |  | Muslim |  | Prefer not to say |  |
| Christian |  | Sikh |  |  | |
| Hindu |  | Other religion/belief |  |  | |
| Jewish |  | No religion/belief |  |  | |
| **Which of the following best represents your sexual orientation?** | | | | | |
| Bisexual |  | Heterosexual/Straight |  | Prefer not to say |  |
| Gay man |  | Lesbian/Gay woman |  |  | |