

Job Ref:

Applic Ref:



Bury CE High School
FOUNDED 1748



**THE BISHOP
FRASER TRUST**
A CHURCH OF ENGLAND MULTI-ACADEMY TRUST

Confidential

Application for Support Staff Appointment

The Academy Values Diversity and is striving to be an Equal Opportunity Employer

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment

Please complete in black ink or type

Post applied for:

Surname: Dr/Mr/Mrs/Miss/Ms

Previous names:

Forename(s):

Address:

Postcode:

E-mail:

NI Number:

Work telephone:

Home telephone:

Education, job related qualifications & specialised training

School/College	Qualifications/training Proof of job-related qualifications will be required	From	To

How did you find out about this job, e.g. which publication?

Present/most recent appointment

Job title:		Employer's name/address/e-mail:
Date started/ left if applicable:		
Weekly wage/salary:		
Notice required:		
Purpose of job:		

Employment background Please detail chronologically all previous work experience, unpaid and paid, voluntary, non-teaching as well as teaching, since leaving secondary/further education and explanations for any gaps (if applicable)

From month/year	To month/year	Place of work/employer (if applicable)	Scale/grade	Title/responsibility	Reason for leaving

<p>Have you ever been dismissed by any of the above employers? If Yes, further details may be required from you. Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)</p>
<p>Have you ever been subject of formal disciplinary proceedings? If yes, please give details including dates below. If Yes, please give details including dates below. Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)</p>
<p>This information is required, including that related to warnings regarded as "spent" in order to ensure safer recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.</p>
<p>Explanation of any gaps: Please explain here any gaps in employment, education or training since leaving full time education.</p>

References

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references.

Please give the name and address of two persons from whom references may be obtained, **one of these should be your current employer/Head Teacher**. If not currently working with children or vulnerable adults, then one reference should be from a previous employer in a role related to this client group, if applicable. **References from friends or relatives will not be accepted**. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

(1) Name:

Company/
School:

Position:
(Head
teacher if
school)

Employer Previous Employer (please tick)

Non-employer (e.g. educational tutor)

(2) Name:

Company/
School:

Position:
(Head
teacher if
school)

Employer Previous Employer (please tick)

Non-employer (e.g. educational tutor)

Address: (including Post Code)

Address: (including Post Code)

Telephone No:

Telephone No:

E-mail

E-mail

Protection of Children

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975 (as amended in 2013 and 2020).

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.

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If shortlisted for an interview you will be required to disclose to us information about any:

- adult cautions (simple or conditional);
- **unspent** conditional cautions;

- **unspent** convictions in a Court of Law; and
- spent convictions that are not protected as defined by the Rehabilitation of Offenders Act

Are you on List 99, POCA/POVA Lists, disqualified from working with children or vulnerable adults or subject to any sanctions imposed by a regulatory body i.e. ISA

Yes No

In order to comply with our Valuing Diversity Policy please indicate if you require any adjustments to the selection process

Yes No

If YES, please give details in your application with regard to any disability

Do you wish to **job share?** (if available)

Yes No

Current legislation means that you will need to provide documentary evidence (for example National Insurance Number) showing your entitlement to work in the UK. You should be aware that you will be asked to provide this prior to appointment.

Are you related to any member of the Academy or Governing Body?

If Yes, please give details

Yes No

Data Protection Act

In completing this application form you should refer to the Recruitment Privacy Notice sent out with this document. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

Declaration

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form are correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.

Signature:

Date:

This form, when completed, should be returned to the address stated in the advert:

recruitment@thebishopfrasertrust.co.uk

Relevant skills, knowledge and experience

Please use this page to show how you meet items on the Person Specification.
(Continue on an additional sheet if necessary)