

**Fir Tree Primary School**

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**CONFIDENTIAL**

**APPLICATION FORM FOR SUPPORT STAFF POSTS**

Post Applied for:	
Where did you see this post advertised:	

<b>PERSONAL DETAILS</b>	
Surname:	First Name:
Previous Surname: (if applicable)	Title:
National Insurance no.:	
Address:	Telephone numbers
	Home: .....
	Mobile: .....
Postcode:	Work: .....
Email:	

Do you require permission to work in the UK? YES/NO (You will be required to provide evidence of eligibility to work in the UK)
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<b>REFEREES</b> – Please give the names and contact details of two referees, one of whom should be your present/most recent employer.	
1. Name:	2. Name:
Position/Job Title:	Position/Job Title:
Address:	Address:
	Postcode:
Postcode:	
Telephone:	Telephone:
Email:	Email:
Relationship to yourself:	Relationship to yourself:

**References will be taken up prior to interview. If you are successful at interview, any offer of employment will be subject to receipt of two satisfactory references in addition to other pre-employment checks.**



**EDUCATION & TRAINING**

Please give details of any educational, technical and/or professional qualifications (Secondary school and higher). If you are currently studying please provide details of the qualification concerned. Please also provide details of courses undertaken that you did not complete. If study was on a part time basis please specify. All qualifications relevant to the post are checked.

Dates From/To	School/College/University attended (Name & address)	Subject(s) Taken	Qualification (Grades/Results)

**Work Related Training** (Please give details of relevant training/CPD)


**SUPPORTING STATEMENT (please attach a separate document)**

Please read the job description/person specification and, on no more than two sides of A4, give details of your skills, abilities, achievements and experience (including outside interests) which you think would be useful in this job. Within this statement, please detail examples of your successes within your career, including previous and current roles

**When could you take up your duties if appointed?**

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**Please provide details and date of any overseas country you have either lived or worked in.**

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**Canvassing**

In order to ensure transparency in the selection process please state whether you are related to, or in a close personal relationship with, a Governor or employee of Newbury Academy Trust.

Name

Relationship

Position

**Convictions/Disqualifications** *if you are successfully shortlisted for interview you will be asked to complete and return a criminal records self-disclosure form; you will also be subject to online checks. Appointment to this post is subject to an Enhanced DBS with Barred List Check.*

**Rehabilitation of Offenders Act 1974**

If you are applying for a position that involves contact with children or vulnerable adults or handling data of a sensitive nature you are required under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 to declare any information about convictions, past cautions or prosecutions pending (unless these are subject to filtering under the DBS guidance). These include motoring offences other than fixed penalty notices. If you are successfully shortlisted for interview you will be required to complete a Rehabilitation of Offenders Act 1974 self - declaration form as part of the interview process.

The existence of 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.

If the DBS check discloses a conviction, caution, reprimand or warning which you have failed to disclose on your application, this may disqualify you from appointment, or result in summary dismissal if the discrepancy is identified after appointment.

**DBS barred lists**

It is a criminal offence to apply for or accept a position (paid or unpaid) working with children and vulnerable adults if you are excluded from such work by virtue of inclusion on the DBS barred list. A copy of the DBS Code of Practice is available on the gov.uk website.

**Childcare Disqualification Regulations**

If the position you are applying for comes under these regulations you will also be required to complete a separate declaration form as part of the recruitment process.

**Declaration**

I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed.

I understand that if I am appointed, personal information about me will be computerised for personnel/employee administrative purposes in accordance with the relevant Data Protection legislation, including the General Data Protection Regulations (GDPR – 2016/679) and any UK legislation which supports it. This may include analysis for management purposes and statutory returns. In submitting this form, I give my authority for use of my personal data for the purposes outlined above.

**Signature****Date**

All information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this form may be held on an electronic database. If your application is unsuccessful your details will be kept for a period of six months and will then be destroyed.



