Fir Tree Primary School

Fir Tree Lane, Newbury, Berkshire, RG14 2RA

Tel: 01635 42129

Email: office@firtree.newburyacademytrust.org

Web: www.firtreeschool.co.uk

CONFIDENTIAL

CONFIDENTIAL	OM TO PLO
APPLICATION FORM FOR SUPPORT STAFF POS	TS
Post Applied for:	
Where did you see this post advertised:	
PERSONAL DETAILS	
Surname:	First Name:
Previous Surname: (if applicable)	Title:
National Insurance no.:	
Address:	Telephone numbers
	Home:
	Mobile:
Postcode:	Work:
Email:	
	VIII () ()
Do you require permission to work in the UK? (You will be required to provide evidence of eligibility	
REFEREES – Please give the names and conto your present/most recent employer.	act details of two referees, one of whom should be
1 Name:	2 Name:

REFEREES – 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.

PRESENT/MC	OST RECENT PO	OST			
Name:					
Full address:	:				
Type of busi	ness:				
Position held:		Present Salary:			
Date of appointment:		Date of resignation:			
FUII/Part-tim	Full/Part-time:		Hours worked:		
Reason for I	eaving:				
education incl Recent Post of	ne most recent fir luding part time,	full time and unpaid work. Eform. Provide explanations	employment history detailed from the contract of the contract	ed in Present/Most	
From (month/year)	To (month/year)	Name & Location of Employer	Position Held & Salary	Reason for leaving	
		. ,			
		ONAL ORGANISATIONS			
Please indic	cate members	ship of any organisatior	n(s) relevant to the job.		
Name of or	ganisation	Type of memb	pership Is men	nbership current?	

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.

rom/To	School/College/University attended (Name & address)	Subject(s) Taken	Qualification (Grades/Results)
10111/10	diferided (Name & dadiess)		(Grades/Results)
		•	•
ork Relate	ed Training (Please give details of releva	ınt training/CPD)	
UPPORIING	G STATEMENT (please attach a sepo	arate document)	
	d the job description/person specifi	ication and, on no more	e than two sides of A4,
lease read			
jive details	s of your skills, abilities, achievemen		
ive details vhich you	think would be useful in this job. Wi	ithin this statement, plea	ase detail examples of
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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 you details will be kept for a period of six months and will then be destroyed.

Newbury Academy Trust Fir Tree Primary School

EQUAL OPPORTUNITIES MONITORING FORM

Post Ref:		Closing date				
Name				Date of Birth		
Newbury Academy Trust supports the principle of equal opportunities in employment and opposes all forms of unlawful and unfair discrimination. To assist in the monitoring of this policy applicants are asked to provide the following information in order to ensure that all applicants are treated fairly and appointed solely on their suitability for the post. This information will be treated as strictly confidential and will only be used for monitoring purposes. It will not be taken into consideration for short listing or interviewing purposes.						
Gender						
Male		Female \Box	<u>Identify</u>	in anothe	rway 🗌	Prefer not to say
Disability						
The definition of a disability, as outlined in the Equality Act 2010 is as follows: "A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities."						
Do you conside	er your	self to have a disc	ability the	at falls und	er this defi	nition? Yes No 🗌
If yes please give details: Please indicate on the application form details of any special needs you may have in taking up the post for which you are applying.						
Ethnic Backgro	ound (n	nark one box only	/)			
White British		White Irish	ĺΠ IV	White gyps raveller	sy/	Other White
Black African		Black Caribbear		Other Black		
Bangladeshi		Indian	□ F	Pakistani		Other Asian
White & Black Caribbean		White & Black African		White & As	ian 🗌	Other mixed parentage
Chinese		Other ethnic gro	oup [Prefer not	to say
Signed:						