



The Athelstan Trust

Application Form: Support Staff

Position applied for:

Closing date:

1. Personal Details

Surname:

Forename(s):

Address:

Title (Mr, Mrs, Miss, Ms, Dr, other):

Telephone No (mobile):

Telephone No (home):

Date of Birth (optional):

Postcode:

E-Mail Address:

2. Education

Name of School/College/University attended	Dates	Qualifications gained

Please include any higher degrees in this section:

3. Professional Training and Development (please include details of any relevant training or staff development)

Centre/Institution attended	Course	Date
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4. Interests

Please include any hobbies, sports, voluntary work in this section

5. Current/Most Recent Employment (most recent if currently unemployed)

Employer's Name:

Employer's Address:

Position:

Grade/Salary:

Date Commenced:

Date of Leaving (if applicable):

Postcode:

Period of Notice:

Brief description of duties/responsibilities:

6. Other Previous Employment (chronologically listed - most recent first - please account for any gaps in employment)

Employer's Name and Address	Dates	Position	Brief outline of responsibilities

7. Personal Statement (your personal statement should provide evidence/examples of how you meet the person specification and your ability to carry out the job description)

It is recommended that you use the headings provided to structure your statement.

8. Referees

Please give the names, addresses and occupations of two referees, one of whom should be your present or last employer

Name of First Referee:

Name of Second Referee:

Organisation:

Organisation:

Address:

Address:

Postcode:

Postcode:

E-mail address:

E-mail address:

Telephone number:

Telephone number:

Occupation:

Occupation:

Please note that all references will be taken up prior to interviews.

I give permission for my references to be requested:

(signature)

9. Criminal Convictions or Cautions

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)?

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Y/N)?"

If you have answered yes to either question, please give details below.

Please see information below before answering this question.

A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Candidates should be aware that all posts at The Athelstan Trust involve responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. 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>

Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered 'spent' under the terms of the Act.

Please give details of **ALL RELEVANT** convictions, cautions, reprimands or warnings:

10. Data Protection

The Athelstan Trust collects, stores and uses personal information in accordance with our data protection policy. Further information can be found in the Privacy Notice on our website. As explained in our Privacy Notice, where we are processing personal data with your consent you may change or withdraw your consent for us to process data by emailing admin@theathelstantrust.org

I hereby give my consent to The Athelstan Trust processing the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the school. I acknowledge that my application will be treated the same regardless of whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying the Data Protection Manager at the school.

11. Other Declarations

Are you related to any member of the governing body (any canvassing direct or indirect will disqualify)

Yes

No

If yes, please give details:

Will you require sponsorship to work in the UK?

Yes

No

Are you able to produce documents if requested at interview which demonstrate that you are entitled to work in the UK?

Yes

No

Do you have a full UK/EU driving Licence?

Yes

No

To the best of my knowledge and belief, the information on this application form is correct.

Signature:

Date:

Print name:

Please return this completed application

- By e-mail to sjones@theathelstantrust.org
- Or by post in an envelope marked 'Confidential' to:

Sian Jones
The Athelstan Trust
Lowfield Road
Tetbury
Glos GL8 8AE

12. Equal Opportunities Monitoring Form

This form is separate from the main application form. Your answers will be treated in the strictest confidence and the information you provide will only be used for monitoring purposes. How you complete this form has no connection to the evaluation of your application in any way.

Post applied for:		
Full name		
Gender	Male	
	Female	
	Prefer not to say	
Which age group do you apply to?	Under 20	
	21 – 29	
	30 – 39	
	40 – 49	
	50 – 59	
	60 and over	
Which of the following best describes your Ethnic origin?	White:	British <input type="checkbox"/>
		Irish <input type="checkbox"/>
		Other <input type="checkbox"/>
	Black or Black British:	Caribbean <input type="checkbox"/>
		Africa <input type="checkbox"/>
		Other Black background <input type="checkbox"/>
	Chinese or other ethnic group	Chinese <input type="checkbox"/>
		Any other ethnic group <input type="checkbox"/>
	Mixed:	White & Black Caribbean <input type="checkbox"/>
		White & Black African <input type="checkbox"/>
		White & Asian <input type="checkbox"/>
		Other Mixed Group <input type="checkbox"/>

	Asian or Asian British:	Indian <input type="checkbox"/>
		Pakistani <input type="checkbox"/>
		Bangladesh <input type="checkbox"/>
		Other Asian <input type="checkbox"/>
	If "other" please specify:	
Do you consider yourself as having a disability?		
If you have a disability what equipment, adaptations or adjustments to working conditions would assist you in carrying out your duties?		