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| **ASSOCIATE STAFF APPLICATION FORM** |

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| **Position Applied For:** | **School Applied For:** |
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| **1: Personal Details** | | | | | | | | | | | |
| **Title** |  | **Surname** |  | | | | | | | | |
| **Forenames** |  | **Previous Name(s) / NA** |  | | | | | | | | |
| **Address** |  | **Date of Birth** |  | | | | | | | | |
| **Home Telephone** |  | | | | | | | | |
| **Work Telephone** |  | | | | | | | | |
| **Mobile** |  | | | | | | | | |
| **Email** |  | | | | | | | | |
| **Post Code** |  | **National Insurance No** |  |  |  |  |  |  |  |  |  |

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| **2: Current (or most recent) Employment** | | | | | | | | | |
| **Post Held** |  | | | | **Date Appointed** |  | | | |
| **Employer ‘s Name** |  | | | | **Current Scale/Salary** |  | | | |
| **Employer’s Address** |  | | | | **Notice Required**  *(if necessary)* |  | | | |
| **Date of Leaving**  *(if applicable)* |  | | | |
| **Reason for Leaving**  *(if applicable)* |  | | | |
| **Please Provide a Brief Description of Duties of the Post** | | | | | | | | | |
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| **3: Previous Employment (starting with most recent)** | | | | | | | | |
| *Beginning with the most recent, all periods since leaving full-time education should be accounted for e.g. unemployment, voluntary work, raising a family or any part-time work undertaken whilst in education.* | | | | | | | | |
| **Name of Employer** | | **Period of Service** | | **Position / Role /**  **Main Responsibilities & Grade** | | | **Full/**  **Part-Time** | **Reason for Leaving** |
| **From**  **mm/yy** | **To**  **mm/yy** |
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| **Please give details and an explanation of any gaps in your employment history.** | | | | | | | | | |
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| **4: Own Educational Journey** | | | | | | | | | |
| Please give details of all nationally recognised qualifications awarded/results awaited; from **GCE Advanced Level to Further Degree Leve**l or their equivalents in chronological order starting with the first.  Copies of essential qualifications will be required on appointment. | | | | | | | | | |
| **Name of Educational Establishment** | | **From**  **mm/yy** | **To**  **Mm/yy** | **Qualifications Gained** | | **Full/**  **Part-Time** | | **Date Awarded**  **(dd/mm/yyyy)** | |
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| **5: In-Service Training / Continuous Professional Development (last four year, earliest first)** | | | | | | | | | |
| **Please include all appropriate training you have undertaken in school (arranged by your employer) and outside of school (that may have either been arranged by your employer or yourself).** Note: CPD is the process of tracking and documenting the skills, knowledge and experience that you gain both formally and informally as you work, beyond any initial training. It's a record of what you experience, learn and then apply. INSET/CPD is process where professionals record and reflect on their own professional learning and development. | | | | | | | | | |
| **Organising Body** | **Course Title** | | | | **Awards (if any):** | | **Length of Course** | | |
| **No of Day(s)** | | **Date**  **dd/mm/yy** |
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| **6: Membership of Professional Bodies** | | | | | | |
| Please list any professional bodies of which you are a member: | | | | | | |
| **Institution or Association** | **Level of Membership** | **Membership Number** | | **How Obtained (i.e. election of qualification)** | | **(dd/mm/yyyy)** |
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| **7: Letter of Application / Personal Statement** | | | | | | |
| In support of your application you are invited to attach a letter or personal statement stating your reasons for applying, in particular any experience, skills, knowledge, training and qualifications relevant to the post applied for**.** | | | | | | |
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| **8: Safeguarding** | | | | | | |
| **The Mercian Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**  This post involves working in a school and is exempt from the provisions of the Rehabilitation of Offenders Act 1974. If you are to be recommended for the post you will be subject to a Disclosure and Barring Service check. It will be an enhanced DBS disclosure. You must therefore disclose any convictions, cautions, warnings, reprimands, bindings over or other pending prosecutions or criminal investigations. Failure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions to which an order applies. | | | | | | |
| Do you have any unspent and unfiltered spent criminal convictions, disqualifications, cautions or driving offences? | | | **Yes** | | **No** | |
| Are you barred from working with children or subject to any sanctions imposed by a regulatory body (e.g. GTC/Teaching Agency)? | | | **Yes** | | **No** | |
| If you have answered yes to either of the above questions, please provide dates and brief details here: | | | | | | |
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| **9: Asylum and Immigration Act 1996** | | |
| It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, the European Economic Area and the Commonwealth, provided they have a right of abode in the UK. Therefore, before you commence working here you must provide evidence to demonstrate your right to be in or work in the United Kingdom. If you are appointed to a post in the School you will receive further guidance. | | |
| Have you a right to work in the United Kingdom? | **Yes** | **No** |
| Is this subject to a Work Permit? | **Yes** | **No** |

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| **10: Disclosure of Relationship** | | |
| A candidate for any post within The Mercian Trust who knows that he/she is related to any Governor / Trustee Member or employee of the Trust, must disclose the relationship. A candidate who fails to disclose such a relationship is disqualified for appointment and if appointed is liable to dismissal without notice. | | |
| Are you related to anyone within The Mercian Trust? | **Yes** | **No** |
| If Yes, who and the relationship. |  | |

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| **11: Monitoring Equality & Diversity** |
| The Mercian Trust is committed to a policy of ensuring equality of opportunity in employment for all, and to taking action to avoid discrimination. Job applicants are considered only on their ability to do the job for which they are applying. To see whether this policy is effective we need to monitor the gender marital status, age, ethnic origin and disabilities of job applicants and you are therefore requested to provide the monitoring information outlined below.  The information will be used only to monitor the school’s practices and will be treated confidentially. It will not be revealed outside the school except as part of an overall equal opportunities statistical report which could not identify individuals. All unsuccessful application forms are destroyed after six months. |

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| **Ethnicity** | **Workforce census code** | | | **Please tick** |
| White | WBRI | British English Welsh Northern Irish Scottish | |  |
| WIRI | Irish | |  |
| WIRT | Traveller of Irish Heritage | |  |
| WROM | Gypsy / Roma | |  |
| WOTH | Any other White background | |  |
| Mixed | MWBC | White and Black Caribbean | |  |
| MWBA | White and Black African | |  |
| MWAS | White and Asian | |  |
| MOTH | Any other Mixed background | |  |
| Asian or Asian British | AIND | Indian | |  |
| APKN | Pakistani | |  |
| ABAN | Bangladeshi | |  |
| CHNE | Chinese | |  |
| AOTH | Any other Asian background | |  |
| Black or Black British | BCRB | Black – Caribbean | |  |
| BAFR | Black – African | |  |
| BOTH | Any other Black background | |  |
| Other ethnic group | ARAB | Arab | |  |
| CHNE | Chinese | |  |
| REFU | Refused/Prefer Not to Say | |  |
| OOTH | Any other ethnic group | |  |
| **Other Ethnic Group** - *please confirm:* | | |  | |

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| **Age** | **Please**  **tick** |
| Below 25 |  |
| 25 - 34 |  |
| 35 - 44 |  |
| 45 - 54 |  |
| 55 - 65 |  |
| 65+ |  |

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| **Gender** | **Please**  **tick** |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

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| **12: Disability** | | |
| Under the Disability Discrimination Act 1995 a disability is defined as ‘A physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out day-to-day activities.’ In this definition, long term is taken to mean more than 12 months and would cover long term illness such as cancer and HIV or mental health problems. | | |
| Do you consider that you have such a disability? | **Yes** | **No** |
| If Yes, what is your RD number? |  | |
| Please indicate if you have any special requirements to enable you to attend for interview. |  | |

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| **13: Health Record (state nature and duration of any illness during the past five years)** |
| Do you have any physical or mental impairment which may prevent you from carrying out the duties of the post? |
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| **14: Other Information** | | |
| Do you hold a valid driving licence? | **Yes** | **No** |
| Do you have daily use of a vehicle? | **Yes** | **No** |
| Do you have any penalty points on your licence? | **Yes** | **No** |

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| **15: References** |
| Please give names, addresses and status of two referees who have given permission for their names to be used and to whom The Mercian Trust may refer as to your suitability for the post. If possible, at least one reference should be from your current or most employer. If you have recently left full-time education, please ensure you include a Head Teacher/College/University Principal (or their representative) as one of your references. |

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| **Current of most recent employer – First Referee** | | | |
| **Title** |  | **Name** |  |
| **Organisation** |  | **Position Held** |  |
| **Address** |  | **Capacity** |  |
| **Email Address** |  |
| **Contact Number(s)** |  |
| **May contact before interview** | **Yes  No** |

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| **Second Referee** | | | |
| **Title** |  | **Name** |  |
| **Organisation** |  | **Position Held** |  |
| **Address** |  | **Capacity** |  |
| **Email Address** |  |
| **Contact Number(s)** |  |
| **May contact before interview** | **Yes  No** |

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| **16: Data Protection Act** |
| The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of The Data Protection Act 1998 the information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and / or electronically and if unsuccessful your application will be disposed of after 6 months. |

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| **17: Permission for Contact** | | | | |
| If you are short-listed for interview, please provide the preferred number you would like us to contact you on. | | |  | |
| **18: Declaration** | | | | |
| I hereby certify that all the information given on this form is correct to the best of my knowledge and that all the questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may render my application invalid or after appointment could lead to disciplinary action or dismissal.   I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management | | | | |
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| **Signature** |  | **Date:** | |  |

**The Mercian Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

**Please return the completed form to: Lin Koo, Executive PA to the CEO.**

**Email: Lin.Koo@the.merciantrust.org**