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| **APPLICATION FORM – SUPPORT STAFF**    **CONFIDENTIAL**  **PLEASE RETURN TO:**  **HR Team**  **Generations Multi Academy Trust**  **Goffs-Churchgate Academy,**  **College Road, Cheshunt, Herts, EN8 9LY**  **EMAIL TO: recruitment@generationsmat.herts.sch.uk**  **This application form has been designed to adhere to our strict safeguarding policy.**  **Thank you for your interest in our vacancy at the Generations Multi Academy Trust**  **Your application form will play a very important part in the selection process. The information you provide will help us to decide whether your skills, abilities, experience, knowledge and qualifications meet the requirements of the job for which you are applying. Guidance notes are available at Appendix C.** | | | | | |
| **Please answer each section by typing in the grey box.** | | | | | |
| **Role Applied For:**  **Academy:** | | | | **Closing Date:** | |
| **1. ABOUT YOU** | | | | | |
| **Title (Ms, Mr, Mx etc.):** | **Forename(s):** | | | **Surname:** | |
|  |  | | |  | |
| **Address:**  **Town:**  **County:**  **Postcode:** |  | | | | |
| **Telephone number:** | | | **Mobile phone number:** | | |
|  | | |  | | |
| **Email address (please print clearly):** | | |  | | |
| ***PLEASE NOTE: Under the Asylum & Immigration Act 1996, if your application is successful you will be asked to provide documentary evidence of your entitlement to work in the UK before you commence employment.*** | | | | | |
| **Are you eligible to work in the UK?** | | | | | **Yes** **No** |
| **National Insurance Number** | | | | |  |
| **Do you need a work permit or sponsorship certificate to work in the UK?** | | | | | **Yes** **No N/A** |
| **Do you require further leave to remain?** | | | | | **Yes No** |
| **If yes, please clarify your status:** | |  | | | |

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| Office use only. PLEASE LEAVE BLANK |

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| **2. PRESENT EMPLOYMENT** | | | |
| **Please provide details of your present or most recent employment.** | | | |
| **Name of school/current employer:** |  | | |
| **Job Title:** |  | | |
| **Address:** |  | | |
| **Town:** |  | **Postcode:** |  |
| **Name of school/current employer (if currently employed by an Agency):** |  | | |
| **Current Salary** |  | **Any additional benefits, if applicable** |  |
| **Date appointed to this position:** |  | **Date available to take up a post with the Trust:** |  |
| **Reason for leaving if no longer employed:** |  | | |

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| **3. PREVIOUS EMPLOYMENT** | | | |
| **Please provide details of any other employment or work experience. If you require additional boxes provided here, please continue using Appendix A of this form.** | | | |
| **Employed from:** |  | **To:** |  |
| **Name of Company/Employer:** |  | | |
| **Address:** |  | | |
| **Town:** |  | **Postcode:** |  |
| **Position held:** |  | **Salary:** |  |
| **Reason for leaving:** |  | | |

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| **Employed from:** |  | **To:** |  |
| **Name of Company/Employer:** |  | | |
| **Address:** |  | | |
| **Town:** |  | **Postcode:** |  |
| **Position held:** |  | **Salary:** |  |
| **Reason for leaving:** |  | | |

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| **4. PLEASE PROVIDE DETAILS OF ANY GAPS IN YOUR EMPLOYMENT HISTORY** | | | |
| **Please provide details of any gaps in your employment which lasted longer than one month and state the reason. All information provided will be kept strictly confidential. Example of employment gaps include carer responsibilities or travelling abroad. If you have more than two gaps, please use an additional sheet.** | | | |
| **From:** |  | **To:** |  |
| **Reason:** |  | | |
| **From:** |  | **To:** |  |
| **Reason:** |  | | |
| **5. YOUR EDUCATION FROM AGE 11** | | | |
| **Please provide information about your education from aged 11 including qualifications taken and grades received.** | | | |
| **Attended from:** |  | **To:** |  |
| **Name and address of Educational Establishment:** |  | | |
| **Examinations Taken and Grades Achieved by Subject:** |  | | |

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| **YOUR HIGHER EDUCATION FROM AGE 16** | | | |
| **Attended from:** |  | **To:** |  |
| **Name and address of Educational Establishment:** |  | | |
| **Examinations Taken and Grades Achieved by subject:** |  | | |

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| **YOUR UNIVERSITY EDUCATION** | | | |
| **Attended from:** |  | **To:** |  |
| **Name and address of Educational Establishment:** |  | | |
| **Examinations/Degree(s) Taken and Grades Received:** |  | | |

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| **7. PROFESSIONAL QUALIFICATIONS/REGISTRATION** | | |
| **Please list any qualifications/registrations you have gained, i.e. ACCA, HLTA.**  **Please note: you may be required to produce original certificates/documents especially if a qualification/registration listed is required or relates to the position for which you are applying.** | | |
| **Name of Professional Body** | **Membership Number/Grade** | **Date Obtained** |
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| **8.** **RELEVANT TRAINING COURSES ATTENDED IN RELATION TO THIS ROLE** | | |
| **Please list any training courses you have attended/completed which you believe are relevant to the position for which you are applying. Please enter the course title and a very short description describing the contents of the course.**  ***Please note: you may be required to produce original certificates/documents especially if a qualification/registration listed is required or relates to the position for which you are applying.*** | | |
| **Course Title and Short Description** | **Date(s) attended** | **Length of course** |
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| **9. STATEMENT IN SUPPORT OF APPLICATION** |
| **Please use this section to describe how you believe you meet the requirements for the position for which you are applying and why you are the most suitable candidate. Draw upon your previous experience and your hobbies and interests to support your statement.**  **Please use additional sheets if required. Please note: this box will expand as you type.** |
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| **10. REFERENCE 1** | | | |
| **Please provide the names and contact details for two individuals who are able to provide you with a reference. One of these must be your most recent or current employer or if you are just leaving education, your course tutor. If providing email addresses, the email account must be an employer’s email address. No personal email accounts are accepted.**  **References will be taken up prior to interview where possible (please advise if you would prefer that we do not contact an employer ahead of interview). Please ensure that the details you provide are accurate.** | | | |
| **Title (Ms, Mr, Mx etc.):** | **Forename(s):** | | **Surname:** |
|  |  | |  |
| **Position:** |  | | |
| **Organisation:**  **Address:**  **Town:**  **County:**  **Postcode:** |  | | |
| **Telephone number:** | | **Mobile phone number (if known) :** | |
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| **Email address:** |  | | |

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| **REFERENCE 2** | | | |
| **Title (Ms, Mr, Mx etc.):** | **Forename(s):** | | **Surname:** |
|  |  | |  |
| **Position:** |  | | |
| **Organisation:**  **Address:**  **Town:**  **County:**  **Postcode:** |  | | |
| **Telephone number :** | | **Mobile phone number (if known):** | |
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| **Email address:** |  | | |

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| **11. RECRUITMENT MONITORING** | |
| **Where did you see or hear about this job?** |  |

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| **12. PROTECTION OF CHILDREN** |
| **We are committed to the safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.**    **All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are “protected”. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the** [Ministry of Justice website](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)**.**  **All shortlisted candidates will be required to self-declare their criminal record and provide any information which would make them unsuitable to work with children. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. If you are unsure whether you need to disclose criminal information, you may wish to contact** [Nacro](https://www.nacro.org.uk/criminal-record-support-service) **or** [Unlock](http://hub.unlock.org.uk/contact/) **for impartial advice.**  **It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**  **Further information on Generation Multi Academy’s Policy for the Recruitment of Ex-Offenders can be viewed** [here](https://goffs.s3.amazonaws.com/uploads/key_information/R19-Policy-on-Recruitment-of-Ex-Offenders-Trust-September-2021-2023.pdf?t=1670940157)**.** |

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| **13. GENERAL** | |
| **Might you be interested in job sharing if this was an option for the role?** | **Yes No** |
| **Please give details of any dates within the next two months when you will not be available for interview. Please note that we are unable to guarantee an alternative date.** |  |
| **Do you hold a current full driving licence?** | **Yes No** |
| **Do you have regular use of a vehicle?** | **Yes No** |
| **Please declare any relationship with an employee of the Trust, outlining their name, position and nature of the relationship.** |  |

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| **14. DECLARATION** | |
| **I confirm that the information given on this Application Form is true and correct to the best of my knowledge. I understand that if the information I have supplied is false, misleading, partially true or incomplete in any wat, it may automatically disqualify me from appointment or render me liable to dismissal without notice.**  **I also confirm that I am not barred from engaging in regulated activity with children.**  **For the purposes of the Data Protection Act 2018, I hereby confirm that by completing this form, I give my consent for Generations Multi Academy Trust to process the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and electronic files. I understand that, if my application is successful, the information provided in this form will be retained on my personal file; if my application is unsuccessful, all documentation relating to my application will be destroyed by confidential shredding in 6 months.** | |
| **I confirm I have read and understood the above.**  ***Please type your name in the signature box if you are completing this application electronically.*** | |
| **Signed:** | **Date:** |

**APPENDIX A**

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| **PREVIOUS EMPLOYMENT** | | | |
| **Please use this form to continue to provide details of your previous employment experience. Please copy and paste or photocopy this page as many times as you need to.** | | | |
| **Employed from:** |  | **To:** |  |
| **Name of Company/Agency:** |  | | |
| **Address:** |  | | |
| **Town:** |  | **Postcode:** |  |
| **Position held:** |  | **Salary (optional):** |  |
| **Reason for leaving:** |  | | |

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| **Employed from:** |  | **To:** |  |
| **Name of Company/Agency:** |  | | |
| **Address:** |  | | |
| **Town:** |  | **Postcode:** |  |
| **Position held:** |  | **Salary (optional):** |  |
| **Reason for leaving:** |  | | |

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| --- | --- | --- | --- |
| **Employed from:** |  | **To:** |  |
| **Name of Company/Agency:** |  | | |
| **Address:** |  | | |
| **Town:** |  | **Postcode:** |  |
| **Position held:** |  | **Salary (optional):** |  |
| **Reason for leaving:** |  | | |

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| --- | --- | --- | --- |
| **Employed from:** |  | **To:** |  |
| **Name of Company/Agency:** |  | | |
| **Address:** |  | | |
| **Town:** |  | **Postcode:** |  |
| **Position held:** |  | **Salary(optional):** |  |
| **Reason for leaving:** |  | | |

**APPENDIX B**

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| **EQUAL OPPORTUNITIES MONITORING** | | | |
| **The Generations Multi Academy Trust is committed to monitoring the effectiveness of its employment policies. This is endorsed by the Equal Opportunities Commission and the Commission for Racial Equality. The following questions are designed to assist in this procedure and in no way relate to the selection process. Your responses will not be shared with the recruitment panel.** | | | |
| **What gender do you identify as?** |  | | |
| **Date of birth (DD/MM/YY):** |  | | |
| **Do you consider yourself to be:** | | | |
| **White - British** | **White - Irish** | | **White –**  **Greek/Cypriot** |
| **White – Turkish** | **White – Gypsy** | | **White –**  **Turkish Cypriot** |
| **White – Kurdish** | **White –**  **Irish Traveller** | | **Any other**  **White background** |
| **Mixed White & Black**  **Caribbean** | **Mixed White &**  **Asian** | | **Mixed White &**  **Black African** |
| **Any other mixed**  **background** | **Black or Black**  **British - African** | | **Black or Black**  **British - Caribbean** |
| **Any other Black**  **Blackground** | **Asian or Asian**  **British - Indian** | | **Asian or Asian**  **British - Pakistani** |
| **Asian or Asian**  **British – Bangladeshi** | **Asian or Asian British –**  **East African Asian** | | **Any other Asian**  **background** |
| **Chinese** | **Any other ethnic**  **Group** | |  |
| **The Equality Act 2010 defines a disability as follows: a person has a disability if she/ he has a physical or mental impairment which has a substantial and long-term adverse effect to his/her ability to carry out normal day-to-day activities.** | | | |
| **Do you consider yourself to have a disability?** | **Yes** | | **No** |
| **If yes, please tell us if you have any specific requirements in relation to attending an interview or to assist you at work?** | |  | |

**APPENDIX C**

**Guidance Notes on completing this Application Form**

The following information is designed to assist you in your application for this job.

Please read carefully.

Applications should be typewritten or completed legibly in black ink to allow for photocopying. Please do not send in your C.V. In the interests of fairness, all applications must be made on the school’s official application form.

We want to try and ensure that everyone applying for a job with us has a fair chance and the application form is the first stage in the recruitment process which may lead to a possible job offer. It is therefore very important that you complete all sections of the application as clearly and fully as possible. If you have any difficulty in completing this application form or if there is something on the form that you do not understand, please contact the school who will be happy to help you.

Make sure you return your application form so that we receive it before the closing date and time. This will be stated on the advertisement.

**Job Description and Person Specification**

Every advertised post has a job description and a person specification. The job description outlines the main duties of the job. The person specification sets out the knowledge, skills, qualifications, and experience required and provides the criteria against which you will be assessed.

We will decide who to invite for an interview by comparing what you tell us in your application form with what we have asked for in the person specification. It is therefore vital that you clearly explain how your skills and experience match the requirements outlined in the person specification.

On the person specification we list the criteria in two ways:

* Essential (e.g. the minimum skills, qualifications or experience which you must have in order to do the job); and
* Desirable (these are not essential but are additional to the minimum requirement to do the job).

In the event that all the applicants meet the essential criteria, the selection panel may use the desirable criteria to assess and decide which applicants further meet the additional requirements of the job and should be invited for an interview (or to the next stage as indicated).

**Equality of Opportunity**

The Generations Multi Academy Trust strives to be an equal opportunities employer and is committed to diversity amongst its staff. We therefore encourage and welcome applications from people of minority ethnic origin and people with disabilities, as well as candidates from other groups. We will make any reasonable adjustments for disabled people to enable equal access to the recruitment process and on-going employment.

Our actions are guided by our core values which outline our principles as an organisation and govern how we work. We expect everyone at the Generations Multi Academy Trust to be committed to equality and fairness in all aspects of their work.

**Disclosure & Barring Service**

A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service (DBS) 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.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of ‘spent’ convictions. Further information is available via the [Ministry of Justice website](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account.

**Filtering of Cautions and Convictions**

Information is available from: www.gov.uk/government/organisations/disclosure-and-barring-service

**Completing your Application Form**

Please enter these details on the application form so that we can identify which job you are applying for. The job title can be found on the advertisement.

**Employment History**

All experience is valued and we recognise that many people have worked in a variety of situations even if it has not been full time paid employment. Please list any work experience you have which you think would help you in the job for which you are applying, including voluntary work, temporary jobs, part-time or vacation work.

**Education and Training**

Please use this section to provide details of any qualifications or training that you have completed or are currently undertaking. Include any special skills training, day release, or evening classes. You may be asked to provide proof of qualifications and training either at interview, or if you are offered the job.

**Relevant Experience**

This is where you tell us how you meet the selection criteria for the job. Your application will be assessed against the criteria detailed in the person specification. Do not repeat your job history, but look at the specific requirements of the job and provide evidence that you have the skills, abilities and experience to meet those requirements. Give specific examples if possible. The evidence you provide does not necessarily have be work based - it may be experience you have gained at home raising a family, doing voluntary work or from activities that you do in your spare time.

**References**

References will be required for all jobs within schools. One referee must be your current or most recent employer for which you worked with children.

It is the school’s policy to approach current employers regardless of whether candidates give them as referees. If you request that a referee is not approached before interview, this will be considered. Other references should include previous/ most recent employers. If you have not been employed before, you should give the names of teachers or lecturers who know you sufficiently well to comment on your ability to do the job. You can also give the names of professional people who know you well, and who are not friends or relatives. It is helpful if your referees are aware that you have used their name before we contact them.

Finally, do not forget to sign and date your application form. If you send your application form to us electronically, please type your name in the signature box.