



Application for Support Post

Post applied for:

Personal Information

Surname:	Mr / Mrs / Miss/ Ms / Other:	First Name(s):
Address:		National Insurance No:
E-mail address:		Do you have a full driving licence? YES/NO
Telephone (Home):		Do you have a car you use for work? YES/NO
Telephone (Mobile):		Will you need a work permit if appointed to this post? YES/NO
Telephone (Work):		

Present Post

Start Date	Employer	Job Title	Salary and Benefits
Period of notice required:		Reason for leaving:	
Key Responsibilities:			

Previous Employment (paid or unpaid)

Start Date	Employer	Job Title	Salary and Benefits
Date of leaving:			
Reason:			
Key Responsibilities:			
Start Date	Employer	Job Title	Salary and Benefits
Date of leaving:			
Reason:			
Key Responsibilities:			
Start Date	Employer	Job Title	Salary and Benefits
Date of leaving:			
Reason:			
Key Responsibilities:			

Please continue on a separate sheet if required

Qualifications

Name of School/College/University	From	To	Full details of qualifications gained, including subjects, grades, class or division

If you have had any period(s) of time which is not accounted for in education/training and employment (as listed in previous sections of this application form), please give full details here (continue on a separate sheet if necessary).

Training Course (relevant to post)	Duration of Course	Date

Hobbies & Interests	
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Supporting Statement

Please use this space to give details of any responsibilities, skills, experience and achievements which help to make you a suitable candidate for this post. This may include examples both in and outside of work e.g. voluntary, clubs, societies etc.

Please continue on a separate sheet if required

Canvassing

Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of the School?	YES/ NO
If yes, please give details (Canvassing may disqualify your application or, if appointed, may make you liable to dismissal)	

References (References will only be required for candidates shortlisted for interview.)

Please state below, details of two people to whom reference may be made before interview. (not relatives, friends or people with whom you live). We reserve the right to ask you for further referees or contact previous employers if necessary.

Notes: Give the names and addresses of two references, one of whom should be your present or last employer if you have had paid or voluntary employment. If you have not worked previously, then please give details of a school/college/university official.

Name	Name
Address	Address
Position	Position
Telephone No	Telephone No
Email Address	Email Address

Disclosure and Barring Record Information

An offer of employment is conditional upon the Trust receiving an Enhanced Disclosure from the DBS which the Trust considers to be satisfactory. If you are successful in your application you will be required to complete a Criminal Records Bureau Disclosure Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service.

The Trust is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) must be declared. 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. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the Trust's objective assessment procedure (a copy of which is available from the Trust on request).

Have you been convicted by the courts of any criminal offence that is not protected?

Yes / No

Is there any relevant court action pending against you?

Yes / No

Have you ever received a caution, reprimand or final warning from the police that is not protected?

Yes / No

If 'YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.

Statement by Applicant

- 1. I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.**
- 2. I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.**
- 3. I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.**
- 4. I consent to the referees named on this application form being contacted and supplying a reference about me to Dragonfly Education Trust.**
- 5. I understand that the school will process the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. For further data processing information refer to, 'Data Protection: Pre-Employment Personal Data', found on the jobs page at www.writhlington.org.uk/contact/job-vacancies/**

Signature

Date

Please indicate where you saw this post advertised:



Equal Opportunities Monitoring Form

We aim to ensure that all applicants receive fair, equal and relevant treatment. To help us in this, we would like you to complete the relevant boxes below. The information will be kept strictly confidential

Post applied for:		
Full Name:	Date of Birth:	Male / Female:
Ethnic Origin (NB: Categories as defined by the Office of Population Census and Surveys OPCS) – please tick relevant category		
White Group	British	Irish
	English	Scottish
	Welsh	Cornish
	White	Cypriot
	Greek	Turkish
	Other	
Mixed Groups	White & Black Caribbean	White & Black African
	White & Asian	Black & Asian
	Black & Chinese	Black & White
	Chinese & White	Mixed Race
Asian Group	Indian & British Indian	Pakistani, British Pakistani
	Bangladeshi, British Bangladeshi	Other Asian, British Asian
	Mixed Asian	
Black Group	Caribbean	African
	Other Black & Black British	Mixed Black
Other Ethnic Groups	Chinese	Africa – no colour defined
	Middle East	Arab
	Any Other Group	

My Nationality is:	
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Religion NB: Categories as defined by the Office of Population Census and Surveys OPCS) – please tick relevant category.		
Christian	Buddhist	Hindu
Jewish	Muslim	Sikh
All other religions	No Religion	

Disability

Do you consider yourself to be a disabled person?	Yes / No
If yes, please indicate your impairment below:	
Do you meet the disability definition in the Disability Discrimination Act 1995?	Yes / No
If so please provide details.	
Please indicate if you need any particular aids or modifications to assist you in attending for interview or carrying out the duties of this post.	

For information the definition is as follows:

A person has a disability if he or she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities

I confirm that the above details are correct:	
Signed:	Date: