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Twyford Church of England

Academies Trust

**APPLICATION FORM**

**FOR SUPPORT STAFF POST**

**VACANCY INFORMATION**

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| **Post applied for:**       | **School:**       |
| **Where did you see this job advertised?**  |
|  **TES** **[ ]  Local Council** **[ ]  LinkedIn** **[ ]  Other social media** **[ ]  LDBS** **[ ]**  **Word of Mouth** **[ ]  Email from school** **[ ]  Existing employee** **[ ]  Other:**  |

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Title:**       | **Surname:**       | **Forenames:**       |
| **Previous names & date of change (if applicable):**      | **Date of Birth:**       |
| **Present address:**      | **Home address (if different):**       |
| **Nationality:**       | **Telephone (Home):**       |
| **NI Number:**       | **Telephone (Work):**       |
| **Email:**       | **Telephone (Mobile):**       |
| **Are you eligible to work in the UK? Yes** **[ ]  No** **[ ]**  | **Do you need a work permit? Yes** **[ ]  No** **[ ]** **If yes, please state the expiry date of your current work permit:**       |

**REFERENCE DETAILS**

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| **Details** | **Reference 1** | **Reference 2** | **The Governors invite you, if you wish, to give the name of a priest/minister/religious leader as a further referee.** |
| **Name** |       |       |       |
| **Address** |       |       |       |
| **Job title** |       |       |       |
| **Telephone** |       |       |       |
| **Email**  |       |       |       |

**References will be taken up before any offer of employment is made. Reference may be made to your present or most recent employer if not quoted above. If you do not wish us to do this, please tick the box** **[ ]**

**EDUCATION & TRAINING**

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| **Education** |
| **Secondary School & Address** | **Dates attended** | **Examination subject** | **Grade** |
|       |       |       |       |
| **University or College** | **Dates Attended** | **Degree/Class of Award** |
|       |       |       |
| **Professional & other qualifications** |
|       |

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| **Training** |
| **Relevant courses attended (in last five years)** | **Dates attended** |
|       |       |

**EMPLOYMENT**

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| **Present or most recent employer** |
| **Name & address of employer** |       | **Your job title** |       |
| **Main duties & responsibilities** |       | **Dates of employment** |       |
| **Reason for leaving** |       | **Current salary** |       |

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| **Employment history continued** |
| **Employer** | **Job title** | **Main duties & responsibilities** | **Dates employed** | **Reason for leaving** |
|       |       |       |       |       |
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**FURTHER INFORMATION**

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| **Faith** |
| **If you are a practising member of a Christian Church, please state the name and address of the Church you attend:** |
| **We welcome as teachers in this school, people of many faiths and cultures. We do, however, ask that they are in sympathy with the aims of this Church of England School. Please state why this school is an appropriate choice for you:**  |

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| **Criminal history** |
| **The position you are applying for involves contact with children & is exempt from the Rehabilitation of Offenders Act 1974 & all subsequent amendments (England & Wales). For this position you are not entitled to withhold information about police cautions, “bind overs”, or any criminal convictions including any that would otherwise be considered “spent” under the Act.****Have you ever been convicted of any offence or “bound over” or given a caution? Yes** **[ ]  No** **[ ]** **If Yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure”.** **You should be aware that if your application is successful the school will be required to undertake pre-employment checks including an Enhanced DBS check and take up of references.** |

**SUPPORTING LETTER**

**Please give details of your experience, skills, abilities and any additional information which you think would be useful in this post. This may include spare-time activities, unpaid work, voluntary work, languages spoken etc. This letter should be written separately and enclosed with this application form. This supporting letter should not be more that 2 sides of A4 (12pt).**

**DECLARATIONS**

* **I confirm that to the best of my knowledge the information on this form is correct.**
* **I understand that, in accordance with UK employment law, should I be shortlisted for the post for which I am applying, I will provide for the Governing Body, as employer, an original document \* showing my entitlement to work in this country. (\*Acceptable documents include a birth certificate issued in the UK or Eire, a valid passport, and/or visa or any relevant authorisation allowing you to work in this country)**
* **I understand that successful candidates will be required to produce proof of identity and proof of qualifications, and will be requested to complete a confidential medical questionnaire.**
* **I will be able to produce certificates, which confirm my academic and professional qualifications.**
* **I understand that wilful falsification or omissions may, if I am appointed, result in my dismissal.**
* **I declare that I am not on the Barred List, the Prohibited from Teaching List or disqualified from working with children.**
* **I consent to the processing of personal data as defined in the General Data Protection Regulation 2018.**
* **I understand that if my application is successful the Trust will apply for a DBS Enhanced Disclosure at the appropriate level.**

**Signature:** **Date:**

**Under the terms of the General Data Protection Regulation 2018, the information supplied will be treated in confidence, but may be used internally for other registered purposes**

**PLEASE RETURN THIS FORM AND YOUR SUPPORTING LETTER TO:**

**HR/Recruitment, Twyford C of E Academies Trust, Twyford CofE High School, Twyford Crescent, Acton, London W3 9PP**

**Tel: 020 8752 0141 Email:** **recruitment@twyfordacademies.org.uk**

**PLEASE DO NOT SEND A CV.**

**The Twyford Church of England Academies Trust is a charitable company limited by guarantee registered in England & Wales. Registered Number: - 07648968**

**Registered Office: - Twyford C of E High School, Twyford Crescent, Acton, London W3 9PP**