**VENN Academy Trust**



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| **Application For:- Support Staff Only** | | |
|  | **Venn Academy Trust**  Job Title:  Closing date:  Contact Number: |  |

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| **PART 1** |  | **Application for Employment** |  | **CONFIDENTIAL** |

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| **Before completing please ensure that you refer to the guidance contained in the ‘Information for Applicants’.** | | |
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| **Personal Details** | | | |
| Title (Mrs,Mr,etc.): | First/Other Names: | Address:      Post Code: | |
| Surname/Family Name: | |
| Previously known as: | | National Insurance No.: | |
| Do you require a work permit?  Yes  No  If you already hold a work permit when does it expire?      /     / | | Preferred Contact Tel No:  (Work/home/mobile)  **E-mail address**\* | |
| **\*If an e-mail address is provided this will be our preferred method of communication.** | | | |

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| **General Information** | |
| Are you related to any member of staff at Venn Academy Trust ? Are you related to a Member or Director of Venn Academy Trust? Are you related to a person within the Governing Body of the Academy you are applying for ?  If “Yes” give Name, Position and Relationship. | Yes  No |
| If you are successful will this be your only job?  If ‘’No’’ state weekly hours and nature of additional work. | Yes  No |
| What period of notice are you required to give?  AND/OR  What is the earliest date could you start, if offered the job? |  |

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| **References** | | | |
| Please give details of two referees. **One must be your current or if currently unemployed, your most recent employer**, and should not be a family member unless they are either your current or previous employer.  **If you do not currently work with children or (vulnerable) adults but have done so in the past, you must provide a reference from your most recent employer who employed you to work with children or (vulnerable) adults.** If the referee is school or college based, the reference should be confirmed by the head/principal (if the referee is not the head or principal)  If you have never been employed, please give details of two people who know you well, but are not family members, such as community or voluntary group members/leaders. | | | |
| **Current or most recent employer** | | **Second Reference** | |
| Name: | | Name: | |
| Organisation and Position: | | Organisation and Position: | |
| How do you know this person? | | How do you know this person? | |
| Address: | | Address: | |
| Post Code: | Tel: | Post Code: | Tel: |
| E-mail address\*: | | E-mail address\*: | |
| **\*If an e-mail address is provided this will be our preferred method of communication.** | | | |
| References are requested for all short-listed candidates prior to interview. | | | |

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| **Declaration** | | | |
| In submitting this application (whether signed or not) I declare that I am the person referred to on the form and that the information I have given in all parts of this application is true, complete and correct and authorise Venn Academy Trust to contact any current or former employers at the appropriate stage to confirm the details provided.  I understand that canvassing (seeking support from) any Member, Director, Governor or Senior Member of staff of Venn Academy Trust or Headteacher in connection with this appointment or knowingly not stating such a relationship will disqualify me.  **I understand that if I give incorrect information or a false statement this will lead to the withdrawal of any job offer, or if I am given the job this will result in disciplinary proceedings likely to result in my dismissal from the employment.**  In accordance with the Immigration, Asylum and Nationality Act 2006 I am entitled to work in the United Kingdom. I shall produce such original documentation as you shall request to evidence my right to work.  I confirm that I have read and understood the enclosed/attached Applicant Privacy Notice in respect of the processing of my personal data. | | | |
| Signed: |  | Date: |  |
| **IMPORTANT: You must complete all parts of the application form. We do not normally accept C.V.s either on their own, or if sent with an application form.** | | | |
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**Venn Academy Trust operates a NO Smoking at work policy**

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| **CONFIDENTIAL** |  |

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| **Equal Opportunities in Employment – Monitoring Form** | | | |
| **IMPORTANT: Please read the notes on the following page before completing. This form is not part of the selection process. Please complete in full.** | | | |
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| **General:** | **What is your ethnic group?** | | |
| How did you first find out about this job, where | **a) White** | | *Please tick* |
| did you see the job advertised? | British | |  |
|  | Irish | |  |
| **Current employment status:** | Any other White background | |  |
| Are you currently in paid work? | (*please give details)* | | |
| Yes  No | **b) Mixed** | | *Please tick* |
| **If no, how long have you been** | White and Black Caribbean | |  |
| **unemployed?** | White and Black African | |  |
| Less than 6 months | White and Asian | |  |
| Between 6 and 18 months | Any other Mixed background | |  |
| More than 18 months | (*please give details)* | | |
|  | **c) Asian or Asian British** | | *Please tick* |
| Do you have sole responsibility for a child | Indian | |  |
| under 16? Yes  No | Pakistani | |  |
| Would this job be a promotion? | Bangladeshi | |  |
| Yes  No | Chinese | |  |
| Do you work for Venn Academy Trust? | Any other Asian background | |  |
| Yes  No | (*please give details)* | | |
| **What is your gender?** | **d) Black or Black British** | | *Please tick* |
| Male  Female | Caribbean | |  |
| Is your gender identity the same as the | African | |  |
| gender you were assigned at birth? | Any other Black background | |  |
| Yes  No | *(please give details)* | | |
| **What is your date of birth?** | **e) Other Ethnic Group** | | *Please tick* |
|  | Arab | |  |
| **Do you consider yourself to be disabled?\*** | Gypsy/Romany/Irish Traveller | |  |
| Yes  No | Any other | |  |
|  | *(please give details)* | | |
| *(\*see definition of disability on the following* |  | | |
| *page)* | **What is your sexual orientation?** | | |
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| **Application form submission:** | Bisexual  Heterosexual /straight | | |
|  | Gay man  Prefer not to say | | |
| Please complete all parts of this application | Gay woman/Lesbian  Other | | |
| form and submit it by the closing date stated |  | | |
| in the advert. | **What is your religion or belief?** | | |
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|  | Buddhist | Christian | |
|  | Hindu | Jewish | |
|  | Muslim | Sikh | |
|  | None | Prefer not to say | |
|  | Any other religion or belief | | |
| **Application queries** | *(please give details)* | | |
| **please contact Lynsey Cook (HRBP)** [lcook@vennacademy.org](mailto:lcook@vennacademy.org) |  | | |

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|  | **Applicant’s Number**  *(For office use only)* | | |
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| **Monitoring Form Guidance** |

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| **What are we trying to achieve?**  Venn Academy Trust is fully committed to achieving fairness and equality in employment and seeks to achieve a workforce which reflects the diversity of the community it serves. No job applicant or employee will be treated less favourably or disadvantaged, either directly or indirectly, on the grounds of gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age, marriage or civil partnership and pregnancy or maternity or any other unjustifiable reason.  **Why do we ask for information?**  Our recruitment and selection policies and procedures are reviewed regularly to ensure that all applicants are selected according to their merits and abilities. We use the information to check to what extent the people who apply to us for jobs, or who get jobs with us, are representative of the local community. This in turn helps us to judge whether our recruitment processes are fair and equally open regardless of background. Monitoring helps us to develop future initiatives and to overcome discrimination. It is, therefore, important that you complete the monitoring form in full.  **What happens to the form?**  The form will be separated from your application and will not be passed on to anyone involved in short-listing, selection or appointment for the job for which you are applying. It will be stored securely and confidentially. If you are unsuccessful this will be stored for a period of six months and then confidentially destroyed. Should you be successful the data will be held on your personal file and electronically for future workforce monitoring purposes. |

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| **Disabled Applicants** |

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| Under the Equality Act 2010, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.  Applicants invited to interview will be asked to let us know of any reasonable adjustments which are needed to ensure the interview is accessible. |

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| **Application For:- Support Staff Only** | | |
|  | **Venn Academy Trust**  Job Title:  Closing date:  Contact Number: 01482 xxx |  |

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| **PART 2** |  | **Application for Employment** |  | **CONFIDENTIAL** |

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| **Details of present or (if unemployed) your last job** | | |
| **Please read the person specification. This part of the application form will be used to assess how you meet the requirements for the job.** | | |
| Are you currently unemployed? Yes  No  If yes, please give your reason(s) for leaving: | | |
| Name and Address of Employer and contact details | Job Title: | |
| Grade:  Salary: | Employed in this job  From:  To: |
| **Give a brief description of your present, or (if unemployed) your last job:** | | |

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| **Details of all previous employment**  **Please read the person specification. This part of the application form will be used to assess how you meet the requirements for the job. Start with your most recent job (please give reasons if there are periods when you haven’t worked).** |

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| Name and address of employer and contact details | Job title | Salary/Grade | Dates employed | | Brief job details | Reason for Leaving |
| From | To |
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| ***Important:*** Continue any section on a separate sheet if necessary but please ensure that your National Insurance number is entered on the top right of the sheet. **Do not put your name on continuation sheets. You must complete all parts of the form.** | | | | | | | |

**Relevant skills, qualifications & training**

Please give details of qualifications obtained and training received which are relevant to the job for which you are applying **(refer to the person specification).**

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| **Educational and Vocational Qualifications** | Level | | Grade | | Date Obtained |
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| **Professional Qualifications/Membership of Professional Bodies** | Grade/Class | | | | Date  Obtained |
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| **Relevant Training and Development**  **(Specify valid dates for statutory training e.g. first aid)** | | | | | Date |
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| **Driving licence/car/motorcycle ownership**  **This section need only be completed if driving is mentioned in the person specification as an essential requirement of the job.** Please tick the appropriate box. | | | | | | |
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| Do you have you a full current driving licence? | | Yes | | No | | |
| Do you have full access to a car/ motorcycle? | Car | Yes | | No | | |
|  | M/c | Yes | | No | | |
| If you have any current penalty points please give details in the space below: | | | | | | |

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| **Personal Statement**  **Please state why you think you are suitable for this job.** |

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| Please describe what relevant qualities you can bring to this job. It is important that you refer to the Person Specification for the position you are applying for, giving both work and non-work examples as appropriate, as to how you meet the requirements of the job. |
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| **Relevant Experience:** |
| **Skills:** |
| **Knowledge:** |
| **Interpersonal/Communication Skills:** |
| **Further information to support your application:** |
| ***Important:*** Continue any section on a separate sheet if necessary but please ensure that your National Insurance number is entered on the top right of the sheet. **Do not put your name on continuation sheets. You must complete all parts of the form.** | |

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**PART 3 - DISCLOSURE OF CRIMINAL RECORDS/SANCTIONS**

If you are shortlisted, you will be required to provide details of any **unspent** convictions, cautions, reprimands and final warnings you may have and any **unprotected spent** convictions or cautions at the interview stage.

It is a criminal offence to apply for the role if you are barred from engaging in regulated activity relevant to children.