

Application for Appointment Support



Post applied for:	
School	

Please note:
<p>Please complete this application form in full. CVs will not be accepted. All applicants will be considered, based on suitability, regardless of their age, sex, marital status, pregnancy or maternity, race, gender reassignment, sexual orientation, religion & belief or disability. If you have a disability that affects the completion of this form, please contact us and an alternative method will be found. The Personal Details provided will not be considered during shortlisting.</p>

Section 1 - Personal Details	
First Name(s):	Surname:
Title:	Former name(s)
Address (including postcode):	Preferred telephone no:
	Email address:
National Insurance Number:	

Section 2 - Other Information	
Are you related to any employee, pupil, director or governor at Venn Academy Trust? If so, please provide details including name, position and relationship.	
Do you have a right to work in the UK?	
Have you lived or worked outside the UK in the last 10 years? If so, additional checks may be required in order to comply with safe recruitment practices	
Do you hold a current driving licence? Do you have access to a vehicle (if identified on the person specification)?	
How much notice are you required to give?	

Section 3 - Education, Qualifications and Training (Secondary and Further/Higher Education)

School, College or University	Qualification/Subjects	Dates studied (From and To)	Grade/Results obtained

Section 4 - Details of any education or in-service training courses undertaken in the last 4 years

Title	Date	Duration of course

Section 5 - Membership of professional organisation		
Professional Organisation	Grade	Date of membership

Section 6 - Details of current (or most recent) employment	
Employer:	Position:
Employer's address:	Telephone:
	Email:
Full/Part time:	Permanent/Fixed-term:
Start date:	Leaving date (if appropriate):
Current salary:	Any allowances:
Summary of main duties and responsibilities:	
<p style="text-align: center; font-size: 48px; opacity: 0.3; font-family: serif;">V E N N</p>	

Section 7 – Details of previous employment. Please start with the most recent. (Continue on separate sheet if necessary)

Dates		Name & address of employer	Job role and summary of key responsibilities (Including grade, salary and if full or part time)	Reason for leaving
From	To			

Section 8 – Gaps in employment history

Date from	Date to	Reason for the gap

Section 9 – Personal Statement

Please take this opportunity to detail how your knowledge, skills, experience and personal qualities evidence that you meet the requirements for this post. It is important that you read carefully, the job description and person specification for the post you are applying for to enable you to do this. You may wish to use details of both your current and previous jobs, as well as any voluntary work, or your personal interests.



Please continue on a separate sheet if necessary

Section 10 - References

Please give the details of two referees, **one of which must be your current employer** (or last employer, if currently unemployed). The referee should not be a relative, unless they are your current (or last) employer. If you are in, or have just completed full time education, one referee should be from the Headteacher/Principal of that College/University.

Where you are not currently working with children or vulnerable adults, but have done so in the past, one referee must be from the employer by whom you were most recently were employed to work with children of vulnerable adults.

If you have never been employed, please give details of two people who know you well (not relatives) such as community or voluntary group members/leaders.

First referee	Second referee
Name:	Name:
Position:	Position:
Relationship to you:	Relationship to you:
Organisation:	Organisation:
Address:	Address:
Email:	Email:
Tel. No:	Tel. No:

-Please note that references are requested for all shortlisted candidates prior to interview-

Section 11 – Declaration

I declare that to the best of my knowledge and belief, the information given in this application form are true and accurate. I understand that any false or misleading information, or a significant omission, may disqualify me from my appointment and lead to the withdrawal of any job offer, or after appointment could lead to disciplinary action or dismissal.

I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed as equivalent to submission of a signed version and will constitute confirmation of the declaration.

Signed:	Date:
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Important Information

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the person specification.

Data Protection

In line with the General Data Protection Regulations (GDPR), we have a duty to inform you that the information you provide on this form will be used to process your application for employment. To find out how we use your personal data for the purposes of recruitment, please see our privacy notice.

Rehabilitation of Offenders/DBS

The post for which you are applying, requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions/current court proceedings and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability, and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn. Please note that it is a criminal offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

As part of the Trust's commitment to safe recruitment in line with 'Keeping Children Safe in Education 2022', an online search will also be carried out as part of our recruitment process.

Equality Monitoring

Venn Academy Trust promotes the equality of opportunity for all, with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. No applicant will be treated less favourably or disadvantaged, either directly or indirectly on the basis of their gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age, marriage or civil partnership, pregnancy or maternity or any other justifiable reason.

Venn seeks to achieve a workforce which reflects the diversity of the community it serves. The information provided helps us check to what extent applicants and employees are representative of the local community.

Please note that the information provided on the following page will be removed from the application form and will be used purely for monitoring purposes. The information will not be shared with those involved in the shortlisting process.

Applicants invited for interview will be asked to let us know of any reasonable adjustments which might be required to ensure the interview is accessible.

Section 12 - Sensitive Information (Monitoring purposes only)

Ethnicity:	Religion/Belief:
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Marital Status:	Sexual Orientation:
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Date of birth:	Gender Identity:
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Are your day-to-day activities significantly limited because of a health condition or disability which has lasted, or is expected to last, at least 12 months?

Yes		No		Prefer not to say	
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If yes, please indicate whether this is a physical impairment, sensory impairment, learning disability or difficulty, long-standing illness, mental health condition, development condition, or other	
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