

**Job application form**

**Support Staff**

**If you need assistance or support in completing this form, please contact us (**[**hr@andaras.org**](mailto:hr@andaras.org)**)**

Please fill in all sections of the form using black ink/type. The information you provide will help us make a fair decision in the selection process

An Daras Trust is an equal opportunities employer and is also fully committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers must share this commitment. As part of safeguarding requirements we conduct an online search of all shortlisted candidates. All offers of employment are subject to the satisfactory completion of safer recruitment checks and references including an enhanced DBS check. Right to Work in the UK and qualifications will also be checked.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). This means that certain convictions and cautions are considered ‘protected’ and do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

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| **Role applied for** |  |
| **School/Location** |  |

**About you**

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| --- | --- | --- | --- |
| **Title** |  | **First name(s)** |  |
| **Surname** |  | | |
| **Previous surname(s)** |  | | |
| **Home address** |  | **Home telephone number** |  |
| **Mobile phone number** |  |
| **Email** |  |
| **Postcode** |  | **National Insurance Number** |  |

**Your current or most recent employer**

If you are applying for your first job please provide any voluntary work/work experience details

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| **Name of current or most recent employer** |  | | |
| **Address of current or most recent employer** |  | | |
| **Telephone number of employer** |  | | |
| **Job title** |  | | |
| **Date appointed** |  | **Date left (if applicable)** |  |
| **Notice required** |  | **Present Salary** |  |
| **Reason for leaving** |  | | |

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| **Key duties and responsibilities** |
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**Previous employment or experience**

Starting with your most recent appointment and working backwards, ensure all periods of time are accounted for, and any gaps in employment explained, for example unemployment, voluntary work, travel etc. You may attach an additional sheet if required. Please ensure there are no gaps in the history of your employment and other experience.

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| **Dates** | | **Employer or reason for gap** | **Job title, duties and responsibilities** | **Reason for leaving** |
| **From**  **DD.MM.YYYY** | **To**  **DD.MM.YYYY** |
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**Educational qualifications obtained from secondary, higher and further education**

Starting with your most recent and working backwards.

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| **Type of qualification**  (eg: GCSE, NVQ Degree etc) | **Subject title of qualification** | **Grade** | **Date achieved** |
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**Other training, courses and self-development**

Starting with your most recent and working backwards

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| **Name of provider/college** | **Title of course/training** | **Qualification (if relevant)** |
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**Membership of professional bodies**

Starting with your most recent and working backwards

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| **Institute or Association** | **Level of Membership** | **Membership Number** | **How Obtained**  **(e.g. election or qualification)** | **Date obtained**  **DD/MM/YYYY** |
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**Your supporting statement**

This is an important part of your application, it will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the job description, person specification telling us how your skills and experience match these. Use examples where possible and provide the outcome of action/s where applicable.

If you are applying for your first job provide examples of relevant experience that will help us decide your suitability.

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**Safeguarding children, young people and vulnerable adults**

We are all responsible for the safety of children, young people and adults who may be at risk. We must ensure that we are doing all we can to protect the most vulnerable members in our society. This responsibility applies to all An Daras employees and volunteers.

From your training and/or experience please give examples which demonstrate your knowledge and commitment to safeguarding and you would help protect children, young people and vulnerable adults.

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**Disclosure of interest**

**Please answer the questions below & if you answer yes, give details**

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| **Question** | **Yes** | **No** | **If yes, please give details** |
| Have you ever received a redundancy payment or pension from another education establishment or a local authority? |  |  |  |
| Are there any restrictions to you living and working in the UK which might affect your right to work for us? (eg: needing a work permit/visa) |  |  |  |
| If your job requires you to travel *(which will be clear from your job description / role profile)* do you hold a full valid current driving license? |  |  | **Not applicable for this question** |
| Do you have access to transport? |  |  | **Not applicable for this question** |
| Under the Working Time Regulations 1998, the Trust must monitor the hours worked by its employees. Please confirm whether this will be your only employment. If not, please provide details including days and hours worked / work pattern. |  |  |  |
| Are you currently attached to any recruitment agencies? |  |  |  |

Canvassing of any of our Trustees, Directors and/or employee of An Daras (asking them to help you get this role) directly or indirectly will disqualify your application. Also, if you fail to declare any relationship with a Trustee, Director and/or employee of An Daras your application may be disqualified, and if appointed you may be dismissed without notice

**Please answer the questions below & if you answer yes, give details**

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| **Question** | **Yes** | **No** | **If yes, please give details** |
| Are you related to, or have you formed any relationship (personal, financial or professional) with any current Director, Governor or employee of An Daras? |  |  |  |
| Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? |  |  |  |
| Have you ever been the subject of a formal disciplinary procedure? |  |  |  |
| Have you ever been dismissed from any previous employment? |  |  |  |

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| **References** |
| Please provide **at least TWO** references. **Do not use friends or relatives.** We will ask for references prior to interview if you are shortlisted. One of the referees must be your present/most recent employer and normally no offer of employment will be made without reference to them. If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities are acceptable as referees.  If any of your previous roles (paid or voluntary) involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is ‘time expired’) and whether you have been subject to a child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. If you have any concerns, please contact the school you are applying to.  Your referees will be asked about your suitability to work with children and at least one of your referees must be able to comment on your teaching abilities. We reserve the right to approach any of your previous employers in connection with this application. References will be requested by email where possible and it is your responsibility to ensure that your referees consent to their details being provided |
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| **Please note: If you are shortlisted for interview we will call for references before your interview** |

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| **First referee details**  This **must** be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college or university). | |
| **Full name:** |  |
| **Job title:** |  |
| **Employer:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Email:** |  |
| **Telephone number:** |  |
| **Relationship to you:** |  |
| **Did this role involve working with children, young people and/or vulnerable adults?** |  |

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| **Second referee details**  If you have worked with children, young people or vulnerable adults in the past, but are not currently, this must be the most recent employer by whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice. | |
| **Full name:** |  |
| **Job title:** |  |
| **Employer:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Email:** |  |
| **Telephone number:** |  |
| **Relationship to you:** |  |
| **Did this role involve working with children, young people and/or vulnerable adults?** |  |

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| **Third referee details**  If you have worked with children, young people or vulnerable adults in the past, but are not currently, this **must** be the most recent employer by whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice | |
| **Full name:** |  |
| **Job title:** |  |
| **Employer:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Email:** |  |
| **Telephone number:** |  |
| **Relationship to you:** |  |
| **Did this role involve working with children, young people and/or vulnerable adults?** |  |

**How we protect your information**

Details of how we use and store the personal information that you have supplied with your application can be found in the ‘Privacy Notice- Applicants’ which is part of the advert pack

**Your declaration**

I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed I am liable to dismissal without notice if this information on this form is later proved to be inaccurate.

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| **Signed:** |  | **Date:** |  |

Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.

If you have completed this form on behalf of the applicant, please add your details

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| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |
| **Name** |  | **Telephone number:** |  |

Thank you for taking the time to complete this application form please return it to [Recruitment@andaras.org](mailto:Recruitment@andaras.org)

Or by post to An Daras Trust, HR, Central Office, Units 3 & 4 Tamar Business Park, Pennygillam Industrial Estate, Launceston, PL15 7ED