

Application for Employment - School Support

Please complete in black ink or complete electronically and return to, Mrs Zoe Bratt, Abingdon Learning Trust, Hendred Way, Abingdon, Oxon, OX14 2AW or by email to recruitment@abingdonlearningtrust.org together with the completed Applicant Monitoring Form and Confidential Disclosure.

Post details			
Post applied for		Reference	
Personal details			
Title (Mr, Mrs, etc.)			
First name			
Middle name			
Surname (family name)			
National Insurance number			

Address details	
House name/ number & street	
Address Line 2	
Town	
County	
Postcode	
Home phone	Area code number
Mobile phone	
Email address	Our main method of contacting you will be through the e-mail address you provide here)

Qualifications

Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications). If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

If you need to add further qualifications, please put these in the *Relevant Skills and Experience* section.

Name at time of qualification (if different)

Name of qualification	Subjects and grades or results expected	School/ College/ University attended	Date awarded (month/ year)

Membership of professional bodies

Please give details of any professional bodies to which you belong. If you need to add further bodies, please put these in the *Relevant Skills and Experience* section.

Name of professional body	Level of membership	Membership number	Date of membership

Training	
Please list any additional training you have undertaken which is relevant to the post for which you are applying. If you need to add further items, please put these in the <i>Relevant Skills and Experience</i> section.	
Name of course	Date completed (month/ year)

Relevant skills and experience
<p>Please show by giving examples of any experiences, behaviours and skills of how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life.</p> <p>This field will expand as necessary to contain your details. You can cut and paste information into this field, but formatting (bullet points, bold font, etc.) may be lost. It is advisable to save your work regularly.</p>

Please use this text field to describe your relevant skills and experience...

Referees			
<p>Please give details of at least two referees who can confirm that you meet the selection criteria for the post. Your referees should not be related to you in any way nor writing solely as a colleague or friend. If you are (or have recently been) employed, one must be your current or last employer.</p> <p>If you are (or have recently been) a student, one should be a senior staff member from your place of study.</p> <p>If you are not currently working with children or young people but have done so in the past, one referee should be from a senior manager in that organisation.</p> <p>Please note that we take up references for all shortlisted candidates and approach previous employers for information to verify particular experience or qualifications before interview.</p> <p>Please do not use hotmail email addresses. We will not accept references forwarded with your application.</p>			
Referees:	Referee 1 (Current or most recent line manager)	Referee 2	Referee 3
Title			
First name			
Surname (family name)			
Organisation name and position of referee			
Address			
Postcode			
Telephone (inc. area code)			
Fax number (inc. area code)			
Email address			
May we contact this referee without further authority from you?			

Additional details	
Is anyone in your household or family an employee or governor of the Abingdon Learning Trust?	
If you have answered "Yes" to the question above, please provide details:	
Do you require sponsorship under the UK points based registration system?	
If you answered "Yes" to the question above, please provide details	
When would you be available to start work?	
Where did you see this post advertised? (please tick).	
Website	<input type="checkbox"/>
Publication	<input type="checkbox"/>
Other	<input type="checkbox"/>
Please provide details of where you saw this post	
<i>Abingdon Learning Trust has a responsibility for and is committed to safeguarding and promoting the welfare of children and requires all staff to share this commitment. The successful candidate will be required to apply for a DBS check at an enhanced level.</i>	

Convictions policy

Abingdon Learning Trust applies the Safer Recruitment in Education standard to all appointments.

It is Abingdon Learning Trust's policy that you declare any unspent convictions when you are applying for a job with us. We are asking you for this information because we have a duty to balance our commitment to help ex-offenders find work with our need to protect the public and those in the school's care who are receiving its services.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they 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.

Due to the nature of the work for which you are applying we also need you to declare any spent convictions if they appear on the list of offences relevant to safeguarding children and vulnerable adults. If your application is successful and you did not disclose any convictions or other sanctions it could result in dismissal or disciplinary action being taken against you. Any

information you give will be completely confidential and will be considered only in relation to the job for which you are applying.

Please note that any offer of employment will be subject to satisfactory disclosure certificate from the Disclosure and Barring Service (DBS).

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

Offence	Date	Court	Sentence/Penalty

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

Offence	Date	Court	Sentence/Penalty

Prosecutions pending	
Do you have any prosecutions pending?	
If "Yes", please give details and proposed date of hearing:	
Details	Date of hearing

Data Protection Statement

Abingdon Learning Trust will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees and from carrying out security or DBS checks (when such checks are relevant to the post), to assess your suitability for employment with us, for administration and management purposes and for statistical analysis. We may disclose your information to our service providers and agents for these purposes and **by submitting this application form you are consenting to our processing this for the purposes above.**

Abingdon Learning Trust is an exempt charity and a company limited by guarantee.

Registered in England and Wales. Company No. 07931886

Registered Office: Hendred Way, Abingdon, OX14 2AW

If your application is unsuccessful, we will keep your information for 12 months in accordance with legal requirements and for administration purposes.

Details of our privacy policy can be found [here](#).

Under the Data Protection Act 2018 you have a right of access to the information we hold about you for which we may charge a small fee, and you have a right to correct any inaccuracies in your information. Please contact Mrs Zoe Bratt, Chief Financial Officer, Abingdon Learning Trust, Hendred Way, Abingdon, Oxon, OX14 2AW. Tel: 01235 200239.

Declaration

You cannot sign this form on screen. By submitting this form as an email attachment you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.

The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection statement contained in this document.

Signed		Date	
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Equal opportunities

Abingdon Learning Trust is an equal opportunity employer and is committed to promoting equality and social inclusion. Abingdon Learning Trust operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help Abingdon Learning Trust monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.

This information is confidential and does not form part of your application. It will be detached from your application form when it is received, and the information will not be taken into account when making the appointment.

Information for candidates with a disability

Abingdon Learning Trust welcomes applications from all sectors of the community, including candidates with a disability.

Oxfordshire Employment Service (an Oxfordshire County Council Service) provides information, advice and guidance on employment-related issues to applicants with a disability or long term health condition. For more information contact 01865 791606.

The Disability Discrimination Act 1995 defines disability as "a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities."

Arrangements if selected for interview

If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were invited to interview:

- Interview information on audio tape
- Interview information in large print format
- Sign language or other assistance with communication at interview

Other assistance details:

- Induction loop in interview room
- Wheelchair-accessible location for interview
- Car parking space for interview
- Facility for personal carer, assistant or other person to accompany you at interview

Other requirements – please give details:

Arrangements if appointed
Please give details below of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed.