

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.

Post details			
Post applied for		Reference	
Personal details			
Title (Dr, 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

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 always use organisational email addresses rather than personal (e.g. gmail, hotmail) email addresses where possible. 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	
<p>Is anyone in your household or family an employee or governor of the Abingdon Learning Trust?</p> <p>If you have answered "Yes" to the question above, please provide details:</p>	
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?	

Safeguarding
<p>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.</p> <p>The Trust's Safeguarding and Child Protection Policy is on the Abingdon Learning Trust website and on each School's website.</p> <p>It is an offence for a barred person to apply for a post in Regulated Activity.</p>

Convictions policy

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children and bring this to interview.

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.

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.**

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 on the Abingdon Learning Trust website.

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 Operating Officer, Abingdon Learning Trust, Hendred Way, Abingdon, Oxon, OX14 2AW. Tel: 01235 200239.

As part of the recruitment process, we may carry out an online search as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues which the school might want to explore during the interview stage.

<p>Declaration</p> <p>Providing any misleading or false information to support your application or canvassing Abingdon Learning Trust directly or indirectly for an appointment will disqualify you from appointment or if appointed will render you liable to dismissal without notice.</p> <p>I declare that I have understood and complied with the requirements laid down in the previous paragraph and I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 2018. I also understand that appointment to this post is subject to the 'Rehabilitation of Offenders Act' 1974 (Exceptions) (Amendment) Order 1986 requiring applicants for employment who will have access to child and young people to disclose all their previous criminal convictions, including 'spent' convictions, bind over orders and cautions.</p> <p>I understand that, if offered this post, the appointment will be subject to a DBS Disclosure, medical clearance and employment references, all of which are satisfactory to Abingdon Learning Trust.</p> <p>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.</p> <p>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.</p>

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 on the Applicant Monitoring Form.

This information is confidential and does not form part of your application.