



ASSOCIATE STAFF APPLICATION FORM

Please complete in black as this form may be photocopied.

1. APPLICATION FOR THE POST OF

2. PERSONAL DETAILS (BLOCK LETTERS PLEASE)

Surname:

First Name(s):

Email address:

Telephone number(s):
Home / work / mobile (please state)

National insurance number:

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3. EMPLOYMENT

Name and address of current / last employer:

Name and address of establishment where employed
(if different):

Postcode:

Nature of business:

Job Title / Post:

Date appointed:

Current annual salary or weekly wage:

Other benefits (if applicable):

Hours / sessions worked per week:

Notice required (or leaving date if last appointment):

Reason for leaving or for seeking other employment:

Brief description of duties:

Previous employment (most recent first and exact dates)

Include work/voluntary experience and any periods of unemployment.

Employer(s) name and address	Job title	Grade & salary/wage	Full or Part-time (give hrs)	Dates				Reason for leaving
				From		To		
				M	Y	M	Y	

Continue on separate sheet if necessary.

4. EDUCATION, TRAINING & QUALIFICATIONS

Dates		Secondary School/College/University	Qualification gained	Grade/class of degree	Date
From	To				

Other relevant training courses attended (Please continue on separate sheet if necessary)

Organising body	Course title	Length of course

Membership of Professional Bodies

Name of body	Type of membership	Date obtained

5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person specification. Continue on a separate sheet(s) if necessary, attaching these firmly to your form.

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6. REFEREES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees should be your present or most recent employer and normally no offer of employment will be made without reference to him/her. 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. References from family or friends will not be accepted. The East Midlands Education Trust reserves the right to approach any previous employer or manager.

The East Midlands Education Trust reserves the right to approach any previous employer or manager. Where references are taken up on short-listed candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

Name:	Name:
Status:	Status:
Organisation (if appropriate):	Organisation (if appropriate):
Address:	Address:
Postcode:	Postcode:
Telephone number:	Telephone number:
Email address:	Email address:
How long known?	How long known?

Do you give consent to us contacting your present employer prior to interview?

YES / NO

If no, you may wish to give reason(s) _____

7. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

8. DISCLOSURE OF CRIMINAL BACKGROUND

The Authority is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure and Barring Service.

Due to the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you must provide information about all convictions, including those which for other purposes are 'spent' under the Provisions of the Act.

Please answer the following questions.

Have you ever been convicted of a criminal offence? YES/NO

Have you ever been cautioned for a criminal charge? YES/NO

Are you at present the subject of a criminal charge? YES/NO

If YES to any of the above questions, please give brief details including dates.

9. GENERAL

Have you ever been the subject of formal disciplinary proceedings? YES/NO

If yes, please give details including dates:

You are required to declare below any relationship with or to a Trustee or member of staff within the East Midlands Education Trust.

Please state name, relationship and school (if relevant):

Please give details of any dates within the next 2 months when you will not be available for interview. However, if you are not available for interview on a specific date, we cannot guarantee being able to offer you an alternative date.

10. ADDITIONAL INFORMATION

Is there any other information relevant to the recruitment process that you would like to advise us of?

11. DATA PROTECTION PRIVACY STATEMENT

The personal data that you provide within your application will be used for shortlisting and interviewing purposes and for contacting you about the recruitment process. If you chose to complete the sections on the final two pages of the application form, this data will be used only for monitoring purposes and will be anonymised. Your application will be stored securely and only used for purposes directly relevant to the recruitment process.

If you are appointed, your application will be placed onto a secure employment file. Details for unsuccessful candidates will be destroyed six months after the recruitment process concludes.

We do not share information about you with any third party without your consent unless the law allows us to do so.

The school is the 'data controller' for the purposes of data protection law.

By ticking this box you are consenting for your data to be used as described above. You may withdraw this consent at any time.

12. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.

The East Midlands Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Signed _____

Date _____

**Please return your completed form to arrive by the closing date to Sue Linnell HR Manager at
linnells@josephwhitaker.org**

**If you have not received a reply within the next 6 weeks, you should assume that your application has been
unsuccessful.**

EQUAL OPPORTUNITIES MONITORING FORM

This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the recruitment panel.

In order to ensure that discrimination does not take place during the recruitment process, the recruitment panel will not see the information you provide on the following pages. However, your personal details are needed to process your application and Sections One and Two must be completed for your application to be considered.

1. PERSONAL DETAILS (PLEASE COMPLETE IN BLOCK LETTERS)	
Surname:	Forenames:
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)	Date of Birth:
Address for Correspondence:	
Home telephone no:	
Mobile telephone no:	

2. DISABILITY

The Equality Act 2010 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." The Act requires an employer to make "Reasonable Adjustments" to working conditions, in order to enable disabled applicants to have equal access to employment opportunities. The information disclosed here will only be used to enable a fair decision to be made and will not be used to discount applicants.

Do you consider yourself to have a disability? YES / NO

If you have answered Yes to the above, please answer the following question:

Is there any information that we need in order to offer you a fair selection interview?

Equality in Employment Statement

This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the Recruitment panel.

The East Midlands Education trust, together with the recognised Trade Unions, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of race, disability, gender, belief or religion, age or sexual orientation. This commitment will apply to recruitment and selection practices, training and promotion, in the application of national and local agreements, in respect of pay and conditions of services and in the provision of all services. One aim of this policy is to make sure that applicants for jobs are not discriminated against. The policy also aims to make sure that applicants are not disadvantaged by job conditions or requirements that are not relevant.

In order to monitor and ensure the successful development of this policy, all applicants for jobs are requested to complete the Recruitment and Selection Monitoring information detailed below and overleaf.

Please double click to check the box, as appropriate

Your gender – are you: Male <input type="checkbox"/>	Female <input type="checkbox"/>	Transsexual / Transgender <input type="checkbox"/>	Non-Binary <input type="checkbox"/>
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Your age 16-25 <input type="checkbox"/>	26-35 <input type="checkbox"/>	36-45 <input type="checkbox"/>	46-55 <input type="checkbox"/>	56 & over <input type="checkbox"/>
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I would describe my **ethnic origin** as: (please note this question does not refer to your nationality/country of origin)

White <input type="checkbox"/> English <input type="checkbox"/> Other British <input type="checkbox"/> Irish <input type="checkbox"/> Other white background (<i>please describe</i>) <input style="width: 100%;" type="text"/>	
Black or Black British: <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other Black background (<i>please describe</i>) <input style="width: 100%;" type="text"/>	Asian or Asian British: <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Other Asian background (<i>please describe</i>) <input style="width: 100%;" type="text"/>
Mixed (dual heritage): <input type="checkbox"/> Asian and White <input type="checkbox"/> Black African and White <input type="checkbox"/> Black Caribbean and White <input type="checkbox"/> Other mixed background (<i>please describe</i>) <input style="width: 100%;" type="text"/>	Other ethnic group: <input type="checkbox"/> Arab <input type="checkbox"/> Gypsy <input type="checkbox"/> Irish Traveller <input type="checkbox"/> Romany <input type="checkbox"/> Other ethnic group (<i>please describe</i>) <input style="width: 100%;" type="text"/>

What is your religion or belief ? <input type="checkbox"/> No religion/belief <input type="checkbox"/> Christian <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh

<input type="checkbox"/> Other religion (<i>please describe</i>): <input style="width: 100%;" type="text"/>

Other belief (please describe):

What is your sexual orientation?: Heterosexual Bisexual Gay man Lesbian

If you consider yourself to be disabled, please specify:
 Communication Hearing Learning Mental Health Mobility Physical Visual Other
Please give further details below if you wish:

How did you find out about this vacancy?

- East Midlands Education Trust Website
- National Press (please specify) _____
- Website (please specify) _____
- Word of Mouth
- Other (please specify) _____

APPEALS PROCEDURE

The East Midlands Education Trust operates a recruitment appeals procedure. If you consider that you have been discriminated against during recruitment because of your race, disability, gender, belief or religion, age or sexual orientation, send full details within 14 days of the alleged act taking place (or within 14 days of the recruitment procedure) to the HR Director, East Midlands Education Trust, c/o The West Bridgford School, Loughborough Road, West Bridgford, Nottingham, NG2 7FA. Please state the post title and the grounds on which it is considered that the discrimination has occurred.

DECLARATION

I consent to the collection, storage and use of my race, disability, gender, belief or religion, age or sexual orientation details. I understand that these details will not be used as part of the selection process. I understand that any use of these details will only involve producing anonymous statistics to monitor the effectiveness of the school's Equal Opportunity policy.

Signed _____

Date _____