 **Nexus Education Schools Trust**

**Application Form**

**Support Staff Only**

PLEASE COMPLETE

*The following information is necessary to ensure that full consideration*

|  |  |
| --- | --- |
|  Job Title: |  |
| Job Reference: |  |
| Closing date: |  |

*can be given to all candidates. The information given will be treated as*

*confidential. Please complete* ***all*** *pages of the application form in*

***black*** *ink or type.*

**Personal Details**

Surname: Title *(e.g. Mr, Mrs, Miss, Ms)*:

 *(please write ‘None’ if you prefer not to be classified)*

First Name(s):

Preferred First Name:

Previous Surname:

Address:

Post Code:

Tel *(home)*: Email *(home)*:

Tel *(mobile)*:

Tel *(work)*: Email *(work)*:

May we contact you at work? Yes [ ]  No [ ]

Do you require permission to work in the UK? Yes [ ]  No [ ]

Are you an existing employee of the Trust? Yes [ ]  No [ ]

If so, what school are you currently working at?

National Insurance Number:

**Employment Details**

Name & Address of Current or Most Recent Employer:

Post Held & Salary:

*(proof of salary may be required)*

Date Appointed:

Date Left or Notice Required to Give:

Reason for Leaving:

**Current Role –** *write a brief description of your present (or most recent) duties/responsibilities stating to who you reported (their position) and who reports to you if applicable.*

|  |
| --- |
|  |

**Previous Employment** *– please list* ***all*** *other**employment since leaving education*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| OrganisationName & Address | Post Held & Salary | Date Appointed | Date Left | Reason for Leaving |
|  |  |  |  |  |

**Gaps in Employment** *– please provide reasons for any gaps in your employment history*

|  |
| --- |
|  |

**Education, Qualifications & Membership of Professional Associations** *- please give details of education & qualifications obtained (GCSE or above) including any qualifications you are studying for now (with predicted grades). Evidence of these qualifications will be required.*

|  |  |  |
| --- | --- | --- |
| Name of School, College, University or Professional Association | Qualification or Membership Level | Date Achieved |
|   |  |  |

**Training** *– please give details of any training you have had, relevant to this job. Include any on-the-job training.*

|  |  |
| --- | --- |
| Title of Training Programme/Course & Brief Description | Date Started & Completed |
|  |  |

**Supporting Statement** *– please use an additional sheet if required. Set out why you are applying for the post & how you feel you meet the requirements of the Person Specification, e.g. skills & abilities, experience, knowledge etc. Give practical examples if possible and you may also include any voluntary or social activities if you consider them relevant to the role.*

|  |
| --- |
|  |

**References** – *Referees should have knowledge of your professional capacity, and one* ***must*** *be your current or most recent employer. Referees will be contacted if you are called for interview. If you have no previous employment then personal referees should be given however, family member references will not be accepted*

Name of Referee: Name of Referee:

*(current or most recent employer)*

Job Title: Job Title:

Org Name: Org Name:

Address: Address:

Post Code: Post Code:

Email: Email:

Tel No : Tel No:

Professional Professional

Relationship: Relationship:

Period Known: Period Known:

**An offer of employment will not be made until references have been received**

**Disclosure of Relationship**

Are you related to a member of the following: School staff, NEST Central Team, NEST Leadership Team, Member of a Local Committee, Trustee of NEST? Yes [ ]  No [ ]

If Yes, please state their name, role & department within NEST

Name:

Role:

School/Department:

**WARNING – Failure to disclose a relationship to a member of the above or a member of governance locally or centrally in NEST may lead to the termination of employment**

**Employment of People with Disabilities**

Do you consider yourself to have a disability? Yes [ ]  No [ ]

If yes, will you require any assistance if called for interview? *(Please give details)*

**Additional Information**

If you are unsuccessful for this post, would you be willing for your application form to be considered for other similar vacancies within Nexus Education Schools Trust? Yes [ ]  No [ ]

Do you have a full current driving licence? Yes [ ]  No [ ]

Do you have a car you can use for work? Yes [ ]  No [ ]

**Protection of Children & Rehabilitation of Offenders Act 1974**

Safeguarding questions will be asked at interview.

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974*.* The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Disclosure of a criminal background will not necessarily bar you from any appointment.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked further information about your criminal history during the recruitment process. If your application is successful, this self disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Have you ever been convicted of a criminal offence, considering the above statement?

Yes [ ]  No [ ]

If yes, please give detail:

Date: Offence:

Sentence:

Do you have a current DBS? Yes [ ]  No [ ]

**Data Protection (GDPR)**

Under the terms of the UK General Data Protection Regulations (GDPR), the information you provide on this form will only be used by Nexus Education Schools Trust (NEST) for the purposes of assessing your suitability for employment, monitoring policies and procedures and for personal management purposes.

NEST is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST are the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

For any position that you apply for, if unsuccessful, this information may be retained on file for 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend against a legal challenge to the fairness of the selection process from any interested party. The information you provide to us on this form may also be used in the prevention and detection of crime and fraud or shared with other bodies administering public funds solely for this purpose. For further information please refer to our Data Protection Policy available from the NEST HR Office.

**Applicant Declaration**

* I declare that the information I have provided is true and accurate and I have not omitted any material facts which may have a bearing on my application
* I am in possession of the certificates which I claim to hold and understand that wilful falsification may result in dismissal if I am appointed
* I understand that any offer of employment will be subject to satisfactory references, medical clearance and DBS checks
* I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard
* I understand that any contract of employment with NEST is offered based on the information I have provided and that a false declaration which results in my appointment within the Trust may render me liable to dismissal
* I give explicit consent that the information which I give on this form may be processed in accordance with the General Data Protection Regulations (GDPR)
* The information you provide to us on this form may also be used in the prevention of crime and fraud or shared with other bodies administering public funds solely for this purpose.

Signed:

Date:

**Thank you for your Interest**

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**Recruitment Monitoring – *To Be Removed for Sifting Purposes***

**Nexus Education Schools Trust is committed to Equality and Diversity**. The aim of its policy is to ensure that no job applicant or employee is treated unfairly and includes not discriminating under the Equality Act 2010.

Without accurate data on the composition of our workforce and on job applicants, we are unable to monitor the effectiveness of our policies and procedures. Therefore, we ask for your co-operation in completing the monitoring section of this form. This information will be used for statistical purposes only and will not be reproduced in a way that enables individuals to be identified. All information supplied by job applicants is treated in the strictest confidence.

**Job Title Job Reference Number**

**Surname**  **First name(s)**

**Gender Date of Birth :**

Male [ ]  Female [ ]  Intersex [ ]  Non-binary [ ]  Prefer not to say [ ]

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth?

[ ]  Yes [ ]  No [ ]  Prefer not to say

**Ethnicity** – *Please tick one box (or write in one box if appropriate)*

|  |  |
| --- | --- |
| **Asian / Asian British**[ ]  Chinese | **Black, African / Caribbean or Black British** |
| [ ]  Bangladeshi[ ]  Indian[ ]  Pakistani[ ]  Asian other *(please write in)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  African[ ]  Caribbean[ ]  Black British[ ]  Black other *(please write in)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Mixed / Multiple Ethnic Groups** | **White** |
| [ ]  White and Asian[ ]  White and Black African[ ]  White and Black Caribbean[ ]  Mixed other (please write in)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  English / Welsh/ Scottish / Northern Irish [ ]  British[ ]  Irish[ ]  Gypsy or Irish Traveller[ ]  White other *(please write in)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Other Ethnic Group** | **I prefer not to say** |
| [ ]  Arab[ ]  Mixed other *(please write in)* | [ ]  *(please tick)* |

**Disability**

To help you decide whether you have a disability as defined under the Equalities Act 2010 please read the following:

A disability is defined as ‘a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.’

The effect an impairment may have on day-to-day activities is defined in the Act as falling within the following categories:

1. Mobility
2. Manual dexterity
3. Physical co-ordination
4. Continence
5. Ability to lift, carry or otherwise move everyday objects
6. Speech, hearing or eyesight
7. Memory or ability of concentrate, learn or understand
8. Perception of the risk of physical danger

The impairment must be substantial, that is something more than trivial and it needs to be long-term, i.e. has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected. Having considered the above information, please tick one of the following:

[ ]  **I do** consider myself to have a disability

[ ]  **I do not** consider myself to have a disability

[ ]  **I prefer not to say** as to whether I consider I have a disability

**Media Monitoring** *– please indicate how you became aware of the post by ticking the appropriate box*

[ ]  Professional Journal *(please specify)*

[ ]  Local Authority

[ ]  Other website *(please specify)*

[ ]  Internal Vacancy list

[ ]  Friend/Relative

[ ]  Other *(please specify)*