### **APPLICATION FOR TRUST ASSOCIATE STAFF POSTS**

*Please complete this form and return via email*

|  |  |
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| **POST APPLYING FOR:** | Click or tap here to enter text. |
| **CLOSING DATE:** | Click or tap here to enter text. |

# PERSONAL DETAILS

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **TITLE** | **FIRST NAME** | | | **SURNAME** | | | |
| Click or tap here to enter text. | Click or tap here to enter text. | | | Click or tap here to enter text. | | | |
| **ADDRESS:** | Click or tap here to enter text. | | | | | | |
| **TELEPHONE NUMBER:** | | Click or tap here to enter text. | | | | | |
| **EMAIL ADDRESS:** | | Click or tap here to enter text. | | | | | |
| **NATIONAL INSURANCE NUMBER:** | | Click or tap here to enter text. | | | | | |
| **ARE YOU ELIGIBLE TO WORK IN THE UK?** | | | **YES** | |  | **NO** |  |
| Please tick this box if you have any connection with any member of the  Trust or staff member of Beyond School Trust | | | | | | | |

# CURRENT (OR MOST RECENT) EMPLOYMENT

|  |  |
| --- | --- |
| **EMPLOYER’S NAME** | Click or tap here to enter text. |
| **EMPLOYER’S ADDRESS**  **(including postcode)** | Click or tap here to enter text. |
| **TELEPHONE NUMBER:** | Click or tap here to enter text. |
| **POSITION HELD:** | Click or tap here to enter text. |
| **SALARY:** | Click or tap here to enter text. |
| **DATE OF APPOINTMENT:** | Click or tap here to enter text. |
| **NOTICE REQUIRED:** | Click or tap here to enter text. |

# EMPLOYMENT HISTORY

**(in chronological order, most recent first, continue on separate sheet if necessary)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates of employment**  **(From/To)** | **Employer’s name, address and nature of business** | **Position held and brief description of duties and responsibilities** | **Salary upon leaving** | **Reason for leaving** |
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# GAPS IN EMPLOYMENT

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| Please account **for any gaps** in your employment record (for example, looking after children, sabbatical year, gap year:  Click or tap here to enter text. |

# EDUCATION

*Please note: you will be asked to provide evidence of the grades and subjects you studied for safeguarding purposes.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary, Further Education and Higher Education**  **(in chronological order, most recent first, continue on separate sheet if necessary)** | | | |
| **Dates (From/To)** | **School/College/University** | **Qualifications obtained, examinations passed or studies currently being undertaken.**  **Please state level and subject.** | **Grade** |
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| **Professional Development – please provide details of in-service training and other relevant qualifications (please continue on a separate sheet if required)** | | | |
| **Date**  **(From/To)** | **Course Title** | **Brief Details** | **Qualification obtained**  **(if applicable)** |
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# CANDIDATE STATEMENT

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| --- |
| Explain your motivation for working at The Beyond Schools Trust and why you consider yourself to be a strong candidate. |
| Click or tap here to enter text. |

|  |
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| Explain the impact your role has had in your current/previous posts which are relevant to this vacancy. |
| Click or tap here to enter text. |

|  |
| --- |
| Based on the job description and person specification, please provide any further examples of how you meet the criteria for this post. |
| Click or tap here to enter text. |

# REFERENCES

Please supply the names and addresses of two referees, one of whom must be your current or most recent employer. Neither referee should be a relative or someone known to you solely as a friend. In order to comply with safeguarding requirements references **will** be taken up before an offer of employment is made and these **may** be requested before interview (unless otherwise indicated).

|  |  |
| --- | --- |
| **1. Name/Status:** | |
| Address:Click or tap here to enter text. | Telephone:Click or tap here to enter text. |
| Email: Click or tap here to enter text. |
| May we contact before interview? Yes  No |
|  |  |
| **2. Name/Status:** | |
| Address:Click or tap here to enter text. | Telephone:Click or tap here to enter text. |
| Email: Click or tap here to enter text. |
| May we contact before interview? Yes  No |

# SAFEGUARDING

The Beyond Schools Trust is committed to safeguarding the welfare of all students and all offers of employment will be subject to completion of an enhanced DBS application and satisfactory disclosure.

|  |
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| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website at <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974> .    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 for 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 & Barring Service before your appointment is confirmed. |

# ACCESSIBILITY

|  |
| --- |
| Please tell us below how we can assist you with further information about the post and any adjustments or arrangements you may require to undertake the duties of the post; these can be discussed with you at interview. |
| Click or tap here to enter text. |

|  |  |
| --- | --- |
| How did you learn of this vacancy? | Click or tap here to enter text. |

# HOBBIES AND INTERESTS

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| --- |
| Click or tap here to enter text. |

# DECLARATION

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| I confirm that the information I have given on this form is true and correct to the best of my knowledge and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references and checks on relevant qualifications.  Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_ |