



**Wessex**  
Learning Trust  
We Learn Together!

## APPLICATION FOR SUPPORT STAFF

<b>Applicant name:</b>	
<b>Post applying for:</b>	
<b>Name of school/academy applying for:</b>	
<b>Date application submitted:</b>	

### Instructions

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if this form is completed in full.

Please attach an accompanying letter (maximum of 2 sides of A4) explaining why you're applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description.



Wessex Learning Trust. Registered in England. Company Number 7348580.

<b>Title</b> (e.g. Mr, Mrs, Miss, Dr, Ms):	
<b>Full name:</b>	
<b>Previous name(s):</b>	
<b>Home address:</b>	
<b>Post code:</b>	
<b>Home phone number:</b>	
<b>Work phone number:</b>	
<b>Mobile phone number:</b>	
<b>Date of birth:</b>	
<b>National Insurance Number:</b>	
<b>Email address:</b>	
<b>Do you contribute to a Local Government Pension Scheme?</b>	Yes / No
<b>If you contribute to another pension scheme, please provide details:</b>	
<b>When would you be looking to start employment?</b>	

## Employment History

Please list in chronological order from newest to oldest, clearly stating the month and year you commenced and ended your employment with each organisation.

### Current/most recent employment:

<b>Name of employer:</b>		<b>Address of employer:</b>	
<b>Start date (MM/YY):</b>		<b>Leave date (MM/YY):</b>	
<b>Position held:</b>		<b>Type of employment:</b>	<i>Full time / Part time / Casual</i>
<b>Current salary/ salary upon leaving:</b>		<b>Grade/ point (if applicable):</b>	
<b>Key achievements and responsibilities:</b>			
<b>Reason for leaving:</b>			

### Previous Employment:

<b>Name and address of employer:</b>		<b>Position held:</b>	
<b>Start date (MM/YY):</b>		<b>Leave date (MM/YY):</b>	
<b>Key achievements and responsibilities:</b>			
<b>Reason for leaving:</b>			

<b>Name and address of employer:</b>		<b>Position held:</b>	
<b>Start date (MM/YY):</b>		<b>Leave date (MM/YY):</b>	
<b>Key achievements and responsibilities:</b>			
<b>Reason for leaving:</b>			

<b>Name and address of employer:</b>		<b>Position held:</b>	
<b>Start date (MM/YY):</b>		<b>Leave date (MM/YY):</b>	
<b>Key achievements and responsibilities:</b>			
<b>Reason for leaving:</b>			

<b>Name and address of employer:</b>		<b>Position held:</b>	
<b>Start date (MM/YY):</b>		<b>Leave date (MM/YY):</b>	
<b>Key achievements and responsibilities:</b>			
<b>Reason for leaving:</b>			

<b>Name and address of employer:</b>		<b>Position held:</b>	
<b>Start date (MM/YY):</b>		<b>Leave date (MM/YY):</b>	
<b>Key achievements and responsibilities:</b>			
<b>Reason for leaving:</b>			

### Gaps In Employment

Please list all gaps in employment in chronological order and state the reason:

Date from (MM/YY):	Date to (MM/YY):	Reason for gap(s)

### Overseas

If you have lived and/or worked outside of the UK, the School/Academy must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We will decide on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

Please provide a list of time spent abroad for 3 months or more over the last 10 years, including the reason for being abroad and country visited/lived in:

Date from (MM/YY):	Date to (MM/YY):	Reason	Country

### Continuing Professional Development

Please give details of any continued professional development undertaken:

Title of course or training/ development activity	Date from (MM/YY):	Date to (MM/YY):	Name of provider

**Higher Education**

*Please clearly state the month and year you commenced and ended your studies at each institution as well as details of the subject, qualification gained, and grade awarded:*

<b>Name of institution</b>	<b>Date from (MM/YY):</b>	<b>Date to (MM/YY):</b>	<b>Full/part time</b>	<b>Course/ subject</b>	<b>Qualification gained</b>	<b>Grade awarded</b>

**Secondary Education**

*Please clearly state the month and year you commenced and ended your studies at each institution as well as details of the subject, qualification gained, and grade awarded:*

<b>Name of institution</b>	<b>Date from (MM/YY):</b>	<b>Date to (MM/YY):</b>	<b>Full/part time</b>	<b>Course/ subject</b>	<b>Qualification gained</b>	<b>Grade awarded</b>

**Other Skills and Interests**

Please provide details of any skills and interests relevant to this application:

**Protection of Children**

The Wessex Learning Trust’s Safeguarding (Child Protection) Policy is available on our website.

You are required to give details of all spent or unspent convictions and cautions, including road traffic offences as this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986. Failure to disclose information will result in your dismissal by the Wessex Learning Trust. A subsequent offer of appointment will be dependent upon the completion of a satisfactory Enhanced Disclosure & Barring Service check and childcare disqualification self-declaration (when working with children under 8 years old).

1. Have you ever been convicted or cautioned of a criminal offence? If yes, please provide details of the offence, the sentence and the date.	Yes / No
2. Are there any restrictions to your residence in the UK, which might affect your right to take up employment in the UK? If yes, please provide details.	Yes / No
3. If you are successful in your application, would you require a work permit prior to taking up employment?	Yes / No

**Positive About Disability:**

We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and recruitment process fairly.

Do you consider yourself to have a disability?	Yes / No
If “yes” and you are shortlisted for an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?	Yes / No



## References

Please indicate two people who can provide references – one of whom should be your current or most recent Headteacher/Employer. Business/work email addresses for referees must be used where possible.

### Reference 1:

<b>Title of referee:</b>	<b>Mr / Mrs /Miss / Dr / Other (please state):</b>
<b>Name of referee:</b>	
<b>Position held:</b>	
<b>Relationship to you:</b>	
<b>Referee address:</b>	
<b>Email address:</b>	
<b>Telephone number:</b>	

### Reference 2:

<b>Title of referee:</b>	<b>Mr / Mrs /Miss / Dr / Other (please state):</b>
<b>Name of referee:</b>	
<b>Position held:</b>	
<b>Relationship to you:</b>	
<b>Referee address:</b>	
<b>Email address:</b>	
<b>Telephone number:</b>	

References may be taken up prior to interview, please confirm you agree to this:      **Yes/ No**

If this is not agreeable, please state the reason why:

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**Data Protection Statement**

I hereby give my consent for the Wessex Learning Trust to process and retain on file personal information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. This information may be shared with third party organisations including, but not exclusive to, payroll providers, the DBS, the Police and other third parties as defined by the Data Protection Act 1998 and related legislation. All information will be dealt with in accordance with Data Protection legislation.

For more information on our data handling please refer to The Wessex Learning Trust Safer Recruitment Policy and Data Protection Policy.

**Safeguarding, Disclosure, Barring and Recruitment Checks**

The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children. All staff appointed will undergo online checks.

The school/academy is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Wessex Learning Trusts Data Protection Policy.

Please refer to the Wessex Learning Trust’s Safer Recruitment Policy to find out more about the recruitment checks undertaken.

**Right To Work In The UK**

The school/academy will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested.

**DECLARATION**

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment; OR, if appointed, may result in my dismissal.

<b>Signature:</b>	
<b>Date:</b>	

## EQUAL OPPORTUNITIES RECRUITMENT MONITORING

The Wessex Learning Trust has a policy of equal opportunities. Included in this is ensuring a fair and equitable recruitment process based on merit irrespective of race, colour, nationality, religion, sex or sexuality, age, disability, gender, ethnic or national origin, marital status, domestic responsibilities, political or trade union activity. (These are only examples and other forms of discrimination will also be avoided). We ask all applicants to provide the information requested below.

The information will be treated as confidential and will be used to monitor the fairness of our recruitment practices. This information will be used for monitoring purposes and will be removed prior to shortlisting to ensure a fair recruitment process and will not form part of the selection process.

<b>Name:</b>	
<b>Position applied for:</b>	

Please complete the form by highlighting the answer that best reflects you.

<b>What is your date of birth?</b>	
<b>Sex</b>	Male Female Prefer not to say
<b>Gender</b>	Male Female Intersex Non-binary Other Prefer not to say
<b>Do you identify as the gender registered at birth?</b>	Yes No Prefer not to say
<b>Which of the following best describes your sexual orientation?</b>	Bisexual Heterosexual Gay Lesbian Asexual Pansexual Undecided Prefer not to say  If you prefer to use your own identity, please write in: _____

<p><b>Which of the following best describes your sexual orientation?</b></p>	<p>Bisexual Heterosexual Gay Lesbian Asexual Pansexual Undecided Prefer not to say</p> <p>If you prefer to use your own identity, please write in: _____</p>
<p><b>How would you describe your ethnic origin?</b></p>	<p><b>Asian or British Asian:</b> Bangladeshi Indian Pakistani Chinese Any other Asian background please state: _____</p> <p><b>Black or Black British:</b> African Caribbean Any other Black Background, please state: _____</p> <p><b>Mixed:</b> White and Asian White and Black African White and Black Caribbean Any other mixed background, please write in: _____</p> <p><b>Other Ethnic groups:</b> Arab Prefer not to say Any other ethnic group, please state:- _____</p> <p><b>White</b> British Irish Gypsy or Irish Traveller Any other White background, please write in _____</p> <p>Prefer not to say</p>
<p><b>What is your religion or belief?</b></p>	<p>No Religion or belief Buddhist Christian Hindu Jewish Muslim Sikh Prefer not to say If other, please write in: _____</p>
<p><b>What caring responsibilities do you have?</b></p>	<p>None Primary carer of a child/children (under 18) Primary carer of disabled child/children Primary carer of disabled adult (18 and over) Primary carer of older person Secondary carer (another person carries out the main caring role) Prefer not to say</p>

<b>Do you consider yourself to have a disability?</b>	Yes No Prefer not to say
<b>If you answered yes to the question above, please state the type of impairment.</b>	Physical impairment Sensory impairment Learning disability/difficulty Long-standing illness Mental health condition Developmental condition Other, please write in: _____

<b>How did you find out about the vacancy?</b>	<b>Please tick</b>
Internal Staff Vacancies Bulletin	
ETeach	
Department for Education teaching vacancies	
Wessex Learning Trust website	
School website	
Indeed	
Other Please state:	

**Questions and Answers:**

<p><b>I consider myself to have a mixed ethnic background, can I indicate this on the monitoring form?</b> You can indicate a mixed ethnic background by ticking as many boxes as required in the Ethnic Origin section alternatively please describe your Ethnic Origin. In all cases this monitoring form is self-classification.</p> <p><b>I am unsure if I have caring responsibilities.</b> Part of the Equal Opportunities Policy sets out the Trust's commitment to avoid discrimination on the grounds of domestic responsibilities. This question is self-classification - if you consider that you have caring responsibilities please indicate this.</p> <p><b>I am unsure whether to classify myself as a disabled person.</b> The Trust is committed to a fair and equitable recruitment process based on merit and which does not discriminate against an applicant on the basis of disability. This monitoring form is self-classification - if you consider yourself to be a disabled person please indicate this.</p>
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**Thank you for your co-operation. Please return the completed monitoring form with your application form.**