Application

Casual Staff



**Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.**

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| Post applied for: | School: |

1. PERSONAL DETAILS

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| First name/s: | Last name: |
| Address: | Previous Name(s): |
|  | NI Number: |
|  | Telephone (Daytime): |
|  | Telephone (Mobile): |
| Postcode: | Email address: |

**Details of any relevant learning and development.** Please include dates.

(e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)

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2. EMPLOYMENT HISTORY - Present or most recent employment

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| Name of employer: | |
| Job title: | Salary: |
| Dates from / to: | |
| Period of notice / date available to start: | |
| Key responsibilities: | |

3. SUPPORTING STATEMENT

Please tell us a little about yourself and why you would like to work for us.

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4. CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

**Rehabilitation of Offenders Act**

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.

**Other Sanctions**

Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the National College of Teaching and Leadership (NCTL). If there are none please write ‘none’:

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5. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has,” a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”.

Do you have a disability? Yes  No



We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job.



Are you eligible to work in the UK? Yes  No



Do you require a work permit? Yes  No



Do you, your partner or family have any interests (financial, professional

or otherwise) that may conflict with your employment? Yes  No

(If yes, give details)



Are you related to any member of staff / governor / trustee /

or elected member of the Trust? Yes  No

If yes, give name and relationship



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**Note:** Soliciting support or information to give an unfair advantage may disqualify your application.

6. REFERENCES

Please give details of at least two referees, one of whom must be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. References must cover a **minimum of five years** of employment.If there has been a gap in employment or where you do not have five years of employment then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

**References will be taken up before work commences**

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| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Tel no: | Tel no: |
| Email: | Email: |
| Occupation/Relationship: | Occupation/Relationship: |
| How long have they known you? | How long have they known you? |

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the Trust under the Data Protection Act.

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| --- | --- |
| Signature: | Date: |

**GDPR (EU) 2016/679/Data Protection Act 2018.** INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE SCHOOL / TRSUT UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE SCHOOL / TRUST. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS.

For more information relating to Data Protection and the General Data Protection Regulation, please see our Privacy Policy available from the Trust website <http://www.thelink.academy/web/work_for_us/413499>