



*Creative
Education
Trust*

APPLICATION FORM - SUPPORT STAFF (EXCLUDING TA'S)

Job details	
Position applied for	
School applied for	

Personal details	
Title	
First name	
Surname	
Home address (including postcode)	
Telephone number(s)	
Email address	
Preferred means of contact	
National insurance number	

Teaching and other employment	
Please provide your complete employment history. If you have any gaps in your employment, please give details at the bottom of this section. For teaching posts, please indicate the pay scale point and any additional allowances you are/were paid (if applicable). Please give a brief description of your duties/responsibilities, including the ages and subjects you taught (if applicable).	
Current employment	
Name and address of current employer	
Position held	
Key responsibilities, subjects taught and year groups	
Date employed from	
Date employed to	
Salary (please also give detail of scale point and any additional allowances)	
Notice period	
Reason for leaving	



Previous employment (please start with most recent first)	
Name and address of current employer	
Position held	
Key responsibilities, subjects taught and year groups	
Date employed from	
Date employed to	
Salary (please also give detail of scale point and any additional allowances)	
Reason for leaving	
Name and address of current employer	
Position held	
Key responsibilities, subjects taught and year groups	
Date employed from	
Date employed to	
Salary (please also give detail of scale point and any additional allowances)	
Reason for leaving	
Name and address of current employer	
Position held	
Key responsibilities, subjects taught and year groups	
Date employed from	
Date employed to	
Salary (please also give detail of scale point and any additional allowances)	
Reason for leaving	



Name and address of current employer	
Position held	
Key responsibilities, subjects taught and year groups	
Date employed from	
Date employed to	
Salary (please also give detail of scale point and any additional allowances)	
Reason for leaving	
Please continue using the additional information section if necessary	
Gaps in employment history	
If there are any gaps in your employment history, please explain them below.	

Education			
Please provide your complete education history, starting with the most recent, below. Also use this section to record any current studies that you are undertaking. If there are any gaps in your education history, please give details at the bottom of this section			
Higher education			
University/Institute	Qualification, class and division. (e.g. PGCE, BA Hons: English 2:1)	Start date	End date
Please continue using the additional information section if necessary			



Secondary and further education			
School/college	Education level, subject and grade (e.g. GCSEs: Maths C, English A)	Start date	End date

Please continue using the additional information section if necessary

Gaps in education history
If there are any gaps in your education history, please explain them below.

Professional development and memberships		
Please provide details of any other relevant courses attended, qualifications and memberships		
Professional development		
Course title	Start date	End date

Please continue using the additional information section if necessary



Memberships			
Membership name and level	Membership number	Date from	Date to

Please continue using the additional information section if necessary

Supporting statement
Use this section to provide information to support your application (no more than 2 sides of A4)

Before completing your supporting statement, please ensure that you have read the job description, person specification, and any other supporting documentation. Include specific examples from your experience and relate them to the requirements of the person specification when writing your supporting statement. Please also include the specific reasons why you are applying for the post.



Additional information

Use this section to provide any additional information in support of your application.

--

References

Use this section to supply two details of individuals, not related to you, from whom we may obtain references covering the last three years. At least one must be your current or most recent employer. Please note that personal references will not usually be accepted, and open references provided by you will not be accepted. In line with safer recruitment guidelines, it is our practice to take up references before interview unless requested not to do so.

Referee one

Title		
First name		
Surname		
Company/organisation		
Address		
Telephone number(s)		
Email address		
Your relationship to referee		
May we contact prior to final interview? (please mark with a X your selection)	Yes	No
If no please provide reasons		

Referee two

Title		
First name		
Surname		
Company/organisation		
Address		
Telephone number(s)		
Email address		
Your relationship to referee		
May we contact prior to final interview? (please mark with a X your selection)	Yes	No
If no please provide reasons		



Declaration	
Personal relationships	
All applicants are required to declare personal relationships with individuals associated with the school or Creative Education Trust.	
Are you related to, or a close friend of any employee or member of the school's local governing body, or related to or a close friend of any employee or trustee of the Creative Education Trust?	
Yes	No
If yes, what is their name and your relationship with them?	
Eligibility to work in the UK	
Please note that all non-EU nationals are required to be in possession of a valid work permit before they can take up employment with the Creative Education Trust. We are legally obliged to ask you to provide evidence of your right to work in the EU.	
Are you legally authorised to work in the UK?	
Yes	No
Is this subject to a work permit or visa?	
Yes	No
DBS declaration	
Creative Education Trust schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview.	
The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). 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.	
Do you have any convictions, cautions, reprimands, or final warnings that are not 'protected' as defined by the rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013)?	
Yes	No
If yes please give details on a separate sheet and attach it to this form in a sealed envelope marked 'confidential disclosure'	
Have you ever been disqualified from working with children and/or included on the Children's Barred List (formerly list 99) or subject to sanctions imposed by a regulatory body e.g. DBS, GTC/NCTL?	
Yes	No
If yes please give details on a separate sheet and attach it to this form in a sealed envelope marked 'confidential disclosure'	



Capability and disciplinary proceedings	
Have you been subject to any formal performance management/performance capability proceedings in the last two years?	
Yes	No
If yes please give details on a separate sheet and attach it to this form in a sealed envelope marked 'confidential disclosure'	
Are you subject to any current or pending formal disciplinary action (including any live warnings)?	
Yes	No
If yes please give details on a separate sheet and attach it to this form in a sealed envelope marked 'confidential disclosure'	
Prevention and detection of fraud	
We have a duty to protect public funds. We may use the information you have provided on this form for the prevention and detection of fraud. We may share this information with other bodies administering public funds solely for this purpose.	
Data protection	
Under the terms of the Data Protection Act 2018 the information you give us will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information that you have given on this application form. The information may be stored manually or electronically, and will be disposed of after six months if your application is unsuccessful.	
Declaration	
I have read and understood all of the information contained on this application form.	
I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that omissions or incorrect statements might result in my application being rejected or, if already appointed, my employment may be terminated. Where relevant a referral may be made to the police or other appropriate regulatory body. I agree that the information that I have provided in relation to this application may be stored and processed for the purpose of personnel management.	
Signed:	Date:
If your application is not successful would you be happy for your application to be passed on to another Creative Education Trust school with a similar vacancy? All information would be handled and transferred under the terms of the Data Protection Act 2018.	
Yes	No