**The Children of Success Schools Trust**

**Application form for Support Staff Posts:**

There are **three** parts to your application:

Part 1: The application form

Part 2: Personal Statement showing how you meet the requirements for the advertised role

Part 3: The Diversity Monitoring Questionnaire (A separate document)

**Part one:**

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| **Job details** |
| Post applied for |  |
| School/location |  |
| If appointed when can you start |  |

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| **Personal details** |
| Last Name |  |
| First name/s |  |
| Preferred title |  |
| Address& postcode |  |
| Email address |  |
| Correspondence address (if different from above) |  |
| Daytime telephone number |  |
| Home telephone number |  |
| Mobile telephone number |  |

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| **Additional personal details** |
| National Insurance Number |  |

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| **Qualifications and training***(Note: Shortlisted candidates will be required to produced qualification certificates at interview)* |
| **O Level, GCSE, NVQ or equivalent**Qualification with grade/s | **Date/s** | **School/College/University** |
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| **A and AS level or equivalent**Qualification with grade/s | **Date/s** | **School/College/University** |
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| **Professional development/ training** | **Date/s** | **Organisation/ Professional body** |
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**If you are not able to provide evidence of your qualifications please explain below.**

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| **Current or most recent post**  |
| **Name & Address of employer** |  |
| **Telephone no** |  |
| **Position title** |  |
| **Date appointed** |  |
| **Current pay point and salary** |  |
| **Are you still employed by this establishment?** |  |
| **Date and reason for leaving (if applicable)** |  |

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| **Employment history*** Please list most recent experience first
* Please account for any gaps in employment

Insert rows if more space needed. Please ensure any gaps in your employment are accounted for. |
| **Name of school or employer, location** | **Post held****(List any specific responsibilities/ duties)** | **Period of service From - To** **(exact dates)** | **Reason for leaving** |
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**All candidates must complete this section**

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| **Self- Disclosure form** |
| Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children?If yes, please give details. |  |
| Have you been the subject of any investigation and /or sanction by any organisation or body due to concerns about your behaviour towards children?If yes, please give details |  |
| Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?If yes, please give details |  |

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| **Disciplinary record** |
| Have you ever been dismissed from employment for a reason other than redundancy? If yes, please give details. |  |
| Have you ever been suspended or subject to disciplinary action in any employment? If yes, please give details.  |  |

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| **Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006** |
| Have you previously used, or do you currently use, any other surname/s?  |  |
| Do you have any criminal records to declare? <http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf> |  |
| Do you have any unspent convictions in the UK or overseas? |  |
| Are there any current criminal proceedings against you which you wish to declare?  |  |
| If ‘YES’ to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.  |
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| **Disclosure and Barring Service (DBS)** |
| Do you hold an Enhanced DBS Certificate of Clearance? |  |
| If ‘YES’, please state the date and number of your certificate: |  |
| **List 99/PoCA** |
| I can confirm that my name is **not** on List 99 and that I have not been banned from working with children: |
| Signature: |  | Date: |  |
| I can confirm that my name is **not** on PoCA and that I have not been banned from working with children: |
| Signature: |  | Date: |  |

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| **Asylum and Immigration Act 1996** |
| Do you have the legal right to live and work in the UK? |  |
| Is this subject to having a work permit? |  |

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| **Health** |
| Please note that the successful candidate will be required to complete a medical questionnaire and may be required to attend a medical examination.We will confirm sickness and attendance records with your past employer. |

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| **Disability** |
| Do you have a disability as defined by the Equalities Act 2010?If yes, please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job. |  |

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| **Confirmation of declaration (Tick box below)** |
|  | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or disciplinary action may be taken if information is not disclosed by me and subsequently comes to the organisation’s attention |
|  | In accordance with the organisations procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it |
|  | I agree to inform the organisation within 24hrs if I am subsequently investigated by any agency or organisation in relations to concerns about my behaviour towards children and young people |
|  | I understand that the information supplied by third parties may be supplied by the organisation to other persons or organisation in circumstances where this is considered necessary to safe guard children |
| **Signature**  |  |
| **Date** |  |

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| **Referees** |
| Name, address (including postcode) and status/position of at least two people to whom reference may be made who can comment on your teaching and/or leadership ability. **One must be your present or most recent employer**. The other must be a previous employer unless you have had no previous employment, in which case, a character reference will be needed or a reference from a school, Higher Educational Establishment or an Initial Teacher Training provider at which you most recently carried out teaching experience. If you are not currently working with children, you should provide details of the employer where you last worked with children.  |
| **1) Present/Most recent employer** |
| Name: |  |
| Address: |  |
| Occupation: |  |
| Telephone no. |  | Fax no. |  |
| Email address: |  |
| **2) Previous employer** |
| Name: |  |
| Address: |  |
| Occupation: |  |
| Telephone no. |  | Fax no. |  |
| Email address: |  |
| **NOTE:** References will be taken up if you are called for interview. If this is a problem, please indicate. In view of the nature of the job, no offer of employment can be made without these. We also reserve the right to take up employment references from previous employers listed in the ‘Previous Employment’ section of this form. If, for any reason, you feel unable to give your present or most recent employer as a referee, please send a covering letter explaining why. |

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| **Canvassing** |
| You are required to declare any relationships with any staff at The Children of Success Schools Trust or any staff/governors at any Children of Success school Trust academy. Canvassing, whether direct or indirect, will invalidate your application.  |
| Are you related to, or the partner of, any member, employee or governor of The Children of Success Schools Trust?If yes, please give details. |  |

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| **Declaration** |
| I understand that the information contained in this form is personal data, which will be held on computer, and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Acts 1998 and GDPR 2018. I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with regard to this application shall disqualify me from such an appointment, or if discovered after employment, may lead to my dismissal. If you are returning this form by email, you will be asked to physically sign it at interview. |
| Signature: |  | Date: |  |
| Print name: |  |
| ***Data protection and GDPR 2018***Children of Success Schools Trust will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal or safeguarding requirement to do so, or for the prevention and detection of fraud. |

**Part two: Personal Statement**

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| **Knowledge, experience, skills or competencies**Please show that you have the knowledge, experience, skills or competencies asked for in the employee specification gained either through work, education, home or voluntary activities. Please refer to the job description and person specification.(Do not exceed two sides of A4 paper.) |
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| **Part 3: Diversity Monitoring Questionnaire** |

It is our policy to recruit staff on the basis of their ability and their suitability for the post they are applying for.

As part of our diversity policy, we welcome applications from all parts of the community. It would help us if you would answer these questions, which help us to monitor how effective our policy is.

We treat the information you give us in confidence, and we will not use it as part of the recruitment process. We will separate this questionnaire from the rest of the application form before we decide who to select for interview.

**Personal Details**

Surname and Title

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First/other name(s)

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Previous or other surnames(s)

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Gender

Male [ ]  Female [ ]  Other [ ]

Date of Birth

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**Ethnic origin**

This question is to establish the colour and broad ethnic group of people who reply to our job adverts. It is not concerned with your nationality, place of birth or citizenship. For example, UK citizens may fall into any of the ethnic groups we list in the question.

How do you describe your ethnic origin?

[ ]  White [ ]  Black

[ ]  Black Caribbean

[ ]  Black Other

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| Please describe:       |

[ ]  Indian [ ]  Pakistani

[ ]  Bangladeshi [ ]  Chinese

[ ]  Other

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| Please describe       |

**Disabilities**

Are you disabled?

The notes at the bottom of this page outline what the law says about disabilities. We are more interested in whether you consider yourself disabled. We also need to know if you are disabled in order to consider what reasonable adjustments may be necessary in the event that you are the successful applicant.

Yes [ ]  No [ ]

Your signature

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Date

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**What does ‘disabled’ mean under the Disability**

**Discrimination Act 1995?**

The Disability Discrimination Act 1995 say “*a person has a disability if they have a physical or mental impairment which has a substantial and Long-term adverse effect on their ability to carry out normal day-to-day activities”.*

The meaning of long-term is lasting, or being likely to last, at least 12 months. Disabilities may involve difficulties with:

* Moving around
* Holding and manipulating objects;
* Physical co-ordination
* Incontinence;
* Lifting, carrying or moving everyday objects;
* Speech, hearing or eyesight (except if this is corrected with spectacles or contact lenses).

It may also involve mental abilities such as memory, concentration, learning and understanding people with conditions such as cancer, multiple sclerosis or HIV, are covered by the Act from the moment the condition leads to a problem which has some effect on their ability to carry out normal day-to-day activities, and that problem is likely to lead eventually to a substantial effect on ability.

From 1 October 2010 the Equality Act replaced most of the Disability Discrimination Act (DDA). However, the Disability Equality Duty in the DDA continues to apply.

**Finding out more about disability and the law**

Information is available on the following websites: [www.direct.gov.uk](http://www.direct.gov.uk) [www.homeoffice.gov.uk/equalities](http://www.homeoffice.gov.uk/equalities).

Please return your completed application form by email to hr@cosst.co.uk