

**ASSOCIATE (NON-TEACHING) STAFF
JOB APPLICATION FORM**

*The South Downs Learning Trust is an equal opportunities employer.*

*The aims of the Equalities Policy are to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor is disadvantaged by conditions or requirements which cannot be shown to be justifiable.*

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| **Position applied for:** |  |
| **School/location:** |  |
| **If appointed, when can you start?** |  |
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| **BASIC INFORMATION** |
| **Title** | Choose an item. |
| **First name** |  |
| **Middle name(s)** |  |
| **Last name** |  |
| **Previous name** |  |
| **Mobile phone number** |  |
| **Home telephone** |  |
| **Email address** |  |
| **Address** |  |
| **Date moved to current address** |  |
| **Other address(es) in last 5 years with dates** |  |
| **Have you lived outside the UK for more than 3 months in the past 5 years?** | Choose an item. |
| **If yes to above, please give details** |  |
| **NI number** |  |
| **Are you qualified to work in the UK?** | Choose an item. |
| **Are you applying for this vacancy as a job sharer?** | Choose an item. |
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| **CURRENT EMPLOYMENT** |
| **Job title** |  |
| **Name and address of employer** |  |
| **Telephone number** |  |
| **Date started current post** |  |
| **Date commenced with employer** |  |
| **Salary/wage/benefits** |  |
| **Notice required** |  |
| **Description of key duties and responsibilities** |
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| **DECLARATION BY APPLICANT** |
| The Working Time Regulations 1998Regulations on Working TimeThe Working Time Regulations were introduced on 1st October 1998 and working hours in the UK are now governed by statute. Department working practices and procedures are therefore organised to comply with the following legal requirements. (Average hours are normally calculated over a 17-week period.)* Average weekly working hours are limited to 48 hours
* Average daily night working hours are limited to 8 hours
* Minimum daily, weekly and in-work rest breaks requirements
* Minimum requirements for annual leave.

Department Policy and Procedures The legislation was introduced as a health and safety measure. Employers who do not comply with the limits to working time will be committing a criminal offence. Working practices in the department are therefore monitored to ensure that generally, working hours remain well within legal limits. Employers are required to take ‘all responsible steps’ to ensure that the limits to working time are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.This declaration will not prejudice your applicationPlease note:* If you do have other job(s), your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored.
* If you are selected for interview the implications will be carefully discussed with you. The department may consider it necessary to discuss the situation with your other employer(s) but only with your permission.
* Depending on the overall situation and the outcome of discussions with you, the department would have the following options:
* not to offer you the appointment
* offer the appointment on reduced hours
* offer the appointment providing the other work is relinquished (or the hours reduced)
* offer the appointment and enter into an agreement with you to opt out of the weekly working time limit. Employment which you intend to continue if successfully appointed to the post applied for.

Please complete **either** Section 1 **or** Section 2 below. **Your application cannot be processed if you do not return this form.** Please declare **any** other job, whether they are with the South Downs Learning Trust, other local authorities, public bodies or with private companies/employers. |
| **Section 1 – no other employment** |
| **I confirm that I do not have any other employment** |
| **Signature** |  |
| **Print name** |  |
| **Date**  |  |
| **Section 2 – other employment**  |
| **All other employment that I have is detailed below:**Weekly hours must specify total regularly worked (including overtime)Please use 24-hour clock |
| **Job title** |  |
| **Weekly hours** |  |
| **Start time** |  |
| **End time** |  |
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| **SAFETY AND WELFARE OF CHILDREN** |
| **Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated?** If you answer ‘YES’, you must supply details on a separate sheet of paper, place it in a sealed envelope marked ‘confidential’ and attach it to your application form. | Choose an item. |
| **DISCIPLINARY RECORD** |
| **Have you ever been dismissed, or have you ever resigned in the face of a dismissal or warning?**  | Choose an item. |
| **If ‘YES’, please give details:** |  |
| **Have you ever received a final warning for misconduct or incompetence, or have you received a lesser warning which has not time expired at the point of making this application?** | Choose an item. |
| **If ‘YES’, please give details:** |  |
| **Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?** | Choose an item. |
| **If ‘YES’, please give details:** |  |
| **Prohibition Orders on Teaching Assistants** |
| **Have you ever been employed as a teacher, member of the school leadership team, or an instructor in a maintained school, academy, independent school or in the FE or HE sector?** | Choose an item. |
| **Have you ever been prohibited from teaching?** | Choose an item. |
| **If YES, please provide details including the date of prohibition, and the reason.** |  |
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| **PREVIOUS EMPLOYMENT***Please give details of all previous positions you have held since leaving school, starting with the most recent first. Include permanent and temporary work, service with HM Forces, voluntary work, work experience and previous service with The South Downs Learning Trust.* |
| **Name and address (including county and nature of business)** | **From/to (exact dates)** | **Position and salary** | **Reason for leaving** |
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| **OTHER EXPERIENCE***Please describe all time spent since leaving full time education.* ***Full details should be given for any period not accounted for by full time employment, education and training.*** *This would include eg unemployment or voluntary work. Please state this information in chronological order.* |
| **Experience** | **From / To** |
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| **EDUCATION** |
| **Higher education***Include: University/college, Subject, Qualification (eg, BA), Result (eg, 2:1), Year from and to* |
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| **Secondary/further education***Include: School/college name, Year from and to* |
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| **A-levels or equivalent (eg, IB, AP)***Include: Subjects, Exams, Grades* |
|  |
| **GCSEs or equivalent***Include: Subjects, Exams, Grades*  |
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| **Additional skills** *If you have any additional skills, hobbies, or abilities that you think would be useful to share please add them here* |
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| **Do you have any gaps in your employment/education history?** | Choose an item. |
| **If yes, please explain the reason for the gap(s) and include dates** |  |
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| **WHY ARE YOU APPLYING FOR THIS JOB?***Please use the expandable space below to explain why you are applying for the position and how your experience (whether paid or unpaid), personal qualities and skills help to make you a suitable candidate.* ***It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge and experience, technical skills and personal/behavioural attributes on the person specification, with examples. You must demonstrate you meet all the essential criteria on the person specification as a minimum.*** |
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| **REHABILITATION OF OFFENDERS ACT 1974***You are required to declare any criminal convictions (including bind over and cautions) which are not “spent” in accordance with the Rehabilitation of Offenders Act 1974. Some of our posts carry exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed.* *Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, all roles in schools are now classified as “regulated”. This means that they are all exceptions to the ROA and therefore you are required to declare any convictions (including bind over and cautions) regardless of whether or not they would be considered spent in other circumstances.**If you require further details, please visit the* [*www.gov.uk*](http://www.gov.uk) *website.* |
| **For posts that are exempt under the Rehabilitation of Offenders Act 1974** |
| **Have you ever been convicted of a criminal offence?** | Choose an item. |
| **Are there any alleged offences outstanding against you?** | Choose an item. |
| **For all other posts** |
| **Do you have any criminal convictions which are not yet ‘spent’?** | Choose an item. |
| **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 a dismissal without notice.** |
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| **ASYLUM AND IMMIGRATION ACT 1996***It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have a right of abode in the UK. You will be required to provide evidence prior to appointment of a National Insurance Number, passport or other document on the approved list to satisfy the South Downs Learning Trust that the asylum and Immigration Act 1996 is being complied with.* |
| **Do you require a work permit?** | Choose an item. |
|  |  |
| **REFEREES***Please give details of two referees, one of whom must be your present and/or last employer and the other from 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. If you are a trainee teacher, please provide details for an Initial Teacher Training provider at which you most recently carried out teaching experience and your course tutor from your teacher training college. References will not be accepted from relatives or from people writing solely in the capacity of friends.* ***A job offer will not be made without 2 references.*** *In the case of applications from serving Headteachers, please give the name and address of your current school Chair of Governors and Director of Children’s Services. In the case of applications from serving Deputy Headteachers, please give the name and address of your current Headteacher and Director of Children’s Services.****To ensure we process your application in a speedy and efficient way, we prefer to contact your referees by email. Therefore, please provide us with full details of your referees’ email addresses.****Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the ‘Previous Employment’ section of this form.* ***Shortlisted applicants should note that online searches may be done as part of due diligence checks.******Declaration of Consent to References*** *By completing and submitting this application form, you hereby* *grant the South Downs Learning Trust (SDLT) permission to contact and request references for evaluating your qualifications, work experience, and character as part of the employment process. This consent includes the initiation of reference requests. You authorise SDLT to contact individuals or organisations listed as references in your application, allowing them to disclose information related to your employment history, job performance, skills, and character. You release SDLT, its employees, and reference providers from any liability arising from the reference-checking process. This consent is valid throughout the hiring process and, if applicable, during your employment with SDLT. You acknowledge the terms of this Declaration of Consent to References and willingly grant your consent.* |
| 1. **Current or most recent employer**
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| **You may contact this referee prior to interview** | Choose an item. |
| **Name of referee** |  |
| **Position held** |  |
| **Organisation** |  |
| **How do you know the referee**  | Choose an item. |
| **Email address** |  |
| **Telephone**  |  |
| 1. **Second referee or course tutor (if applicable)**
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| **You may contact this referee prior to interview** | Choose an item. |
| **Name of referee** |  |
| **Position held** |  |
| **Organisation** |  |
| **How do you know the referee**  | Choose an item. |
| **Email address** |  |
| **Telephone**  |  |
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| **DECLARATION OF INTERESTS** |
| **Are you related to any current employees, pupils or governors of SDLT**  | Choose an item. |
| **If yes, please state their name and the nature of your relationship** |  |
| **Do you undertake any activities and/or responsibilities in connection with management committees of voluntary organisations?** | Choose an item. |
| **If yes, please provide details** |  |
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| **DECLARATION** |
| **I declare that the information given both on this application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.****I suffer no legal impediment to taking up employment with The South Downs Learning Trust if so appointed and I accept that the discovery of any legal impediment after an appointment has been made may lead to my immediate dismissal.** |
| **Signed** |  |
| **Date** |  |
| **Print name** |  |
| **If form has been completed electronically,** please place an ‘x’ in this box to indicate your consent |  |

**Data Protection Act 1998**

The South Downs Learning 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 requirement to do so, or for the prevention and detection of fraud.

The South Downs Learning Trust believes that safeguarding and promoting the welfare of children and young people is **everyone’s** responsibility. **Everyone** who comes into contact with children and their families has a role to play and we expect all our staff and volunteers to share this commitment.

The South Downs Learning Trust is committed to follow its safeguarding responsibilities at all stages of the recruitment process.

# How to return your form

Please send your completed application form to**:
Mrs L Barrow
Trust Executive Assistant
The South Downs Learning Trust
Park Avenue
Eastbourne
BN21 2XR**

**EQUAL OPPORTUNITIES MONITORING**

The South Downs Learning Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the

make-up of the workforce in encouraging equality and diversity. The organisation needs your help and

co-operation to enable it to do this but filling in this form is voluntary. **This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.**

|  |  |
| --- | --- |
| **Job applied for** |  |
| **Location** |  |
| **How did you learn of this vacancy (please specify)** |  |
| **Nationality** |  |
| **Cultural/ethnic background** | Choose an item. |
| **Date of birth** |  |
| **Gender identity** | Choose an item. |
| **Is your gender identity the same as the gender you were assigned at birth?** | Choose an item. |
| **Sexual orientation** | Choose an item. |
| **Religion/belief** | Choose an item. |
| *Where an applicant has a disability, and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.**The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long-term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.**The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.* **Do you consider yourself to be disabled according to The Equality Act 2010?** |
| Choose an item. |
| **What is the effect or impact of your disability or health condition on your ability to give your best at work?** |
|  |
| **Do you have caring responsibilities? If yes, please specify** |
|  |

# Guidance on your application

Your application form is an important part of our recruitment process – it is how we get to know you and assess your ability to do the job. It enables us to decide whether or not to shortlist you for interview and therefore plays a vital role in the recruitment process.

We do not take into account any previous applications or prior knowledge of you. We also do not accept Curriculum Vitae’s (CV’s) and ask all applicants to complete our application form. This is in line with our Equal Opportunities Policy and ensures that information about candidates is presented in a standard format. The exception to this is candidates with a disability where a CV might be the most convenient method of application. How we shortlist

When we shortlist, we look at your experience, skills, knowledge, attainment and other information **in line with the job description and person specification.** The job description outlines the main responsibilities and duties of the post, and a person specification outlines the skills, abilities, experience and qualifications that you require to fulfil these duties.

**Please ensure you read the job description and person specification before you begin to complete the form,** so you have in mind the skills and knowledge we are looking for. Applicants who are disabled under the provisions of the Equality Act 2010 will be automatically shortlisted provided they meet the essential criteria required for the post.

## How to complete your application form

### General hints

* Read the job description and person specification before you start
* Use black ink so we can clearly photocopy forms for shortlisting and interviewing
* Complete all sections of the form as fully as possible
* Clearly label and number any continuation sheets with your name and the post you are applying for and list the number of attachments on the main application form. This allows us to check we have all the information you want us to have before we shortlist.
* Keep a copy of the application form for your own records.

***‘Why should we employ you?’***

This is the most important part of the form and is your opportunity to show us how you meet the essential and desirable criteria detailed in the person specification and job description i.e. how your skills, knowledge and experience match those we require and how they will enable you to successfully do the job.

* Use the criteria in the person specification as headings and give examples of your experience and skills under each heading.
* You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment.
* Use clearly labelled continuation pages if required.
* Check you have demonstrated how you meet all the essential requirements on the person specification. The shortlisting panel cannot guess or make assumptions about your work experience.
* Remember that we use the job description and person specification to shortlist – if you do not therefore clearly demonstrate how you meet the essential criteria in the person specification – you will not be shortlisted to interview.

### References

We may contact your references prior to interview unless you have ticked the boxes on the application form indicating not to. References will not be used as part of the interview process but will be taken into account if you are offered the post. We must receive two satisfactory references about you before we can formally offer you the post.

### "Confidential - for the attention of the Recruitment Support Team"

All information provided on a "Confidential - for the attention of the Recruitment Support Team" basis is usually withheld from the recruitment and selection panel until shortlisting is complete. The information is made available to the panel for the interview and you should anticipate being asked about it.

### Rehabilitation of Offenders

The South Downs Learning Trust requires all applicants to disclose criminal convictions. Some posts require information relating to both "spent" and "unspent" convictions whereas other posts require "unspent" information only. Applicants will be required to apply for either a standard or enhanced disclosure from the Disclosure and Barring Service (DBS). If you require further details, please visit the [www.gov.uk](http://www.gov.uk) website.

### Declaration of Interests

Direct or indirect canvassing of The South Downs Learning Trust staff by, or on behalf of yourself, is forbidden. If you are related to a member of staff record the details in a sealed envelope and mark it "Confidential - For the attention of the Recruitment Support Team".

### Equal Opportunities in Employment Monitoring Form

The South Downs Learning Trust has an Equal Opportunities in Employment Policy. One of its aims is to ensure that unfair discrimination does not occur in recruitment and in order to help us monitor the effectiveness of this Policy (and for no other reason) an Equal Opportunities in Employment Monitoring Form is attached to the Application Form. Completion of this will help us to ensure that we provide the highest standard of service to job applicants.

### Disability Guidance

The Equality Act states that you are disabled if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

# What do I do now?

Once your application form is completed and you are happy that you have provided all the information we require to shortlist, please send your application to the school by post or email. **Please note that correspondence will be by email so please ensure that you include an up-to-date email address that you access regularly.**

# Other important information

### Data Protection Statement

Under the Data Protection Act, the information you provide in your job application form will be treated confidentially at all times and will only be disclosed to personnel involved in the recruitment process. Recruitment decisions will be made by a staff panel and not solely on the basis of automated decision making. If you accept a post with The South Downs Learning Trust, your personal information will be held for purposes relating to your Contract of Employment.

Security safeguards apply to both manual and computerised information, and only relevant personnel and managerial staff can access your information. If your application is unsuccessful, your application form and any other information we hold about you will usually be destroyed after six months. Personal information for all applicants may be retained for monitoring and future recruitment purposes.

### Evidence of Qualifications

If invited to interview, you will be required to provide evidence to prove that you hold the qualifications, which are relevant to the appointment. If the post requires you to travel on official business, you will be required to produce your driver’s licence and certificate of insurance for inspection upon appointment.

### Health Statement

Where an appointment is offered, you will be required to complete a health questionnaire prior to taking up your post. You may also be required to have a medical examination or give permission for the Occupational Health Adviser to contact your GP for a report. Staff moving internally will be required to complete a health questionnaire if the new post is significantly different.

### Immigration Act

It is a criminal offence under the Act to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have a right to live and work in the UK.

You will be required to provide evidence, prior to appointment, contained within passports, Identity Cards for Foreign Nationals or other documents on the approved UK Visas and Immigration list to satisfy the SDLT that the Act is being complied with.

### Applications to Job Share

If you are applying on a job share basis, please indicate this on the application form, and as far as possible, the working sessions that you would prefer. This enables us to match you with other job share applicants who have indicated complementary working sessions. Please remember that the more you restrict the working sessions available to you, the more difficult it will be for us to find you a partner. Therefore, try and be as flexible as possible.

***Interview Expenses***

The South Downs Learning Trust does not normally pay interview expenses. We do, however, recognise that there may be occasions when candidates require assistance. Please contact Tracy Comfort, Executive Business Manager, at tcomfort@ratton.co.uk if you require such assistance, **before incurring any expense**.