

Application Form – Support Staff

1. Acknowledgement

Thank you for choosing to apply to The Park Federation Academy Trust. If you have not heard from us within two weeks of the closing date you should assume that you are unsuccessful.

2. Guidance on making the most of your application

You should have already viewed the job description (which lists the main duties and tasks of the job) and the person specification (which lists the skills and experience you need to do the job).

The information you provide on this application form in the 'personal statement' section must show how you meet the requirements listed in the person specification. Please ensure you address each point in the person specification and ensure your responses directly relate to it.

If you wish to apply for a full time post as a part time employee, please clearly state this on your application form under 'other relevant Information'. Such requests will be considered sympathetically but if we are unable to accommodate your stated requirements, you will not be short-listed for this position.

3. Applicants with disabilities

Applicants with a disability may request and return the application on tape or large print. If you have a disability (as defined by the Equality Act) you will be invited for interview if you meet the essential criteria in the person specification.

If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

4. Disclosure & Barring Service (DBS) and Barred List Check

All roles at the Trust require an enhanced DBS check. Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position at the Trust and each case will be considered on its merits.

Roles engaging in regulated activity will require a barred list check. It is an offence for anyone barred from engaging in regulated activity relevant to children to work or apply to work with children.

5. Equal opportunities monitoring form

Monitoring of equality information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes and throughout our workforce. Applicants will be asked to complete the equal opportunities monitoring form.

APPLICATION FORM Support Staff

Please complete in black ink/print.

An application form must be completed for each vacancy. CVs will not be accepted.

The completed form should be returned to **recruitment@theparkfederation.org** or posted to the **HR Department, c/o James Elliman Academy, Elliman Avenue, Slough SL2 5BA** by the closing date.

Application forms that are incomplete and/or received after the closing date will not be considered.

Position applied for:	
Academy:	
Where did you hear about the vacancy:	

Personal Details	
Title	
First name	
Middle name(s)	
Surname	
Any other name previously known by	
Address including postcode	
Contact number(s)	
Email address	
NI number	
Do you have right to work in the UK?	Yes / No
Are you a member of a professional institute?	Yes / No
If yes, please provide the institute name and level of membership:	
Are any employees of the Academy, Trust or a member of the Governing Body known to you?	Yes / No
If yes, please provide their name, role and in what capacity they are known to you:	

Present Employment (if unemployed, provide details of last employment)				
Name of employer/establishment				
Your job title				
Address including postcode				
Employment dates		From:		To:
Grade/scale point				
Reason for leaving		Notice period		
Please provide a brief description of your duties:				

Previous Employment/Voluntary Work

Start with the most recent employment first going back to leaving school/education.

Employment dates		Employer's name & address	Position & brief job description	Salary/grade at leaving date
From	To			
Please continue details on a separate sheet if further space is required				

Gaps

Please provide details of any periods where you were not working or studying e.g. travelling, raising family, unemployed etc:

	Period Details				Period Details			
Reason for gap								
Dates	From:		To:		From:		To:	

Please continue details on a separate sheet if further space is required

Education & Qualifications

Please provide details of your education and qualifications, including any current studies. Proof of qualification(s) will be required if it is a prerequisite of the position.

Awarding body	Date gained	Examinations passed/qualification	Grade achieved

Please continue details on a separate sheet if further space is required

References

Please note that as part of our commitment to safeguarding the welfare of children and young people, and in line with our policy, we may obtain references prior to interview.

Employment

Please provide one referee for each employment from the last 5 years – the referee should be your Head Teacher or a suitable manager who can appropriately complete the reference request:

	Referee 1				Referee 2			
Company name								
Your job title								
Employment dates	From:		To:		From:		To:	
Reason for leaving								
Contact name								
Contact job title								
Address including postcode								
Telephone number								
Email address								

	Referee 3				Referee 4			
Company name								
Your job title								
Employment dates	From:		To:		From:		To:	
Reason for leaving								
Contact name								
Contact job title								
Address including postcode								
Telephone number								
Email address								
<i>Please continue details on a separate sheet if further space is required</i>								

Study & Education

Please provide one referee for each course undertaken in the last 5 years:

	Referee 1				Referee 2			
Establishment								
Course studied								
Course dates	From:		To:		From:		To:	
Contact name								
Address including postcode								
Telephone number								
Email address								
<i>Please continue details on a separate sheet if further space is required</i>								

Working with Children

Please provide details of one referee from each period where you have worked with children throughout your career, employed or as a volunteer, not covered by details already provided e.g. as a scout leader, sports coach etc:

	Referee 1				Referee 2			
Company name								
Your job title								
Dates	From:		To:		From:		To:	
Reason for leaving								
Contact name								
Contact job title								
Address including postcode								
Telephone number								
Email address								
<i>Please continue details on a separate sheet if further space is required</i>								

Personal Statement

Please provide any information you consider relevant, including your reason for applying for the role and why you believe yourself to be suitable.

Please continue details on a separate sheet if further space is required

Other relevant information

Please provide any other information you feel is relevant to your application, i.e. career achievements, sports achievements, voluntary work, hobbies and interests, any special needs and/or support required as a result of having a disability, or if you wish to apply for a full time position as a part time employee.

Please continue details on a separate sheet if further space is required

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Declaration

I confirm that all the information provided is true and accurate and I understand that any false statement or omission may invalidate an offer of employment or lead to the termination of my employment.

I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

I consent to The Park Federation Academy Trust obtaining references upon being shortlisted for interview.

I acknowledge and agree to have the above information processed in accordance with the Data protection Act 2018.

Signature

Date