

Shires Multi Academy Trust is committed to:

- **safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS.**
- **the promotion of equal opportunities & diversity and positively welcomes your application.**

In accordance with our statutory obligations under Keeping Children Safe in Education, Shires Multi Academy Trust is required to conduct an online search as part of our due diligence on appointed candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the Shires Multi Academy Trust might want to explore with you.

(NB – we may contact previous employers to confirm the information provided by the applicant. Please ensure that dates are accurate and any gaps in employment are explained in Section 4).

***** The information supplied on this application form is being collected as part of the Trust's safer recruitment and selection procedures. For further information, please see the Privacy Notice on the Trust's website.*****

Please note that it is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

Job Application Form (Associate Staff)

Post Applied for:	
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PLEASE COMPLETE ALL SECTIONS IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry).

1. Personal details			
Surname:		Preferred Title:	
First name(s):		Previous surname:	
Home address:		Present address: (if different)	
Post code:		Telephone (work):	
Telephone (home):		Email:	
Telephone (mobile):		National Insurance Number:	
Nationality:			

9 Please give details of any ways in which you feel your education, experience and other skills are relevant to this post.

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10 References Give full details of **TWO** referees who may be approached now. Relatives/friends are NOT acceptable. (If you are currently employed, your main referee **must** be your present employer). Email addresses are essential

Title/Name:		Title/Name:	
Status:		Status:	
Establishment:		Establishment:	
Address:		Address:	
Telephone:		Telephone:	
e-mail:		e-mail:	

May this referee be contacted without further authority from you?	YES/NO	May this referee be contacted without further authority from you?	YES/NO
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If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

11 Other information

Disability

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.

Do you have a disability you wish us to know about at this stage? Yes/No

If yes, please let us know what access requirements you may have:

From what source did you learn of this vacancy?

TES		Eteach		School website		School staff member	
Other				Local press (please specify)			

Are you related to, or have a close personal relationship with any current employee, Governor or Trustee?	Yes/No
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If yes, please give details:

The canvassing of employees, Governors or Trustee's directly or indirectly will disqualify candidates from appointment. The school must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

12 Data Protection

The school processes personal and sensitive personal data (also known as 'special categories of personal data') and criminal records data in accordance with our Data Protection Policy and Privacy Notice and in accordance with data protection laws.

I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal.

13 Declaration

I authorise Shires MAT to check the information supplied and hold all such information in both paper and electronic formats.

If you are successful in your application you will be asked to sign this declaration.

Signature:

Date:

Updated – School – 12th September 2023