



## SUPPORT STAFF APPLICATION FORM

### CURRENT / MOST RECENT EMPLOYMENT

Post title  
 Organisation  
 Address  
 Grade  
 Salary  
 Employment Start Date  
 Notice Period  
 Reason for leaving / wanting to leave

Main Duties :

### PREVIOUS EMPLOYMENT (you may use additional sheets if required)

Please indicate in the last column your consent for the Trust to discreetly obtain additional references should it be necessary.

Employers / LEA Name & Address (if a school please state type).	Job Title & brief description of duties (Inc. Key Stage)	Dates	Reason for leaving	Consent

If you have had any gaps in your career history please explain these on the additional sheet at the end of the application form.

### SUPPORTING STATEMENT

Please use the space below to tell us how you feel you meet the criteria outlined in the Person Specification.

Please set out your statement as follows:

- In the order that the criteria point appears on the Personal Specification, please give details of any relevant skills, experience or training you have.
- In a separate paragraph headed 'Additional Information' please include any other detail that you feel is relevant to your application.

Please complete each section as fully as possible, as the information you provide will be used in assessing your application and will form part of the selection process.

If additional space is required please continue on a separate sheet, making it clear which criteria point on the Person Specification it relates to.

*Click below to enter text – 30 lines available, please continue on Additional Information Sheet if required*

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Date	School / College / University / Awarding Body	Qualification Achieved (if selected for interview you will be asked to provide proof of qualifications & memberships)

### Other Short Courses and Training

Date	Course Title & Duration

Are you related to a Trustee, member of the Board, School Governor or employee of Coastal Learning Partnership?

Yes  No

If yes, please provide details: Name : Relationship :

All forms of canvassing will automatically disqualify candidates from appointment e.g. you must not ask a member or employee of the Trust to use their influence to help get you a job.

If selected for interview, you must at that stage make known any personal or business relationship which may conflict with the role applied for.

If selected for interview would you like to be contacted by phone  e-mail

#### Data Protection Legislation

The information you have provided will be held in compliance with the Data Protection Act 2018

I declare that the information I have provided on this application form is full and accurate & I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal if I have been appointed. Any offer of employment is subject to receipt of satisfactory references, medical assessment and Disclosure Barring Service checks, where applicable. Applicants are advised that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.

Signed

Date

## EQUAL OPPORTUNITIES INFORMATION

## CONFIDENTIAL

Coastal Learning Partnership will seek to ensure that all existing and potential employees are given equal opportunities. We are committed to the elimination of unlawful or unfair discrimination and will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.

In order to help the Trust monitor the effectiveness of its Equal Opportunities Policy you are asked to provide the information requested below. This information is confidential and does not form part of your application. This sheet will be detached from your application form upon receipt and the information will not be taken into account when making the appointment.

If you are successful at interview and take up employment with the Trust the equal opportunities information you have provided will form part of your employment record and will be held and maintained in accordance with the Data Protection Act 2018.

### DISABILITY

Do you consider yourself to have a disability under the Equality Act 2010?

A disability is defined as a 'physical or mental impairment which has substantial and long term adverse effects on the ability to carry out normal day to day activities'.

Yes                                      No                                      Prefer not to say

For more details please contact the Disability Rights Commission Helpline on 08457 622633.

### ETHNIC ORIGIN (Place Tick after selection)

#### **White**

British                                      Irish                                      Any other background

#### **Mixed**

White and Black Caribbean                                      White and Black African                                      White and Asian  
Any other Mixed background

#### **Asian or Asian British**

Indian                                      Pakistani                                      Bangladeshi                                      Any other Asian background

#### **Black or Black British**

Caribbean                                      African                                      Any Other Black background

#### **Other Ethnic Group**

Chinese                                      Any other Ethnic group

Prefer not to say

### Sexual Orientation

Heterosexual                                      Bisexual                                      Gay / Lesbian                                      Other                                      Prefer not to say

### Religion / Beliefs

Agnostic                                      Atheist                                      Baha'I Faith                                      Buddhism                                      Christianity                                      Hinduism  
Islam                                      Jainism                                      Judaism                                      Sikhism                                      Zoroastrianism                                      Other                                      None                                      Prefer not to say

### Internal Applicants ONLY

Is this a promotional opportunity for you?

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Yes

No

Additional Information