

# Application Form for Support Staff Valley Invicta Academies Trust



<b>Post Title:</b>	
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**Please complete using black ink or type.**

Our staff play a vital role in providing excellent services to the school. To help achieve this, we will train you to do your job and encourage you to look for every opportunity to use your skills and abilities. This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process.

**Please carefully read the job description and person specification before completing this form.** Please ensure that you complete **ALL** sections.

<b>Personal Details</b>			
Name:		Previous Surname(s):	
Address:		Alternative Address:	
Telephone No Home / Work:		Mobile:	
E-mail Address:		Date of Birth:	
National Insurance No - this can be obtained from Department of Social Security			
Do you have a current UK driving licence (if applicable)?		YES/NO	
Do you have any current endorsements?		YES/NO	
If yes, please provide details:			
Are you related to a member of the Trust?		YES/NO	
If yes, please provide details:			
Are you aware of any matter which might call into question your integrity as an employee?		YES/NO	
If yes, please provide details:			
Are you a redeployee within the Trust?			
Who is your lead personnel officer?			
How did you become aware of this vacancy?		Media:	
Date:		Reference:	

**Employment, Qualifications and Training**

**Present or most recent employment details:**

Name and full address:

Job Title:

Salary:

Date Started:

Date of Leaving  
(if applicable):

Main duties and responsibilities – please use a separate page, if necessary:

**Previous employment details – please use a separate page, if necessary.**

Name and full address of employer

Date  
From/To

Job held

Time not accounted for

Date  
From/To

Reason

<b>Qualifications Achieved from Secondary, Higher and/or Further Education</b>		
<b>School/College/University</b>	<b>Qualifications (include GCSE/O Levels or equivalent, NVQs, work-based courses and any further education)</b>	<b>Grade and Year Taken (if any)</b>

<b>Membership of Professional Organisations and Institutions</b>			
<b>Name</b>	<b>Date achieved</b>	<b>Membership status</b>	<b>By examination (Yes/No)</b>

<b>Other Skills and Interests – including languages (spoken/written), computers, etc</b>

<b>References</b>			
Please indicate two people who can provide references – one of whom should be your present/most recent employer. Students should include their University/College tutor. References will be taken up before any offer of employment is made and may be taken up prior to interview.			
Name:		Name:	
Address:		Address:	
Telephone No:		Telephone No:	
e-mail:		e-mail:	
Job Title:		Job Title:	
May we contact prior to interview?	YES/NO	May we contact prior to interview?	YES/NO

**Reason for Application**

Using the job description and person specification as a guide, please give details of any experience of skills which you feel demonstrate your suitability for this post. Please use a continuation sheet, if required.

**Protection of Children**

**Disclosure of criminal background is required of those with substantial access to children.**

*You are required to give details as this post, for which you are applying, is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986.*

**A subsequent offer of appointment will be dependent upon the completion of a satisfactory Enhanced Criminal Records Bureau check.**

Have you ever been convicted or cautioned of a criminal offence? If yes please provide details of the offence, the sentence and the date:	YES/NO
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Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? If YES, please provide details:	YES/NO
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If you are successful in your application, would you require a work permit prior to taking up employment?	YES/NO
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**Data Protection Statement**

I hereby give my consent for the Trust to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation.

**Declaration**

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature:	Date:
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Please return your completed application form to: [hrviat@viat.org.uk](mailto:hrviat@viat.org.uk) or by post to Valley Invicta Academies Trust, The Business Centre, Huntsman Lane, Maidstone, Kent ME14 5DS

## Equal Opportunities Monitoring

This section of the application is **CONFIDENTIAL** and will be detached from your application. It is solely for monitoring purposes.

Valley Invicta Academies Trust recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

### Ethnic Group – these are approved by the Commission for Racial Equality

<u>White</u>		
British	Irish	Any other white background *
<u>Mixed</u>		
White & Black Caribbean	White & Black African	White & Asian
		Any other mixed background *
<u>Black or Black British</u>		
Caribbean	African	Any other black background *
<u>Asian or Asian British</u>		
Indian	Pakistani	Bangladeshi
		Any other Asian background *
<u>Chinese or Other Ethnic Group</u>		
Chinese	Other Ethnic Group *	* Please specify:

\* Please specify

<b>Gender</b> – please specify	Male	Female
<b>Date of Birth:</b>		
<b>Age Range:</b>	Up to 19	46-55
	20-25	56-65
	26-35	Over 65
	36-45	

### If you wish, you may disclose information about yourself in this section and your:

Religion	
Sexual Orientation	

## Disability Statement

Valley Invicta Academies Trust aims to be a fair employer and is committed to equal opportunity for disabled people. Applications from disabled people are welcome. If you are offered an interview, we have a policy of providing appropriate access and equipment to ensure that disabled people are considered on an equal basis. If you would like any further assistance or advice about this application we will try to help.

Please answer the following questions:


1. Do you consider yourself to be disabled?	YES/NO
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If YES, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?	YES/NO
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The Disability Discrimination Act 1995 defines disability as “a **physical or mental impairment which has a substantial and long-term adverse effect on an individual’s ability to carry out normal day-to-day activities.**”

2. Is there anything you would particularly like to tell us about your disability?	YES/NO
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3. Do you wish us to try to arrange for any of the following to be available if you are called for interview? Please tick 
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Induction loop or other hearing enhancement	<input type="checkbox"/>
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Sign language interpreter (please state type)	<input type="checkbox"/>
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Keyboard for written tests	<input type="checkbox"/>
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Someone with you at the interview (eg, advocate or facilitator)	<input type="checkbox"/>
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Assistance in and out of vehicle	<input type="checkbox"/>
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Accessible car parking	<input type="checkbox"/>
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Wheelchair access	<input type="checkbox"/>
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Accessible toilet	<input type="checkbox"/>
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Other assistance (please specify):	<input type="checkbox"/>
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**The information you have given will be treated as confidential and is necessary to enable us to provide appropriate adjustments and facilities. Thank you for providing this information.**