



APPLICATION FORM – SUPPORT STAFF

Please complete ALL sections and return completed application forms to Laura Leeder:

c/o Parkside Academy KS4, Lindbergh Road, Ipswich IP3 9FA

Email: lleader@raedwaldtrust.org

As an equal opportunities employer, the Raedwald Trust is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Raedwald Trust.

To request this document in an alternative format such as braille, larger print, audio or other format please email lleader@raedwaldtrust.org

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|--|--|----------------------|--|
| POST APPLIED FOR: | | CLOSING DATE: | |
| How did you find out about this vacancy? (Please state the name of any publication / website) | | | |

1. PERSONAL DETAILS (please complete in block letters)

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|--|--|-------------------------|--|
| Title: (Mr/Mrs/Miss/Ms/Other) | | | |
| Last name: | | | |
| First name(s): | | | |
| Any former names used (in full): | | | |
| Address (including Postcode): | | | |
| Home telephone no: | | Mobile telephone no: | |
| Email address: | | | |
| If you have previously worked as a teacher, please give your Teacher Reference number: | | | |

2. TRANSFERABLE SERVICE

The transfer of continuous service from other schools and Local Authorities may be possible. If you think this applies to you, please provide the date from which your continuous service commences and the name of the organisation.

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|--|-----|---------------|--|
| Date: | | Organisation: | |
| Are you an employee of a LA maintained academy or free school? | Yes | No | |

3. PRESENT AND PREVIOUS EMPLOYMENT:

Starting with the most recent, please list below a FULL and unbroken record of your employment and other activities. Include work/voluntary experience and also indicate any periods of unemployment with details.

DO NOT LEAVE ANY UNEXPLAINED GAPS IN YOUR EMPLOYMENT HISTORY. (Please continue on a separate sheet if necessary).

| | | | |
|---|--|----------|--|
| Date from: | | Date to: | |
| Employer name and address, including postcode: | | | |
| Job title and status: (Qualified Teacher / NQT / Instructor / Overseas Trained) | | | |
| Salary details: (give points awarded for qualifications, experience, TLR, recruitment, retention, special needs, total salary p.a., salary protection) | | | |
| Hours worked per week: | | | |
| Brief description of duties: (include key stage, age groups taught, number on school roll for all teaching posts) | | | |
| Reason for leaving: | | | |

| | | | |
|---|--|----------|--|
| Date from: | | Date to: | |
| Employer name and address, including postcode: | | | |
| Job title and status: (Qualified Teacher / NQT / Instructor / Overseas Trained) | | | |
| Salary details: (give points awarded for qualifications, experience, TLR, recruitment, retention, special needs, total salary p.a., salary protection) | | | |
| Hours worked per week: | | | |
| Brief description of duties: (include key stage, age groups taught, number on school roll for all teaching posts) | | | |
| Reason for leaving: | | | |

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|---|--|----------|--|
| Date from: | | Date to: | |
| Employer name and address, including postcode: | | | |
| Job title and status: (Qualified Teacher / NQT / Instructor / Overseas Trained) | | | |
| Salary details: (give points awarded for qualifications, experience, TLR, recruitment, retention, special needs, total salary p.a., salary protection) | | | |
| Hours worked per week: | | | |
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|---|--|----------|--|
| Date from: | | Date to: | |
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| Hours worked per week: | | | |
| Brief description of duties: (include key stage, age groups taught, number on school roll for all teaching posts) | | | |
| Reason for leaving: | | | |

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|---|--|----------|--|
| Date from: | | Date to: | |
| Employer name and address, including postcode: | | | |
| Job title and status: (Qualified Teacher / NQT / Instructor / Overseas Trained) | | | |
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| Hours worked per week: | | | |
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| | | | |
|---|--|----------|--|
| Date from: | | Date to: | |
| Employer name and address, including postcode: | | | |
| Job title and status: (Qualified Teacher / NQT / Instructor / Overseas Trained) | | | |
| Salary details: (give points awarded for qualifications, experience, TLR, recruitment, retention, special needs, total salary p.a., salary protection) | | | |
| Hours worked per week: | | | |
| Brief description of duties: (include key stage, age groups taught, number on school roll for all teaching posts) | | | |
| Reason for leaving: | | | |

4. EDUCATION & QUALIFICATIONS:

Please include details of all CSE, GCE, GCSE, RSA, A/AS Level, Degree, Diploma, BETC, NVQ or any equivalents. Please complete on a separate sheet if necessary.

Please be aware that proof of qualifications identified as essential to the role, including driving licence, will be required at interview. **Do not send anything now.** Further information will be sent to you should you be invited to interview.

| Secondary School / College / University | Dates attended (mm/yy) | | Subject | Qualifications gained (state level) | Grade / class of degree |
|---|------------------------|----|---------|-------------------------------------|-------------------------|
| | From | To | | | |
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5. TRAINING:

Please list any other relevant training courses attended.

| Organising Body | Course title | Length of course | Date |
|-----------------|--------------|------------------|------|
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6. MEMBERSHIP OF PROFESSIONAL BODIES:

| Name of body | Type of membership | Date obtained |
|--------------|--------------------|---------------|
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7. PERSONAL STATEMENT

Please use this section to provide evidence of how you meet each of the essential and desirable criteria set out in the personal specification and to provide a supporting statement, enlarging on the information provided elsewhere in this application form. You should indicate any special areas of teaching interest and give clear examples of your previous responsibilities and achievements. Examples could come from paid or unpaid work or any other activities that you have undertaken that you feel are relevant to the job you are applying for. If you are handwriting your form, please continue on a separate sheet if necessary (clearly marking your name and job for which you are applying for on each separate sheet).

8. REFEREES

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references.

Please provide details of at least two referees below that we can contact for a reference. Friends and relatives are NOT acceptable referees. One of the referees must be your present or most recent employer and your references must cover all employment and/or voluntary work in the past five year period. References should be provided by the Head Teacher / establishment manager.

If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. Please give details of additional referees on a separate sheet if necessary.

| Referee 1 | | Referee 2 | |
|-------------------|------------------------------|-------------------|------------------------------|
| Name: | | Name: | |
| Title: | Mr / Mrs / Miss / Ms / other | Title: | Mr / Mrs / Miss / Ms / other |
| Role: | | Role: | |
| Organisation: | | Organisation: | |
| Address: | | Address: | |
| Postcode: | | Postcode: | |
| Telephone number: | | Telephone number: | |
| Email address: | | Email address: | |
| How long known? | | How long known? | |
| Referee 3 | | Referee 4 | |
| Name: | | Name: | |
| Title: | Mr / Mrs / Miss / Ms / other | Title: | Mr / Mrs / Miss / Ms / other |
| Role: | | Role: | |
| Organisation: | | Organisation: | |
| Address: | | Address: | |
| Postcode: | | Postcode: | |
| Telephone number: | | Telephone number: | |
| Email address: | | Email address: | |
| How long known? | | How long known? | |

It is normal practice to take up references before interview. Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

Raedwald Trust operates a policy of open references and any references received in relation to you, on written request.

| | Yes | No |
|-----------|-----|----|
| Referee 1 | | |
| Referee 2 | | |
| Referee 3 | | |
| Referee 4 | | |

9. REHABILITATION OF OFFENDERS ACT 1974

The Raedwald Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

However, amendments to the Rehabilitation and Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website here: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If shortlisted for interview you will be required provide details of all unspent convictions and those that would not be filtered, prior to the date of 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 and Barring Service before your appointment is confirmed.

If you are subsequently employed by the Raedwald Trust and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the Raedwald Trust. During the course of your employment with the Raedwald Trust, should you be arrested by the police you are obliged to notify the CEO of this immediately (even if de-arrested or all charges are dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

10. GENERAL

| | | |
|--|-----|----|
| Are you applying to do this job on a part time/job share basis? | Yes | No |
| If yes, please give details of the number of hours/days per week that you wish to apply for: | | |
| Do you hold a current full driving licence? | Yes | No |
| Do you have regular use of a vehicle? | Yes | No |
| Have you ever been the subject of formal disciplinary proceedings? | Yes | No |

This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

If yes, please give details including dates below.

| | |
|---|--|
| <p>Canvassing of School Governors/Trustees or Employees of Raedwald Trust by you or on your behalf is strictly forbidden and may invalidate your application.</p> <p>Please indicate here if you are related to a School Governor/Trustee or Employee of Raedwald Trust, giving their name (and School or Directorate if known).</p> <p>Please state 'None' if appropriate.</p> | |
|---|--|

11. REASONABLE ADJUSTMENTS

If you are disabled or have a medical condition and believe you may require adjustments to this application process, please give details of how we can ensure you are offered a fair selection and interview process. Please note that if you believe adjustments would only be required for a later stage of the process (such as at interview stage), you are not required to provide information on this form. Please state 'None' if applicable.

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12. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

13. ENTITLEMENT TO WORK IN THE UK

To comply with the Immigration, Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines. **Do not send anything now, further information will be sent to you should you be invited to interview.** Raedwald Trust operates a policy of equal opportunities. Your current immigration status will not be taken into account when assessing your application against the selection criteria for the post.

| | | |
|---|-----|----|
| Are you currently eligible to work in the UK? | Yes | No |
| If Yes, are there conditions attached e.g. time limits? | Yes | No |
| If Yes, please give details: | | |

14. DECLARATION

I declare that, to the best of my knowledge and belief, the information I have supplied on ALL parts of this form is correct. I understand that any offer of employment is subject to:

- a) References which are satisfactory to the Trust
- b) A satisfactory DBS certificate and check of the Barred list
- c) The entries on this form proving to be complete and accurate
- d) A satisfactory medical report, if appropriate.

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

I understand that should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

Signed:

Date:

Details of your application including your personal details will be stored in our archives and database for up to 6 months following completion of this recruitment process (longer for successful applicants).