



Application for Support Staff Post

**Please ensure you complete all sections of this form and note that CVs will not be accepted
Please write clearly and in black ink**

Post applied for: []	
School/Academy: []	
Personal Details	
Title: []	Last Name: []
First Name: []	Known As: []
Full Address: []	
Email address: []	Preferred phone number: []
Working in the UK	
Are you eligible to work in the UK/EEA?	Yes [] No []
Do you require a work permit to work in the UK?	Yes [] No []
National Insurance Number: []	Date of Birth: []
Continuous Service	
BMAT recognises continuous service in Local Government in employment for statutory benefits included under the provision	
Do you have continuous service?	Yes [] No []
If yes, please state the start date: []	
Previous applications	
Have you applied to Beacon Multi Academy Trust before?	Yes [] No []
If yes please provide details of post and approximate date: []	
Employment History	
Please list employment providing all of the details requested, starting with your most recent job, paid and/or unpaid. It is important that you include periods of unemployment; detailing which office you may have received benefits from, and if you have been self-employed, you will need to provide proof.	
Name of Current/Last Employer: []	Full Address: []
Email address: []	Phone Number: []
Post Held: []	Salary: []

Date From: []		Leaving Date or Notice Period: []		
Reason for Leaving: []				
Name and Address of Employer	Post Held and Brief Description of Responsibilities	Date From and To	Salary	Reason for Leaving
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
Please provide details of any gaps of employment history – with dates [] []				
Secondary Employment/Business Interests				
You may not without the prior permission in writing of the Beacon Multi Academy Trust be employed or otherwise engaged in any other business, trade or profession either directly or indirectly in any capacity whatsoever.				
Do you have any other work commitments either paid or unpaid, which you would wish to continue with, if offered employment with the Academy.		Yes [] No []		
Referees				
Please give the details of two referees, not related to you. One of these must be your Line Manager with your present and/or last employer; if you work in education then one of these should be your current Headteacher. If you have limited work experience teachers/tutors may be sufficient. Referees should be able to comment on your ability to perform the job for which you are applying for.				
Referees will be contacted prior to interview.				
1. Referee's Name: []		Post Held: []		
Full Address: []		E-mail Address: []		
Telephone Number: []		Your Relationship to the Referee: []		
2. Referee's Name: []		Post Held: []		
Full Address: []		E-mail Address: []		
Telephone Number: []		Your Relationship to the Referee: []		
Education History				
Please provide details of your education history, starting with the most recent.				

Name of University/College/School/Other	Address	Date From and To	ALL Qualifications, ALL subjects and ALL Grades achieved
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]

Relevant Courses or Training

Please give details of any training that you have received, which support your application. Include any on-the-job training as well as formal courses.

Course Title	Course Provider	Date and Length of Course	Qualification Achieved (if applicable)
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]

Professional Qualifications/Registrations

Please provide details of any professional qualifications and membership of professional institutes that you hold.

Name of Professional Body	Membership Grade and number:	Date Achieved
[]	[]	[]

[]	[]	[]
[]	[]	[]

Supporting Statement and Achievements

Using the Job Description, your experiences and achievements please use this space to tell us how you meet each of the relevant points on the Person Specification.

This should be approximately 1 A4 side and should not exceed 2 sides of A4 (in no less than size font 11)

[]

Pre-Employment Checks
Medical Check
If an offer of employment is made you will be required to complete a medical questionnaire. All appointments are subject to the receipt of medical clearance satisfactory to the Trust.
Declaration of offences
This post is exempt from the Rehabilitation of Offenders Act 1974, as the nature of the job falls within the type of work excluded from the Act by the 1975 and 2001 Exceptions Amendment. This means you must declare all offences, convictions, cautions, bind overs or any court cases to the Trust. Please note that possession of a conviction or caution will not necessarily mean that you won't be appointed, each case will be considered on its merits. As this post involves working with or having access to children or vulnerable adults and/or their records, all successful candidates must undergo criminal records checks (Enhanced Disclosure and Barring Service check DBS), barred list checks and prohibition checks. Overseas police checks may also be required for those who have lived or worked outside the UK. If there is anything in relation to these checks that you would like to discuss in confidence please tick here <input type="checkbox"/>

All information given will be treated in the strictest confidence and will be used for the purposes of considering your suitability for employment and safeguarding.

Declaration

Are you related to, or have a close personal relationship with any employee or governor across the Beacon Academy Trust?

Yes

No

If yes, please state their name(s) and position(s) held:

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

I authorise the Beacon Multi Academy Trust to check the information supplied, process and hold all such information in paper, electronic and otherwise for the purpose of my employment.

The Beacon Multi Academy Trust intends to fulfil all its obligations under the General Data Protection Regulation (GDPR). To find out what personal data we collect and how we use it, please visit [our privacy policy](#).

Electronic signature and receipt confirms acceptance of this declaration.

Name (please print)

Signed

Date

Do you give your consent for the Trust to retain your personal information / application for 12 months from the date received?

Please tick

Yes

No

Please read the next part of the application form carefully, some parts are compulsory and failure to complete may result in your application being returned.

Please save the application by your surname and return by email to beasuccess@beaconacademytrust.co.uk

The following section will be separated from the rest of the form before selection takes place.

Workforce Equal Opportunities Monitoring

Beacon Multi Academy Trust is committed to recruiting, retaining and developing a workforce that reflects our diverse community. It is vital that we monitor and analyse diversity information so that we can ensure that our recruitment process is fair, transparent, promote equality of opportunity for applicants and staff, and do not have an adverse impact on any particular group.

Your cooperation in providing us with accurate equality and diversity information will increase our awareness of our processes and can help us design and apply policies and processes that attract and retain a diverse, talented and motivated workforce.

This information will be used for statistical purposes only. No information will be published or used in any way which allows any individual to be identified.

You can be assured that this information will be treated in confidence and will not be available to anyone in the selection process or to future managers.

1 Personal details

Name <input type="text"/>	Date of Birth <input type="text"/>	Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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Post applied for <input type="text"/>	Where did you see this post advertised <input type="text"/>
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2 Do you consider yourself to be disabled?	Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
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Confidentiality will be maintained however please be aware that there may be some circumstances where relevant personal information may need to be provided to relevant individuals for management purposes, for example, health and safety, emergencies or policy requirements.

Please let us know of any reasonable adjustments which you may require as part of this recruitment process.

3 Ethnic group

Please choose one selection from A to E and then tick the appropriate box within your chosen selection.

A White

British (to include Northern Ireland, Scotland & Wales) <input type="checkbox"/>	Irish <input type="checkbox"/>	European <input type="checkbox"/>	Any other White background (please state) <input type="text"/>
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B Mixed/Multiple ethnic groups

White & Black Caribbean <input type="checkbox"/>	White & Black African <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Any other mixed background (please state) <input type="text"/>
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C Asian or Asian British

Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Chinese <input type="checkbox"/>
Any other Asian Background (please state) <input type="text"/>			

D Black or Black British

African <input type="checkbox"/>	Caribbean <input type="checkbox"/>	British <input type="checkbox"/>	Any other Black Background (please state) <input type="checkbox"/>
E Other ethnic group			
Arab <input type="checkbox"/>	Other (please state) <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	
4 What is your sexual orientation?			
Heterosexual/straight <input type="checkbox"/>	Gay woman/lesbian <input type="checkbox"/>	Gay man <input type="checkbox"/>	Bisexual <input type="checkbox"/>
Other (please state) <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>		
5 What is your religion or belief?			
No religion <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>	Hindu <input type="checkbox"/>
Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>	Other religion/belief (please state) <input type="checkbox"/>
Prefer not to say <input type="checkbox"/>			

Thank you for completing this part of the form, by doing so you have helped us better understand our diverse breakdown, processes and workforce.