

## APPLICATION FORM GUIDANCE NOTES – SUPPORT STAFF APPLICATION FORM

### Please read this information before completing the Application for Employment

These notes are intended to help you complete the enclosed application form. The person specification provided with the details of the post lists the essential and desirable criteria against which each application will be assessed at each stage of the Recruitment and Selection Process. Please note when the stage identified on the person specification includes “A” you must show evidence on your application form that you meet this criteria.

### General Points

Please complete the form using black ink so that it can be photocopied.

If you are applying for two or more different posts, a separate Application for Employment will need to be completed for each post for which you are applying.

**Swift Academy Trust seeks to ensure that we appoint the right candidate to each job and that applications for employment are treated in a fair and consistent manner. Candidates are responsible for ensuring that they complete fully all sections of the application form in sufficient detail to ensure that the form can be properly assessed against the criteria shown in the person specification. Any information provided on CV's will not normally be considered for shortlisting purposes. If little or no information is provided on the application form, it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely.**

If you do not have enough space on the form at any point, you may continue on a separate sheet of paper. Please ensure that you write your name and the title of the post for which you are applying on any additional sheets.

### Front Page

The first section asks for some basic details about you. Please provide all the details as requested.

### Present Employment

Please provide details of your present post, as requested, including the period of notice to be given. If you are unemployed at the time of applying please indicate this.

### Previous Employment

Please provide full details of any previous posts you have held, starting with the most recent first. Please ensure you complete the “**reason for leaving**” column and **ensure you account for any gaps in employment**. Please note that if you are not currently employed, have not been employed recently or have limited experience of employment, you do have the opportunity to give details of any other experience, voluntary work or private interests that you feel help you to meet the criteria on the person specification in the personal statement section of this form.

### Education

Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination. Relevant certificates must support all qualifications and any appointment will be subject to the presentation of the original documents, but please do not attach them, as they will be requested at a later date.

### Referees

You must supply us with the names, designations and addresses of two people whom we may ask for references. One **must** be your present or most recent employer and if you are a **recent** school leaver, one should be the Head Teacher of your last school. If you do not wish us to approach your referees prior to interview please indicate this and we will comply with this request, but please note that an appointment will only be confirmed once

satisfactory references have been received. If you have previously worked in a childcare post but do not currently, Swift Academy Trust will require a reference from this employer.

### **Personal Statement**

Please use this space to give further details of experience and private interests relevant to your application. Please use additional sheets if required. If you have been requested to submit a covering letter as part of the application process you are not required to complete this section.

### **Additional Information**

Swift Academy Trust operates a policy on the employment of people with criminal records. The Trust does not see a criminal record as a bar to employment and will consider the nature of the conviction and its relevance to the job applied for prior to making any selection decisions. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, you are required to disclose information concerning any convictions and/or cautions which would appear on an enhanced Disclosure and Barring Service Criminal Check for work with children. An enhanced DBS check is required for this post and the successful applicant will either need to apply for a DBS or give Longfield Academy Trust consent to check their status if they are registered with the DBS Update Service. The Trust complies with the Code of Practice issued by the Disclosure and Barring Service, of which a copy is available from the contact address on the front of the application form. Further information regarding the convictions and cautions which will appear on a DBS check is detailed in the attached policy statement on the Recruitment of Ex-offenders.

### **Interview Adjustments**

Swift Academy Trust welcomes applications from disabled people. Please complete this section to inform us whether we need to make reasonable adjustments to enable you to take part in the selection process.

### **Driving ability**

Please answer the questions relating to driving ability in accordance with the requirements of the post.

### **Relationship with Directors, Members, Governors, Employees and Pupils**

You are required to complete this section regarding your relationship with any Directors, Members, Governors and Employees of the Trust. Failure to declare such a relationship could result in disciplinary action or dismissal.

You are also required to declare if you have a relationship with a pupil/pupils currently attending Longfield Academy or the Rydal Academy (depending on the school at which you are applying to work).

**Finally, please check that you have completed all sections of the Application for Employment and that you have signed it. If submitting your application via e-mail you will be asked to sign the form if you are appointed as part of the pre-employment vetting process.**

### **Data Protection Disclaimer**

**We will use the information you give on this form and any supporting information you provide for the purposes of selection to the post applied for or consideration for any other suitable posts which may become available. If appointed to a position, the information provided will also be used for establishing identity as part of pre-employment vetting processes and compiling individual personnel records.**

### **Equality Policy**

Swift Academy Trust is an equal opportunities employer and is committed to equality for all in terms of our culture, service delivery and employment. The aim of the Trust's equality policy, with regard to recruitment and selection, is to ensure that no job applicant receives less favourable treatment on the grounds of any protected characteristic.

The Equality Monitoring Form is not part of the selection process. It will be used primarily to monitor the diversity of applicants, in line with the Trust's equality policy. In addition, date of birth is an important part of confirming identity and will be used for this purpose for the successful candidate only.

### **Conditional Offer of Employment**

All job offers are conditional, subject to satisfactory pre-employment checks including references, enhanced Disclosure and Barring Service criminal records check for work with children, proof of ID, qualifications (if applicable) and medical clearance.

## THE RECRUITMENT OF EX-OFFENDERS

### Policy Statement

#### 1. Introduction

1.1 Swift Academy Trust recognises the importance of ensuring equality of opportunity in its employment practices and is committed to eliminating unfair discrimination when employing people with criminal records. The Trust's equality policy supports this commitment.

#### 2. The Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975

2.1 This Act provides that anyone who has been convicted of a criminal offence and who is not convicted of a further offence during the specified period becomes a 'rehabilitation person' and his/her conviction becomes spent.

2.2 This means that the conviction does not have to be declared when applying for a job. The rehabilitation period depends on the sentence and runs from the date of conviction. A conviction resulting in a prison sentence of more than 30 months can never become spent.

2.3 There are some exceptions to the Act detailed in the Exceptions Order of 1975, which, broadly relate to work with children, sick, elderly or disabled people and the administration of the law. All roles working in a school are exempt from the Rehabilitation of Offenders Act therefore you must disclose more information regarding convictions and cautions, including some which may be regarded as spent for other purposes.

2.4 However, you are only required to disclose convictions and cautions which the Academy Trust is allowed to know about and these are the ones which would appear on an enhanced Disclosure and Barring Service criminal check for work with children. Convictions and cautions which the Trust is not allowed to know about will be 'filtered' out.

2.5 The rules as to when a conviction or caution will be filtered are set out in legislation. This states that a DBS certificate must include the following:

- Cautions relating to an offence from a list agreed by Parliament – see below
- Cautions given less than 6 years ago (where the individual is over 18 at the time of the caution)
- Cautions given less than 2 years ago (where the individual is under 18 at the time of the caution)
- Convictions relating to an offence from a prescribed list – see below
- Where the individual has more than one conviction all convictions will be included on the certificate (no conviction will be filtered)
- Convictions that resulted in a custodial sentence (regardless of whether served)
- Convictions given less than 11 years ago (where the individual is over 18 at the time of the conviction)
- Convictions given less than 5.5 years ago (where the individual is under 18 at the time of the conviction)

- 2.6 There are some offences which are serious which relate to sexual offending, violent offending and/or safeguarding which are never filtered. This list is derived from legislation and is available at <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.
- 2.7 As part of the selection process you will be required to either apply for an enhanced Disclosure and Barring Service criminal check for work with children or give consent for the Trust to check your status if you are registered with the DBS Update Service.
- 2.8 Failure to allow the Trust to see your DBS certificate or to give consent to check your status if you are registered with the Update Service will result in a conditional offer of employment being withdrawn.

### **3. Appointment Process**

- 3.1 Swift Academy Trust is committed to the principle of making appointments on merit and will focus on a person's abilities, skills, experience and qualifications. When considering an applicant with a criminal record the Trust will consider the relevance of the convictions to the job for which the person is applying. In considering this relevance the Trust will explore:
- the circumstances leading up to an offence
  - whether the individual has committed repeat offences
  - the nature and seriousness of the offence
  - the length of time since the offence took place
  - the nature of the work in which the individual will be involved, including their exposure to pupils, money and property
  - the extent to which the person will be supervised
  - the individual's attempts not to re-offend
  - the potential risks associated with employing the person in the post
- 3.2 The Trust does not necessarily see a criminal record as a bar to employment. This will depend on the nature of the position and the circumstances and background of the offence.

### **4. Failure to disclose a criminal record**

- 4.1 Failure to disclose relevant unspent and/or spent convictions when required on the Application for Employment will be considered a serious matter and may lead to an offer of employment being withdrawn, disciplinary action or even dismissal. However, the matter will be discussed with the applicant/employee prior to any decisions being made.

### **5. Confidentiality**

- 5.1 Any information requested and provided regarding criminal records will be treated confidentially and with discretion. Access to criminal record information will be on a need-to-know basis and information will be stored confidentially and in accordance with the General Data Protection Regulations Act 2018 (GDPR).

### **6. Communication of this Policy**

- 6.1 The Trust will undertake to ensure that key employees receive appropriate training about their personal roles and responsibilities in this area. In addition specific training will be provided on assessing the risks associated with employing those with criminal records, identifying safeguards and making balanced objective judgements.
- 6.2 All job applicants for posts with Swift Academy Trust will receive a copy of this policy with the information pack sent out with the Application for Employment.

**Strictly Private & Confidential**



**APPLICATION FOR EMPLOYMENT – SUPPORT STAFF**

Please complete all sections of this form in black ink or typescript and return to:

By post:  
 The HR Team  
 Longfield Academy  
 Longfield Road  
 Darlington  
 DL3 0HT

By e-mail: [dwallace@swiftacademies.org.uk](mailto:dwallace@swiftacademies.org.uk)

Please read the guidance notes before completing the application form.

<b>POST TITLE:</b>		School: Longfield Academy Hurworth School The Rydal Academy Swift Academies Trust <table border="1" style="float: right; width: 30px; height: 40px; margin-left: 10px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
<b>Title (Mr/Mrs/Miss/Ms):</b>	<b>Surname:</b>	<b>Forename(s):</b>					
<b>Previous known as names:</b>		<b>National Insurance Number:</b>	<input type="text"/>	<input type="text"/>			
<b>Address:</b>		<b>Telephone No. Home:</b>  <b>Telephone No. Work:</b>  <b>Mobile No:</b>  <b>E- mail address:</b>					

<b>PRESENT EMPLOYMENT</b>	
<b>Post title:</b>	
<b>Name and Address of Employer:</b>	<b>Grade:</b>  <b>Salary / Wage:</b>  <b>Date of Appointment:</b>  <b>Period of notice required:</b>

<b>PREVIOUS EMPLOYMENT (please account for any gaps in employment)</b>					
FROM	TO	EMPLOYER	POSITION	SALARY	REASON FOR LEAVING

## Strictly Private & Confidential

PREVIOUS EMPLOYMENT CONTINUED (please account for any gaps in employment)					
FROM	TO	EMPLOYER	POSITION	SALARY	REASON FOR LEAVING

### EDUCATION

SECONDARY EDUCATION		
Schools attended	Dates	Qualifications (including subjects and grades)

### FURTHER AND HIGHER EDUCATION

Establishment attended	Dates	Course	Result

### MEMBERSHIP OF PROFESSIONAL / TECHNICAL BODIES

MEMBERSHIP REFERENCE NO.		
Professional / Technical body	Class of Membership	Date obtained

## Strictly Private & Confidential

### PERSONAL STATEMENT

Please use this space to give further details of career, experience and private interests relevant to your application. Please continue on a separate sheet if necessary.

### REFEREES

Please give the names and addresses of two persons who are not related to you and from whom references can be obtained. One of these **MUST** be your current or last employer. Referees may be contacted prior to interview. Please ensure that you provide all the details required below and that your referees are aware they may be contacted.

<b>Name:</b>	<b>Name:</b>
<b>Job Title/Status:</b>	<b>Job Title/Status:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone no:</b>	<b>Telephone no:</b>
<b>E-mail address:</b>	<b>E-mail address:</b>

## Strictly Private & Confidential

### ADDITIONAL INFORMATION

Swift Academy Trust is committed to the principle of making appointments on merit and will focus on a person's abilities, skills, experience and qualifications. When considering an applicant with a criminal record the Trust will consider the relevance of the conviction to the job for which the person is applying and a record will not necessarily be a bar to obtaining a position. The Trust has adopted a policy on the recruitment of ex-offenders, a copy of which is enclosed with this application form. An enhanced Disclosure and Barring Service criminal records check for work with children will be requested for the successful applicant to this job. The Code of Practice for Registered Persons and Recipients of Disclosed Information is available on request from the address on the front of this form.

Have you been convicted of an offence or accepted a caution which would be disclosed on an enhanced DBS certificate for work with children? Yes/No

**If 'Yes' please specify giving dates:**

Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, applicants are required to disclose some information concerning convictions which may include those which for other purposes are regarded as spent under the Act. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website [www.gov.uk/dbs](http://www.gov.uk/dbs). Any information disclosed will be treated in the strictest confidence.

### INTERVIEW ADJUSTMENTS

If you have any specific requirements to assist you, if you are asked to attend an interview, please detail these below and reasonable adjustments will be made.

### DRIVING ABILITY

Do you hold a current driving licence in accordance with the requirements of the post? Yes/No

Have you had any endorsements within the last 5 years? Yes/No

Do you have a roadworthy vehicle? Yes/No

Are you related to any Director, Member, Governor or Employee of the Trust? Yes/No

Are you related to any pupil(s) currently attending Longfield Academy, Hurworth School or the Rydal Academy? Yes/No

**If Yes, please give details**

Please note: Canvassing of Directors, Members, Governors and Employees directly or indirectly in connection with this application will disqualify you.

### DECLARATION

**By submitting this form you are declaring that the information stated is true and accurate.**

**I declare that the information given in this application is true, and that I have not canvassed directly or indirectly any Director, Member, Governor or Employee of Swift Academy Trust, nor will I do so. I understand that any falsification of information will be judged as serious misconduct and may result in withdrawal of an offer of employment, disciplinary action or dismissal.**

Name:

Date:

As an organisation committed to equality of opportunity Swift Academy Trust's policy is to ensure that no employee, pupil, governor, or volunteer receives less favourable treatment on the grounds of a range of protected characteristics under the Equality Act 2010. We need to find out if our policy is working in practice. To do this we look at how we advertise jobs, how we select people for interview and who is offered the job after a successful interview. Monitoring the recruitment and selection procedures is one way of helping to ensure there is no discrimination in the way we recruit people. We also monitor the volunteers who apply and are placed within the Trust and our Governing Bodies and how representative they are of the local community.

**How you can help us.** We need to know the gender, age, marital status, disability and ethnic group of people who apply to work, volunteer or are appointed as Governors for Swift Academy Trust. We would like you to complete the following questionnaire.

The information you give us will be treated as strictly confidential and will not form part of any selection process or decision.

<b>Post Title/Role:</b>	<b>School :</b> Longfield Academy <input type="checkbox"/> The Rydal Academy <input type="checkbox"/>
<b>1. My sex is:</b> Male <input type="checkbox"/> Female <input type="checkbox"/>	
<b>2. My age is:</b> 16-19 <input type="checkbox"/> 20-29 <input type="checkbox"/> 30-39 <input type="checkbox"/> 40-49 <input type="checkbox"/> 50-59 <input type="checkbox"/> 60+ <input type="checkbox"/>	
<b>3. Date of Birth :</b>	
* If you are appointed to a position within the Trust your Date of Birth will be used as part of the pre-employment vetting process.	
<b>4. Are you married or in a registered civil partnership?</b> Yes / No	
<b>5. Do you consider yourself to be a person with a disability as described by the Equality Act 2010?</b> Yes / No	
<i>i.e. Do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long term effect on your ability to carry out normal day-to-day activities ?</i>	
<i>If 'Yes' please give details of any reasonable adjustments which you believe would need to be made to enable you to undertake the position for which you have applied.</i>	
<b>6. What is your ethnic group? Choose one selection from (a) to (e) and then tick the appropriate box.</b>	
<b>(a) White</b> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background (please write in below)	<b>(b) Black or Black British</b> <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background (please write in below)
<b>(c) Mixed</b> <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed background (please write in below)	<b>(d) Chinese or other ethnic group</b> <input type="checkbox"/> Chinese <input type="checkbox"/> Any other (please write in below)
<b>(e) Asian or Asian British</b> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background (please write in below)	Where did you learn of this vacancy (if applicable)?

Please print your full name

Date

Signature

This document will not be used as part of the selection process, and will be kept separate from your application form. The information you provide will be treated in the strictest confidence and will not be available to members of the appointment panel. If appointed to a position, the information provided will also be used for establishing identity as part of pre-employment vetting processes and compiling individual personnel records.