

**APPLICATION FORM (Non-Teaching)**

**We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.**

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| Post applied for: | Closing date: |

**1. PERSONAL DETAILS**

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| First name/s: | Last name: |
| Date of Birth: | Contact telephone numbers: |
| Address: | Daytime: |
|  | Evening: |
|  | Mobile: |
|  | Email address: |
| Postcode: | National Insurance Number: |

**2. EMPLOYMENT HISTORY - Present or most recent employment**

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| --- | --- |
| Name of employer: | |
| Job title: | Salary: |
| Dates from / to: | |
| Period of notice / date available to start: | |
| Key responsibilities: | |

Reason for seeking new position/leaving:

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NB. If you have more than one employment please provide the same information for each job, if necessary on a separate sheet.

**3. PREVIOUS EMPLOYMENT**

**Please start with the most recent** *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

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| --- | --- | --- | --- |
| Job title and brief outline of duties | Name and address of employer | Dates  from - to  (month & year) | Reason for leaving |
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Please give details and an explanation for any gaps in your employment history:

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**4. EDUCATION, TRAINING AND DEVELOPMENT**

**Secondary school/college/university/apprenticeship** *including current studies, with the most recent first.*

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| --- | --- | --- | --- |
| Name of institution | Full/part-time | Courses/subjects taken | Qualifications/grade |
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*NB. We reserve the right to contact employers or educational establishments to verify details given.*

**Details of any relevant learning and development.** Please include dates.

(e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)

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**Professional / Technical membership**

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| Name of professional / technical body | Grade of membership |
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**5. SUPPORTING STATEMENT**

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

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*Please continue on a separate sheet if necessary.*

**6. REHABILITATION OF OFFENDERS ACT 1974**

We will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working for us.  As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

I understand that;

a) if I am applying for a post which is eligible for a Basic Disclosure, I will be required to declare information on any unspent previous criminal record that I hold.  Upon request, I will provide details of all unspent convictions or cautions received (including any convictions in a court of law outside of Great Britain) and any prosecutions that I have pending.

b) if I am applying for a post which is eligible for a DBS Disclosure, I will be required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance.  Upon request, I will provide details of all convictions, cautions, reprimands or final warnings received, which would not be filtered in line with current guidance (including any convictions in a court of law outside of Great Britain) and any prosecutions that I have pending.

**7. ADDITIONAL INFORMATION**

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has,” a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”.

Do you have a disability? Yes  No



We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job. Please see the applicant guidance notes for further information.



Are you eligible to work in the UK? Yes  No



Do you require a work permit? Yes  No



Do you, your partner or family have any interests (financial, professional

or otherwise) that may conflict with your Cornerstone Academy Trust Yes  No

employment?

(If yes, attach details)



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**Note:** Soliciting support or information to give an unfair advantage may disqualify your application.

**8. REFERENCES**

Please give details of two referees, one of whom should be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

**References may be taken up before an interview or offer of employment, unless you request otherwise.**

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| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Tel no: | Tel no: |
| Email: | Email: |
| Occupation/Relationship: | Occupation/Relationship: |
| How long have they known you? | How long have they known you? |
| I agree to this reference being taken up before an interview  or offer of employment being made: Yes  No | I agree to this reference being taken up before an interview  or offer of employment being made: Yes  No |

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the Trust under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

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| Signature: | Date: |

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**Where did you see the advertisement for this post?**

**DATA PROTECTION ACT 1998.** INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY CORNERSTONE ACADEMY TRUST UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE ACADMEY TRUST. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS.

## DIVERSITY MONITORING

CORNERSTONE ACADEMY TRUST BELIEVES IN VALUING DIVERSITY. WE WELCOME AND ENCOURAGE APPLICATIONS REGARDLESS OF AGE, GENDER, SEXUAL ORIENTATION, RACE, RELIGION OR DISABILITY. TO HELP US MONITOR THE EFFECTIVENESS OF OUR POLICIES WE WOULD ASK YOU TO ASK YOU TO COMPLETE THE DIVERSITY MONITORING INFORMATION FORM SENT WITH THIS APPLICATION.

## SUBMIT YOUR APPLICATION

TO COMPLETE YOUR APPLICATION PLEASE SAVE THE APPLICATION TO YOUR COMPUTER AND UPON COMPLETION EMAIL IT TO [vacancy@tcat.education](mailto:vacancy@bcps.org.uk)