## JOB APPLICATION FORM

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| **Please state below which position you wish to apply for:** |
| **Education Services Assistant – Continued Professional Development (CPD) administration and IT support** |
| **CLOSING DATE: 1st February 2021, at 12pm** |

Please fully complete this application form; CV’s will not be considered or accepted.

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| 1. Personal details |

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| Title: Mr/Mrs/Ms/Miss/Other: | Are you applying for a job share? | | | Yes | |  | No | |  |
| Surname/Last Name: | First Names: | | | | | | | | |
| Address: | Telephone Number (Home): | | | | | | | | |
| Telephone Number (Business): | | | | | | | | |
| Telephone Number (Mobile): | | | | | | | | |
| Email: | | | | | | | | |
| Post Code: |
| Address for Correspondence (if different to home address) | N.I. No: | | | | | | | | |
| DFE No: | | | | | | | | |
| Post Code: |
| Where did you see or hear of this job? (if online please state the website) | GTC Registration No: | | | | | | | | |
| Do you hold a current driving licence? | | Yes |  | | No | | |  | |
| Is it a Full / Provisional / LGV / PCV licence? | | | | | | | | | |

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| 1. Personal details (continued) |

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| All candidates for employment must state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing member or employee of the Salisbury Diocesan Board of Education or the Diocese of Salisbury Multi Academy Trust.  Are you related to an existing member or employee of the Salisbury Diocesan Board of Education or the Diocese of Salisbury Multi Academy Trust?  Yes No  If yes, please provide the following details:  Surname/Last Name: First Names:  Address: Relationship: |
| Are there any restrictions to your residence in the UK which might affect your right to take up this employment?  Yes No |
| If Yes, please provide details: |
| If you are successful in your application, would you require a work permit prior to taking up employment?  Yes No  ***Applicants should note that failure to declare any restrictions to employment or the need for a work permit could lead to termination of service.*** |
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| **2. Educational / Technical / Professional Qualifications** |

(Please name any institute or professional body in full, rather than using initials)

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| **Secondary Education** | | | |
| Where attained | Subjects / Qualifications | Year | Grade |
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| **Higher/Further Education** | | | |
| Where attained | Subjects / Qualifications | Year | Grade |
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| **Qualifications** | | | |
| Where attained | Subjects / Qualifications | Year | Grade |
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| **Qualifications being studied for (if applicable)** | | | |
| Where attained | Subjects / Qualifications | Year | Grade |
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| **3. Details of relevant training courses** |

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| Course subject and provider | Length of course | Year |
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| 4. Employment History |

Please give details of **all** jobs held including part time and unpaid work, **starting with your present** **/ last employer.**

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| **Present Employment** | |
| Job Title: | Employer: |
| Current Salary: | Address: |
| Current Scale if applicable: |
| Employed from: | Employed to: |
| Notice Required: | Reason for leaving: |
| Please give a brief description of current duties, responsibilities and achievements. | |

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| **Previous Employment** | | | | | |
| Employer (Name  & Full Address) | Jobs held and  main duties | From | To | Salary/  Grade | Reason for leaving |
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| ***5. Relevant Knowledge, Experience & Skills*** |
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| *Please demonstrate using examples how your knowledge, experience and skills meet the job requirements described in the Person Specification. Please include your reasons for and your interest in applying for this post.*  ***You may prefer to attach your supporting statement as a separate document. Your statement should be no longer than 2 sides of A4.*** |

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| **6. References** |

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| Please indicate two people who can provide references, one of whom **must** be your present/last employer: | |
| Name:  Address:  Tel. No.  E-mail:  Occupation:  Relationship (eg Manager):  Please note references will be taken up prior to interview for all shortlisted candidates. | Name:  Address:  Tel. No.  E-mail:  Occupation:  Relationship (eg Manager)  Please note references will be taken up prior to interview for all shortlisted candidates. |
| You may be able to provide a clerical reference (third referee) and we would welcome this:  Name:  Address:  Tel. No.  E-mail:  Position: | |

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| **7. Declarations** |

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| **Declaration**  To the best of my knowledge and belief the information I have given is correct. I understand that my application will be disqualified or, if already appointed, disciplinary action considered, if I have knowingly given false information. I am also aware of and agree to accept the conditions set out in the accompanying information relating to provision of information of criminal convictions. Signed: Date: |

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| **Declaration of Criminal Offences**  The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as "spent" under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. As the occupant of the post will have substantial access to children, a disclosure request will be made of the Criminal Records Bureau (CRB) to ascertain whether their records reveal any criminal convictions (including spent ones) relating to the successful applicant. All information given will be treated in the strictest confidence and will be used for this job application only. The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.  Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.   |  |  |  | | --- | --- | --- | | Details of offence(s) | Place & Date of Judgement(s) | Sentence(s) | |  |  |  | |  |  |  | |  |  |  | |

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| **Data Protection Act 1998**  I hereby give my consent for personal information (including recruitment monitoring) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data protection Act 1998. Signed: Date: |

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| **8. Applicant Commitment to Safeguarding** |

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| The Trust is committed to safeguarding & promoting the welfare of children and young people, as well as adults at risk, in line with the ‘Safeguarding Children and Safer Recruitment in Education’ guidance issued by the Department for Education and expects all staff and volunteers to share this commitment.  **Agreement Statement**  By signing this declaration I confirm that I understand and agree with the Trust’s commitment to safeguarding.  I confirm that I am not disqualified from work with children, or subject to any sanctions imposed by a regulatory body. I am aware that this post requires an Enhanced Disclosure from the CRB.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| ***Please return your completed application form by email to:***  ***sarah.mcnicol@salisbury.anglican.org*** |
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| **9.** **Equal Opportunities Monitoring** |

To help us check that we are employing people fairly, please mark the appropriate sections below.

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| Female |  | Male |  | Date of Birth: |

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| **What is your ethnic group?**  Choose one section from **a** to **e**, then put a cross in the appropriate box in column **(2)** and also in column **(3)** if applicable. | | | | |
| **Column (1)** | **Column (2)** | **x** | **Column (3)** | **x** |
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| 1. White | British |  | Welsh |  |
| Irish |  | English |  |
| Any other white background |  | Scottish |  |
| 1. Mixed | White & Black Caribbean |  |  |  |
| White & Black African |  |  |  |
| White & Asian |  |  |  |
| Any other mixed background |  |  |  |
| 1. Asian or   Asian British | Indian |  |  |  |
| Pakistani |  |  |  |
| Bangladeshi |  |  |  |
| Any other Asian background |  |  |  |
| 1. Black or   Black British | Caribbean |  |  |  |
| African |  |  |  |
| Any other Black background |  |  |  |
| 1. Chinese or   Other ethnic group | Chinese |  |  |  |
| Any other |  |  |  |

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| Marital status: |
| Are you registered disabled: Yes No |
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| Do you consider yourself to have a disability: Yes No |
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| If yes, please state nature of disability: |
| If you are a person with a disability is there anything we need to know in order to offer you a fair selection interview?  For example, please let us know if you need wheelchair access, a sign language interpreter, etc. |
| **The Disability Discrimination Act defines disability as;**  **“A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities”** |