**CONFIDENTIAL**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **APPLICATION FORM FOR SUPPORT STAFF POSTS**  Please complete in **black ink** or type and return by email to: hradmin@mulberryacademyshoreditch.org  Please note that curriculum vitae are not accepted in place of a fully completed application form. Applications received after the closing date will not be accepted. | | **Mulberry Logo** | | | | |
| Mulberry Academy Shoreditch is a trading name of the Mulberry Schools Trust, which is a charitable company limited by guarantee registered in England and Wales (Company No.10035860). Company's registered office: Mulberry Schools Trust, Richard Street, Commercial Road London, E1 2JD. | | | | | | |
| **APPLICATION FOR POST OF:** | | | | | | | |
| **REFERENCE NUMBER:** | | | | | **CLOSING DATE FOR RECEIPT OF APPLICATIONS:** | | |
| **PERSONAL DETAILS** | | | | | | | |
| SURNAME: | | | (MR/MRS/MISS/MS)  FIRST NAMES: | | | | |
| ADDRESS: | | | | | | | |
| CONTACT DETAILS: | | | HOME: | | | | |
| WORK: | | | | |
| MOBILE: | | | | |
| EMAIL: | | | | |
| NATIONAL INSURANCE NUMBER: | | |  | | | | |
| DATE OF RECOGNITION AS A QUALIFIED TEACHER IN ENGLAND/WALES (IF APPLICABLE): | | |  | | | | |
| DfE REFERENCE NUMBER: | | |  | | | | |
| ARE YOU ELIGIBLE TO WORK IN THE UK? YES/NO  IF “NO” PLEASE SPECIFY YOUR CIRCUMSTANCES | | | | | | | |
| WHERE DID YOU SEE THE JOB ADVERT? | | | | | | | |
| **EDUCATION AND QUALIFICATIONS**  **(Including any relevant professional qualifications)** | | | | | | | |
| **SCHOOL, COLLEGE, UNIVERSITY** | **Dates (from)** | | | **Dates (to)** | | **COURSES & EXAMINATIONS TAKEN WITH RESULTS** | |
|  |  | | |  | |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY**  **(Please give details of all employment, listing the information in chronological order with your**  **current or most recent position first)**  ***Any gaps in your employment and/or training and education history will be explored with you if you are called for interview*** | | | | | | |
| **Employer’s name**  **and address** | **Dates**  **From - To** | | | **Position**  **held** | **Salary and**  **benefits** | **Reason for**  **leaving** |
|  | Date | Month | Year |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **PERIODS WHEN NOT WORKING**  **(Please give details of any voluntary work and reasons for periods when you have not been employed)** | | |
| **From**  **dd/mm/yy** | **To**  **dd/mm/yy** | **Reason** |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROFESSIONAL DEVELOPMENT**  **(Please give details of courses relevant to this application and indicate any awards earned)** | | | | |
| **Course Title** | **Provider** | **Duration** | **Dates**  **dd/mm/yy** | **Awards**  ***(if any)*** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **MEMBERSHIP OF PROFESSIONAL BODIES**  **(please provide details of any current membership)** | | |
| **Name of professional body** | **Membership status** | **Date membership commenced** |
|  |  |  |

|  |
| --- |
| **EXPERIENCE** |
| You are invited to provide further information in support of your application. Please make full use of this section, and continue on additional sheets if necessary. Please make sure that you address each of the criteria in the person specification for the post. You should also ensure your application includes:   * The reasons why you are applying for this post * The personal qualities and experience that you feel are relevant to your suitability for the post. * Key responsibilities and achievements in your present or most recent job which are relevant to this application. * Details of any relevant interests or activities |
|  |
| Please continue on a separate sheet if necessary....../ |

|  |  |  |  |
| --- | --- | --- | --- |
| **REFEREES** | | | |
| * Please provide details of 2 referees. References will only be sought for short listed candidates. **It is our policy to obtain references prior to interview. Please state clearly below if you would prefer us not to contact your referees before interview.** * The first reference **must** be your present or most recent employer. If this is a school or college, your referee **must** be the Headteacher or Principal or the reference must be approved by the Headteacher or Principal. * If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer. * If you are not currently working with children but have done so previously the second reference **must** be that employer. Again, if this is a school or college, your referee must be the Headteacher or Principal or reference approved by them. * Please do not give relatives, peer colleagues or people solely in the capacity as friends as a referee. * We reserve the right to contact other previous employers with a view to verifying details on your application form such as particular experience or qualifications. | | | |
| **Referee 1** | | **Referee 2** | |
| Full Name  Occupation  Address  Tel No.  Email address |  | Full Name  Occupation  Address  Tel No.  Email address |  |
| In what capacity do you know the referee? | | In what capacity do you know the referee? | |
| Are you happy for us to contact this referee before interview (should you be shortlisted)?  YES / NO (delete as applicable) | | Are you happy for us to contact this referee before interview (should you be shortlisted)?  YES / NO (delete as applicable) | |
| Should you be successful, when would you be available to start? | | | |
| **DECLARATION** | | | |
| 1. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). 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 on the Disclosure and Barring Service website. Having a criminal record will not necessarily prevent you from taking up appointment. However, should you fail to declare an offence that is not protected, this may place your appointment at risk and could result in your subsequent dismissal.   Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013?](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)  YES / NO (delete as applicable, referring to the guidance via the link for information) **If you have confirmed that you have a disclosure, please provide details on a separate sheet marked CONFIDENTIAL and bring it with you in a sealed envelope (marked CONFIDENTIAL) on the day of the interview and hand it in to a member of the HR Team on arrival.** Please find our Child Protection policy and Safer Recruitment policy on this link: <http://www.mulberryacademyshoreditch.org/school-policies/> | | | |
| 1. I confirm that I have never been disqualified from working with children or been subject to any sanctions imposed by a regulatory body, eg Teaching Agency.   YES / NO (delete as applicable) | | | |
| 1. **I confirm that the information given is correct and that I am prepared for a DBS Barred List (formerly List 99) and (for teaching staff) an Employer’s Access On-Line Check and**   YES / NO (delete as applicable)  It is a criminal offence for barred individuals to seek or undertake work with children. | | | |
| Are you related to any member of staff or Governor, or Trustee of the academy?  YES / NO **(delete as applicable)**    If yes, who and in what capacity? | | | |
| I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal.  **PLEASE PROVIDE HAND WRITTEN SIGNATURE**  SIGNATURE OF APPLICANT ................................................................... DATE ....................................... | | | |
| Data Protection | | | |
| Mulberry Academy Shoreditch reserves the right to collect, store and process personal data about applicants in so far as it is relevant to your application. This also applies during employment and for six years thereafter. This includes processing of sensitive data for the purposes of monitoring equality and diversity. | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT MONITORING FORM** | | | | | | | | |
|  | | | | Mulberry Academy Shoreditch is committed to ensuring equality and diversity. The information that you provide below will be treated in the strictest confidence and used for statistical monitoring purposes only. It will not be used as part of the selection process. | | | | |
| **ABOUT YOU/THE JOB** | | | | | | | | |
| Post applied for: | | |  | | | | | |
| Full Name: | | | Date of birth: | | | | | Age: |
| Where did you see this vacancy advertised? | | |  | | | | | |
| **GENDER (please circle)** | | | | | | | | |
| Male | | Female | | | Other (please state) | | | |
| **ETHNICITY (please circle, or indicate as appropriate)** | | | | | | | | |
| **Asian** | | | | | | | | |
| Bangladeshi | Chinese | | Indian | | | | Pakistani | |
| Vietnamese | Other | | | | | | | |
| **Black** | | | | | | | | |
| African | Caribbean | | Mixed or dual heritage | | | | Other | |
| **Mixed or dual heritage** | | | | | | | | |
| White & Asian | White & Black African | | White & Black Caribbean | | | | Mixed Other | |
| **White** | | | | | | | | |
| English | Irish | | Scottish | | | | Welsh | |
| Other (please specify) | | | | | | | | |
| **DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?\*** | | | | | | | | |
| No | | | Yes | | | | | |
| **RELIGION/BELIEF (please circle)** | | | | | | | | |
| Buddhist | Christian | | Hindu | | | Jewish | | |
| Muslim | Sikh | | Other | | | Decline to state | | |
| **SEXUAL ORIENTATION (please circle)** | | | | | | | | |
| Bisexual | Gay | | Heterosexual | | | Lesbian | | |
| Decline to state |  | |  | | |  | | |
| **Declaration**  I confirm that to the best of my knowledge the information provided in this Employment Monitoring Form is correct. I hereby give consent to the collection, storage and processing of my personal data. | | | | | | | | |
| **Signed:** | | | **Date:** | | | | | |

|  |
| --- |
| \* **What do we mean by a disability?**  ***The Equality Act defines disability as a physical or mental impairment which has a long term, substantial effect on the person’s ability to perform normal day to day activities.***  **Examples of Disabilities**  The following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question.  Hearing, speech or visual impairments (if you wear glasses or contact lenses this is not normally considered a disability)  Co-ordination, dexterity or mobility (e.g. polio, spinal cord injury, back problems, repetitive strain injury)  Mental health (e.g. schizophrenia, depression, severe phobias)  Speech impairment (e.g. stammering)  Learning Disabilities (e.g. Down’s syndrome)  Other physical or medical conditions (e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc) |