



LYNCH HILL SCHOOL PRIMARY ACADEMY
Part of the Slough and East Berkshire Multi Academy Trust

Support Staff Application Form

Position applied for:			
Personal details			
First name			
Surname			
Preferred name			
Address			
Post code		How long have you lived at this address	
Telephone numbers	Mobile		
	Home		
	Work		
e-mail			
Do you have the right to work in the UK?	Yes/No		

Please note DBS clearance will be required for this post. Lynch Hill School Primary Academy is committed to the safeguarding of children at all times.

Education, Training and Professional Qualifications: Please note you will be asked to provide proof of all qualifications			
Name of Awarding Body	Date Gained	Examination passed, qualifications/level, skills gained	Grades (where applicable)

Employment details			
Present employment: (if currently unemployed give details of last employer)			
Name and address of school/establishment			
Post title			
Date of appointment	Start date: (mm/yy)	End date: (mm/yy):	
Brief description of duties			
Pay scale/spine point		Basic salary	
Full time/part time		Additional allowances	
Reason for leaving			
Notice period			

Previous employment: start with the most recent employer first – please cover all jobs. Any gaps not accounted for will result in the form being returned to you for completion.

From Mm/yy	To Mm/yy	Name of employer (state nature of business if not a school)	Position held/title of post	Reason for leaving

Continue on a separate sheet if necessary

Gaps in Employment: Please list any gaps in employment. This may include extended holidays, travelling, childcare or periods of unemployment.

From (mm/yy)	To (mm/yy)	Reason

Continue on a separate sheet if necessary

Voluntary/unpaid activities				
From	To	Position held	Organisation	Brief details of duties

Continue on a separate page if necessary

References:			
In line with safer recruiting references will be taken up prior to interviews taking place.			
Please give the names and addresses of two referees, one of whom should be your present or most recent employer who will be able to comment on your suitability for this post. The other may be someone who knows you well but <u>not</u> a member of your family.			
All appointments made at Lynch Hill School Primary Academy are subject to satisfactory references being obtained.			
Referee 1		Referee 2	
Name		Name	
Address		Address	
Telephone number		Telephone number	
e-mail		e-mail	
Occupation		Occupation	
Capacity in which known to you		Capacity in which known to you	
Have you any objection to this referee being contacted prior to interview	YES/NO	Have you any objection to this referee being contacted prior to interview	YES/NO
If yes please give explanation		If yes please give explanation	

Supporting information

Please provide any information you consider relevant, including your reason for applying for the post and why you consider yourself to be suitable for the post. Please make reference to the job specification. Use additional paper if you wish.

Continue on a separate page if necessary

Professional membership: Are you a member of a professional body?	Yes/No
If Yes please specify	

Disclosure and Barring and Safe Recruitment practices	
<p>Slough and East Berkshire Multi Academy Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.</p> <p>We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations</p> <p>Any data processed as part of the DBS check will be processed in accordance with current data protection regulations and our privacy notice, which is enclosed.</p> <p>Do you have a current DBS certificate registered on the update service?: <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If you have lived or worked outside of the UK in the last 5 years, the Trust may require additional information in order to comply with safer recruitment requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.</p> <p>Have you lived or worked outside of the UK in the last 5 years?: <input type="checkbox"/>Yes <input type="checkbox"/>No</p>	

Data protection
<p>The data provided on this form will be processed in accordance with current data protection legislation. Processing of your data will take place either because:</p> <ul style="list-style-type: none"> • Processing is necessary to evaluate your application for the position for which you have applied • Processing is necessary for complying with legal obligations, including safe recruitment practices • Processing is necessary for our legitimate interests <p>For further information, please see our privacy notice for job applicants (enclosed).</p>

Personal and Pecuniary Interests	
Do you have a personal or business relationship with any employees of the school or member of the governing body or trust?	Yes/No
If yes, please give details.	

I certify that the information given on this form is correct and complete to the best of my knowledge.	
Signed	
Print	
Date	