



## SUPPORT STAFF APPLICATION FORM

Please return the application form to: [recruitment@theoaktrust.org.uk](mailto:recruitment@theoaktrust.org.uk) or by post to HR Department, The Oak Trust, North Chadderton School, Chadderton Hall Road, Chadderton, Oldham, OL9 0BN.

Position applied for:

Academy applied for:

### SECTION A

#### PERSONAL DETAILS:

Mr/Mrs/Miss/Ms \_\_\_\_\_ Surname: \_\_\_\_\_  
Forename (s): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel No. (home) \_\_\_\_\_  
\_\_\_\_\_ Tel No. (work) \_\_\_\_\_  
\_\_\_\_\_ Mobile: \_\_\_\_\_  
Postcode: \_\_\_\_\_ E-mail: \_\_\_\_\_  
NI Number: \_\_\_\_\_ May we contact you at work?.....YES  NO

Teacher Reference Number \_\_\_\_\_

#### DISABILITY

Do you consider yourself to have a Disability?..... YES  NO

Do you require any support or adjustments to enable you to take part in the selection process?..... YES  NO

Please give details

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Can you identify any duties (see job specification) which may need adjustment to accommodate your disability?

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#### RELATIONSHIPS **Canvassing disqualifies**

Do you have a relationship (personal, business or professional) with a Local Advisory Committee or employee of the school?.....YES

NO

If YES, please state their name(s) and your relationship:

Name	Name
Relationship	Relationship
Their position in the School	Their position in the School

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Continue on additional sheet if required

This page will be removed before sending application to the Selection Panel



This part of the form will be detached before the selection process.

- Please tick appropriate box.

**MY SEX IS**

MALE       FEMALE

**MY AGE IS**

16-30       31-49       50-59       60+

**MY CULTURAL ETHNIC ORIGIN IS  
WHITE**

British  
 Irish  
 Other

Please specify \_\_\_\_\_

**BLACK or BLACK BRITISH**

Caribbean  
 African  
 Other

Please specify \_\_\_\_\_

**ASIAN or ASIAN BRITISH**

Bangladeshi  
 Indian  
 Kashmiri  
 Pakistani  
 Other

Please specify \_\_\_\_\_

**DUAL HERITAGE**

Asian and White  
 Black African and White  
 Black Caribbean and White  
 Other

Please specify \_\_\_\_\_

**CHINESE and OTHER ETHNIC GROUP**

Chinese  
 Other

Please specify \_\_\_\_\_

**Where did you learn of this job? e.g Twitter, word of mouth, Greater Manchester Jobs Website etc.**

\_\_\_\_\_

This page will be removed before sending application to the Selection Panel



**SECTION B**

List your qualifications below ensuring that you do not miss any identified in the person specification or you may disqualify yourself at shortlisting. If you are awaiting results, give the expected grade and make clear that this result is still unknown. If called for interview you will be asked to provide evidence of your qualifications. Continue on a separate sheet if necessary.

QUALIFICATIONS	GRADE AWARDED	DATE AWARDED

List any training relevant to this post, even if undertaken outside of your formal employment. Continue on a separate sheet if necessary.

TRAINING	GRADE AWARDED	DATE AWARDED



Please give details of current Professional Membership or Apprenticeship. If membership of a professional body is a requirement of the post, make sure it is noted here or you may disqualify yourself at shortlisting.

MEMBERSHIP PROFESSIONAL BODY/ASSOCIATION	DATE ADMITTED	STATUS	MEMBERSHIP NUMBER





## SECTION D

### FURTHER INFORMATION

This section of the application is very important, as this is where you demonstrate how you meet the requirements of the job.

Read through the job description and person specification to get a clear view of what the job involves. The person specification you have been sent describes the necessary skills, experience and qualifications we are looking for.

Make sure that you tell us how you match the requirements of the job by giving examples of any relevant experience, qualifications, skills and abilities

Ensure that the information you provide is well structured and relevant to the person specification. You may find it easier to structure the information you provide by using the criteria listed in the person specification. Continue on a separate on a separate sheet if necessary.



**FURTHER INFORMATION** continued

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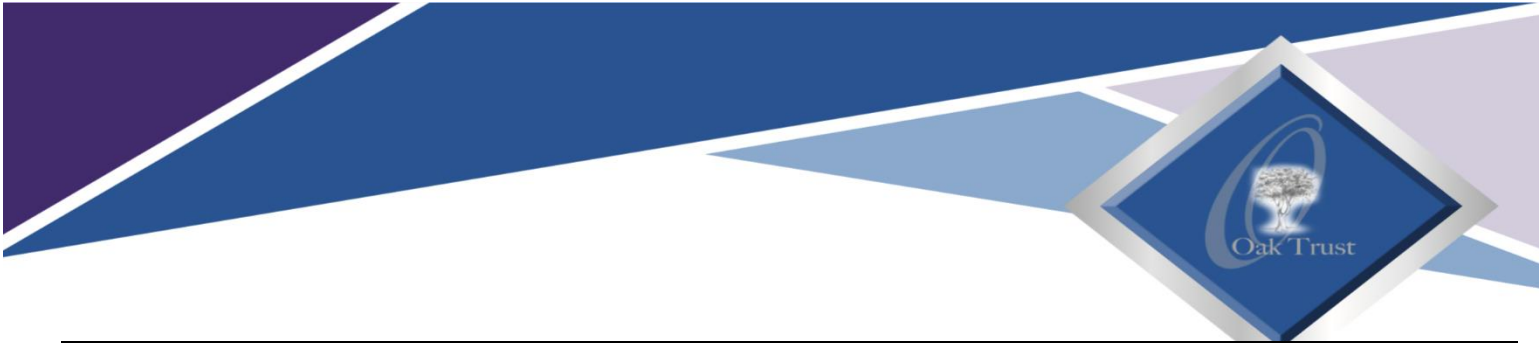
## SECTION E

### REFERENCES

One of your references must be your present/most recent employer or, if this is your first job after leaving full time education, one of your tutors.  
References are usually requested before the interview unless you tick the box asking us not to contact your referee.  
Please state in what capacity each referee is acting, e.g. current employer

FIRST REFEREE	SECOND REFEREE
<p><b>Title: Mr/Mrs/Miss/Ms</b></p> <p><b>Name:</b></p> <p><b>Job Title:</b></p> <p><b>Address:</b></p> <p><b>Postcode:</b></p> <p><b>Tel No.</b></p> <p><b>Mobile No:</b></p> <p><b>Email:</b></p> <p><b>How do you know this person?</b></p> <p><b>If you are selected may we contact this person prior to interview?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>Title: Mr/Mrs/Miss/Ms</b></p> <p><b>Name:</b></p> <p><b>Job Title:</b></p> <p><b>Address:</b></p> <p><b>Postcode:</b></p> <p><b>Tel No.</b></p> <p><b>Mobile No:</b></p> <p><b>Email:</b></p> <p><b>How do you know this person?</b></p> <p><b>If you are selected may we contact this person prior to interview?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>





**CRIMINAL RECORD INFORMATION**

The role you are applying for is considered an 'excepted post' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As such, you are required to disclose any spent or unspent conviction or caution other than those deemed 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020. Detailed guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Non-disclosure may lead to withdrawal of an offer or termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

<b>Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?</b>	Yes / No (please delete as appropriate)	<b>If yes, please give details:</b>
<b>Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?</b>	Yes / No (please delete as appropriate)	<b>If yes, please give details:</b>

**I can confirm that I am not barred or disqualified from working with children or subject to sanctions imposed by a regulatory body in the UK or EEA.**

<b>Signature</b>	
<b>Date</b>	

**CONFIRMATION OF DETAILS**

By supplying this information you consent to its being processed for all employment purposes as defined in Data Protection legislation and its use in any verification checks that may be made.

We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

**I certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, in the event of my appointment, may be dismissed without notice.**

If this is an on-line application, please tick the box to confirm that the information you have supplied is complete and truthful and enter the date below. Please note you will be required to sign this form should you be called for interview. **Tick here for online application**

<b>Signed</b>	<b>Date</b>
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