|  |
| --- |
| **APPLICATION FORM – SUPPORT STAFF** |

|  |
| --- |
| **PART A** |

The Harmony Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteer to share this commitment.

It is the Trust’s policy to ensure that all appointments are made on merit. **This form is for monitoring purposes only and will be kept separate from any members of the shortlisting or interviewing panel**. In order to monitor the effectiveness and success of the Trust‘s Equality & Diversity policy it would be helpful to us if you provide the information requested below regarding your personal details. The details supplied by you on this form are confidential, but will form part of the personnel record of the successful candidate. In addition, please ensure that you complete the Equal Opportunities Monitoring Form via the following link [Microsoft Forms](https://forms.office.com/Pages/ResponsePage.aspx?id=vuXlREFdREy7V7fhZoEEt1_LdmlazKZAkJ4YXzW-RjlUOFJTTVZPVlExNkRKMFVUMkY1VlFXTUFOTy4u)

|  |  |
| --- | --- |
| **Job Details** | |
| Position Applied For: |  |
| Academy Applied For: |  |
| Candidate Number (internal use only): |  |

|  |  |
| --- | --- |
| **Personal Details** | |
| Title: |  |
| First Name: |  |
| Surname: |  |
| Previous Forenames: |  |
| Previous Surnames: |  |
| Date of Birth: |  |
| Home Address (including postcode) |  |
| Telephone Number(s): |  |
| Email Address: |  |
| National Insurance Number: |  |

|  |  |
| --- | --- |
| **About your Application** | |
| Where did you hear about this vacancy?  Please tell us where you have first seen this vacancy advertised (e.g. school website, indeed etc) | |
|  | |
| **Disabled Applicants** | |
| The Equality Act 2010 protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities.  The Equality Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.  Do you consider yourself to have a disability that falls under this definition? | |
| Yes | No |
| If yes, please describe any adjustments that we may make for you: | |
|  | |

|  |  |
| --- | --- |
| **Personal Relationships** | |
| All applicants are required to declare personal relationships with existing employees of the Academy or The Harmony Trust (including Trustees) | |
| Are you related to, or a close friend of any employee of the Academy or The Harmony Trust? | |
| Yes | No |
| If yes, what is their name and the nature of your relationship with them? | |
|  | |

|  |  |
| --- | --- |
| **Eligibility to work in the UK** | |
| Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless they have documentary proof showing an entitlement to work in the UK. If selected for interview you will asked to provide proof of your work entitlements. | |
| Are you legally authorised to work in the UK? | |
| Yes | No |
| Is this subject to a work permit or visa? |  |
| Yes | No |

|  |  |
| --- | --- |
| **DBS Declaration** | |
| The Harmony Trust and our Academies are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview.  The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). You must therefore respond to the question below – failure to disclose such information could result in dismissal but will not necessarily be a bar to employment with us.  The amendments to the Exceptions Order 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 using the following link <https://www.gov.uk/government/publications/dbs-filtering-guidance> | |
| 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)? | |
| Yes | No |
| If so please provide details of the nature of the offence (ie conviction, caution, bind-over, reprimand, warning or allegation), details of the offence and date of the offence. | |
|  | |
| Have you ever been disqualified from working with children and/or included on the Children’s Barred List (formerly list 99) or subject to sanctions imposed by a regulatory body e.g. DBS, GTC/NCTL? **It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.** | |
| Yes | No |
| If so, please provide details |  |
|  | |
| Details of the Trust’s policy on Child Protection and the employment of ex-offenders in regulated activity relevant to children can be found via the following link: <https://www.theharmonytrust.org/page/policies/62835> | |

|  |  |
| --- | --- |
| **Prevention and Detection of Fraud** | |
| We have a duty to protect public funds. We may use the information you have provided on this form for the prevention and detection of fraud. We may share this information with other bodies administering public funds solely for this purpose. | |
| **Data Protection** | |
| Under the terms of the Data Protection Act 1998 the information you give us will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information that you have given on this application form. The information may be stored manually or electronically, and will be disposed of after six months if your application is unsuccessful. | |
| **Declaration** | |
| I have read and understood all of the information contained on this application form, including Part A and Part B.  I declare that all of the information I have provided on this form, including both Part A and Part B is correct to the best of my knowledge and belief, and I understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information. Where relevant a referral may be made to the police or other appropriate regulatory body. I also give my consent to the processing of data contained or referred to in this application in accordance with the General Data Protection Regulations and subsequent legislation. | |
| **Signed:** | **Dated:** |
|  |  |