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| **APPLICATION FORM – SUPPORT STAFF** |

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| **PART B** |

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.

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

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| **References** | |
| Please give details of two referees, one of which must be from your current/last line manager. If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in with children. If you have not been previously employed please provide a personal reference. References will not be accepted from relatives, or persons who only know you as a friend. If you are a school or college leaver, then your Headteacher or Tutor’s name should be given. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential. **References will be taken up prior to interview due to safeguarding practices.** | |
| **Current or Most Recent Employer** | |
| Referee Name: |  |
| Job Title (if applicable): |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Contact Number: |  |
| Email Address: |  |
| In what capacity do you know the referee? |  |
| Are you related to or the partner of this referee? | Yes  No |
| **Previous Employer** | |
| Referee Name: |  |
| Job Title (if applicable): |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Contact Number: |  |
| Email Address: |  |
| In what capacity do you know the referee? |  |
| Are you related to or the partner of this referee? | Yes  No |

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| **Employment History** | |
| This gives Recruiting Managers an understanding of the roles you have undertaken and the length of time you spent in the roles. It is therefore essential that all information is completed. **There should be no gaps in your employment and education history. Please indicate where you were and the dates of any gaps you may have.** | |
| **Current/Most Recent Employment** | |
| Name of current/most recent employer: |  |
| Job Title: |  |
| Address: |  |
| Postcode: |  |
| Salary and benefits: |  |
| Date from: |  |
| Date to: |  |
| Period of notice required (if applicable): |  |
| Status/Curriculum/Responsibilities/Subjects |  |
| Period of notice required (if applicable): |  |
| Reason for leaving: |  |
| Please provide brief details of duties and responsibilities: |  |
| Please list all other jobs held, starting with the most recent, including any previous or current employment with this authority (whether directly or through an employment agency). There should be no gaps in your employment and education history. | |

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| **Previous Employment Experience** | | | | | | |
| Name of Employer | Job Title | Address | Date From | Date To | Reason for leaving | Please provide brief details of duties and responsibilities |
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| If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring for others please give details of them here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and other experience: |
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| **Education and Training** | | |
| Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications. | | |
| **Education (formal qualifications)** | | |
| School/College/University | Qualification/Result/Grade | Date Obtained |
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| **Relevant Training** | | |
| Date | Course Title | Organising Body |
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| **Membership of Professional Bodies** | | | |
| Name of Professional Body | Type of Membership | Date of Membership | Membership Number |
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| **Supporting Information** |
| **Skills, Knowledge and Experience** |
| This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.  Make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.   * Ensure that the information you provide is well organised and relevant. * It should show to that extent you have gained the skills and experience necessary for the post. * Give specific examples of the work you have been involved in, how you went about it and the outcome. * Always remember to specify your responsibilities rather than those of your section or department |
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| **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. |