



Support Staff Application Form

APPLICATION DETAILS

Post Applied For

PERSONAL DETAILS

Surname

First Names

National Insurance
Number

CONTACT DETAILS

Address

Postcode

Telephone (Daytime)

Telephone (Evening)

Mobile

Email

PRESENT EMPLOYMENT

Name and Address of Employer

Type of Business

Date of Appointment

To

Title of Post Held

Role and Specific Responsibilities

Salary and Grade/Scale

PREVIOUS EMPLOYMENT

(Please include voluntary and/or domestic activities where appropriate.)

Name and Address of Employer	Position Held	Dates		Salary	Reason for Leaving
		From	To		

PREVIOUS EMPLOYMENT (continued)

Name and Address of Employer	Position Held	Dates		Salary	Reason for Leaving
		From	To		

EDUCATION—Higher and Further Education

College/University	Dates		Qualifications (Degree Class and Subjects Studied)
	From	To	

Please give particulars, including dates, of any qualifications other than a degree.

REFERENCES

1 This referee should be your current or most recent employer.

Name	<input type="text"/>
Status	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>

May we contact this referee prior to interview? Yes No

2

Name	<input type="text"/>
Status	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>

May we contact this referee prior to interview? Yes No

NB: The Trust reserves the right to verify claims made on this application form.

RELATIONSHIPS

Are you related to any member of staff or a member of the Board of Directors? Yes No

If **YES**, state the names of the members of staff or Directors *and* the relationship.

Are you related to any students at an Academy within the Trust? Yes No

If **YES**, state the names of the students *and* the relationship.

CRIMINAL CONVICTIONS

Lincolnshire Gateway Academies Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. We'll also use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Lincolnshire Gateway Academies Trust privacy notice.

Do you have any spent-unspent criminal convictions and/or cautions, reprimands or final warnings? Yes No

If **YES**, please provide details.

DECLARATION

I agree that, during the course of any employment, I will inform the Chief Executive Officer immediately of any conviction for a criminal offence (other than minor traffic and parking offences).

The particulars are correct to the best of my knowledge and belief.

Signed**Date**

(Although completed application forms received by email will be accepted, you will be requested to sign this application if you are invited for interview.)

This application should be sent to: Lincolnshire Gateway Academies Trust Telephone: 01507 353450

Gateway House
North Holme Road
Louth
LN11 0HG

Email: hr@lincolnshiregateway.co.uk

To arrive no later than: (Please see advert)

Please append a covering letter in support of your application.

Guidance Notes

1. EMPLOYMENT DETAILS

Please ensure your employment details and dates are continuous, document your major responsibilities starting with your current employer.

2. CRIMINAL CONVICTIONS

The post you are applying for involves the following activities and is exempt under the Rehabilitation of Offenders Act. This means that you must tell us about all convictions and cautions—even from a long time ago. These posts are those with regular, unsupervised access to:

1. Children under sixteen.
2. Children with special needs under eighteen.
3. Children under eighteen in residential care.

See DBS guidelines enclosed.

3. MONITORING FORM

We are committed to a policy of equal opportunities therefore we have a monitoring process which is used to ensure that no group is put at disadvantage either directly or indirectly because of sex, sexual orientation, age, race, ethnic origin, disability or gender reassignment. The monitoring form is for information purposes only. It will be removed from the main body of the form and is not used in any way for selection purposes.

Please note:

- marital status—married includes permanent, live in relationships
- dependent—this includes children, disabled or the elderly

4. ADVERTISING

To ensure that the Trust obtains value for money for its advertising it is important for us to know where applicants see the post advertised.

Please return the application and monitoring form to:

Lincolnshire Gateway Academies Trust
Gateway House
North Holme Road
Louth
LN11 0HG

Email: hr@lincolnshiregateway.co.uk



Reference Request Authorisation Form

We request that you give your permission for Lincolnshire Gateway Academies Trust to ask for details of absences, and the reason for them, which you have had over the last two academic years.

Lincolnshire Gateway Academies Trust will respect that this information will be treated confidentially. All documentation relating to the application will be destroyed upon completion of the recruitment process. This information will not be passed on to any other organisation.

All rights under the Equality Act 2010 will be respected.

DECLARATION

Please mark one: I GIVE MY PERMISSION... I **DO NOT** GIVE MY PERMISSION...

...for Lincolnshire Gateway Academies Trust to request details of any absences that I may have had during the past two academic years.

Signed	<input type="text"/>
Name	<input type="text"/>
Date	<input type="text"/>