



The Ninestiles Academy Trust is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age.

Please complete all sections on this form. If any section does not apply to you, enter 'not applicable' (n/a)

### JOB APPLICATION FORM – SUPPORT STAFF POSTS

#### 1. Vacancy Details

THIS SECTION MUST BE COMPLETED	FOR OFFICE USE
Job Title: _____	Job Ref No: _____
Date sent out: _____	Date returned: _____
Academy: _____	Application No: _____

#### 2. Personal Details

First name(s): \_\_\_\_\_ Last name: \_\_\_\_\_

Title: e.g. (Mr, Ms, Mrs) \_\_\_\_\_

Address: \_\_\_\_\_ Daytime telephone no: \_\_\_\_\_

\_\_\_\_\_ Evening telephone no: \_\_\_\_\_

\_\_\_\_\_ Mobile telephone no: \_\_\_\_\_

Post code: \_\_\_\_\_ E-mail \_\_\_\_\_

National insurance number \_\_\_\_\_

Do you hold a current driving licence (if this is a requirement of the job): YES/NO

If YES, which type of licence to you hold \_\_\_\_\_

#### 3. General Information

Are you related to an employee of Ninestiles Academy Trust YES/NO

If yes, please provide details:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Relationship to you \_\_\_\_\_ Department (if applicable) \_\_\_\_\_

**4. Arrangements for interview**

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise?  
YES/NO

If YES, please specify, (e.g. ground floor venue, sign language interpreter, audio tape etc)

**5. Education/Qualifications** (including overseas). Please start with secondary education

FROM		TO		Secondary school/college/ university etc	Examinations taken or to be taken	Results and grades	Date gained
Month	Year	Month	Year				

**6. Training**

Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification.

<b>Year</b>	<b>Organising Body</b>	<b>Course Title</b>	<b>Length</b>

**7. Membership** – please indicate membership of any organisation(s) relevant to the job

<b>Name of organisation</b>	<b>Type of membership</b>	<b>Date of membership</b>

**8. Present or most recent employment (if any)**

Job title: _____	Date started _____
Employer: _____	Date left (if applicable) _____
Address: _____ _____	Reason(s) for leaving _____ (if applicable)
Post code: _____	Salary: _____

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**9. Past employment or experience** (if any) include voluntary or other relevant experience

From		To		Employer	Job Title	Reason for change
Month	Year	Month	Year			

**10. References**

Please give details of two referees, one of which must be your current or most recent employer.  
Please indicate if you do not wish references to be taken up without your consent.

**Ref 1** Name: \_\_\_\_\_ **R2** Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post code: \_\_\_\_\_ Post code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Tel No: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Job title: \_\_\_\_\_ Job title: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

**11. Other information in support of your application**

In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient detail of any experience and skills which demonstrate how you meet the requirements of this post as set out in the person specification. You may also continue on a separate sheet if you wish. You should ensure that any additional sheets are attached securely and include your name and the job reference number/job title.

## 12. DISCLOSURE

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

### **IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18**

From 29 May 2013, certain old and minor offences are being filtered from DBS Certificates.

The filtering rules (which will remove certain old and minor convictions and cautions from a DBS Certificate) were developed by the Home Office and Ministry of Justice and introduced new legislation.

**The amendments to the Exceptions Order 1975 (2013) 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 cautions and convictions can be found at the Disclosure and Barring Service Website – [www.gov.uk](http://www.gov.uk)**

**If you do have any convictions, cautions, reprimands or warnings: before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.**

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

I confirm that I have no criminal convictions, cautions, warnings, reprimands or bind-overs that are not protected, or are barred, disqualified from working with children, or subject to an interim prohibition order by the Teaching Agency.

**Signature:**

**Print Name:**

If you do have any criminal convictions, cautions, warnings, reprimands or bind-overs that are not protected, or are barred, disqualified from working with children, or subject to an interim prohibition order by Teaching Agency, please enclose full details in a sealed envelope marked ‘Private and Confidential’ and tick this box.

**Having a criminal conviction will not necessarily bar you from employment.**

## 13. Data Protection Act

### **Consent and Certification of Details**

We will hold and use any personal data (including special categories of personal data) relating to you in accordance with our legal obligations, in the manner set out in the Employee Privacy Statement (as available on our website and as amended by us from time to time). Any monitoring the Trust undertakes using personal data is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following third parties:

- survey and research organisations (for monitoring purposes only)

- local government authorities
- central government authorities
- organisations that handle or investigate the proper use of public funds
- law enforcement authorities

I hereby certify that all the information given on this form is correct to the best of my knowledge and that all the questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. Giving false information will result in your information not being pursued or your contract being terminated if you have already been appointed to the job.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name**

**Please submit your completed application form to:**

**Email:** recruitment@ninstiles.org.uk

**Ninestiles Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**RECRUITMENT MONITORING**

**JOB TITLE** \_\_\_\_\_

**JOB REFERENCE NUMBER** \_\_\_\_\_

To help us monitor our Equal Opportunities in Employment Policy, please tick or complete the following boxes as appropriate.

**Ethnic Origin**

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These categories are based on the 2001 census.

**A White**

British

Irish

Any other mixed background (please specify) \_\_\_\_\_

**B Mixed**

White and black Caribbean

White and black African

White and Asian

**C Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian background (please specify) \_\_\_\_\_

**D Black or Black British**

Caribbean

African

Any other Black background (please specify) \_\_\_\_\_

**E Chinese or other ethnic group**

Chinese

Vietnamese

Any other (please specify) \_\_\_\_\_

**Gender**

I am  Female  Male

Date of birth \_\_\_\_\_ Age \_\_\_\_\_



## Disability

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes  No

If all of the above does not apply to you but you do consider yourself to have a disability, please tick here

## Employment status

Are you presently employed by Birmingham City Council? Yes  No

Are you currently unemployed? Yes  No

## Job Advertisement

How did you find out about this job? Please specify the source or publication.

- The Voice
- Birmingham Evening Mail
- Other newspaper (please specify)
- Professional journal (please specify)
- Radio (please specify)
- Internet (please specify)
- Word of mouth
- Careers fair/open day
- The Employment Service
- Other (please specify)