

## SUPPORT STAFF APPLICATION FORM

**The Trustees of Sussex Learning Trust is dedicated to promoting equality and fairness.** Selection is based on how you demonstrate your ability to do the job detailed in the Job Profile. Please use this form to demonstrate how well you match the Person Specification for the job you are applying for and to detail relevant experience and qualifications. **A CV is not required** in addition to this form, although you can attach further documents to support your application if you choose. Please also complete our equal opportunities form which will be kept separate from your application and not viewed by the shortlisting panel.

Use black ink if handwriting or submit in a MS Word format.

### Section 1- Personal Details

Title (eg Mr / Mrs)	
First name(s)	
Last name	
Known as	
Former name (s)	

What job are you applying for?

Job title	
School based at	
How did you find out about this job?	
Are you currently working for West Sussex County Council? (excluding agency staff)	

Contact details

Address	
Email address	
Telephone no:	Home: Mobile: Work: Please indicate your preferred contact number
How would you prefer us to contact you?	Phone/email/letter/no preference

#### DISABILITY:

We welcome applications from people with disabilities. If shortlisted for the position, we will ask you if any arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

## Section 2 - Qualifications

List all of your achievements relevant to this job and any others you feel could be important (for example for your career development) starting with the most recent. Proof of qualifications and membership to professional bodies will be checked if an offer is to be made.

### Qualifications

Qualification type and subject eg GCSE English	Grade/Level attained	Name of School, College, University etc and awarding body	Date achieved (MM/YY)

### Membership to Professional Bodies:

Name of Professional Body	Date achieved	By exam or election?

**Alternative Evidence:** If you do not have the qualification(s) or membership(s) required, tell us how you meet this standard through your experience

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### Section 3 – Experience

Tell us about how you meet the requirements of this role, with reference to the Person Specification:

#### Full Job History

Give full details of your employment starting with your current or most recent job. Use the column titled “Job title and duties” to give brief details, where relevant, to show how your experience meets the requirements in the Person Specification/Job Description. **Please include all employment since leaving school and indicate gaps in employment and tell us what you were doing during this time (e.g. full time study). Any gaps in employment will be questioned at the interview.** Please continue on a separate sheet if necessary.

#### Current job/most recent job (please indicate which):

Name of employer and nature of business:	Job title and duties. Please outline your responsibilities, to whom you are responsible, and staff responsible to you (if applicable), and reason for leaving (max 250 words)	Dates of employment (MM/YY)	
		From:	To:
<b>Reason for leaving:</b>			

**Full previous job history (since leaving school/college, including education, employment and voluntary work). Please use additional sheet if required:**

Name of employer and nature of business:	Job title and duties:	Dates of employment (MM/YY)	
		From:	To:

**Other experience:** Describe any relevant experience you have had outside of work which shows how you meet the “Experience” section of the Job Profile.

## Section 4 - Skills and Competencies

Please use this space to explain how your skills, experience and personal qualities meet the requirements of this job which are detailed in the job description and person specification. (Please use no more than 900 words or concise 2 pages). Please include examples where appropriate from your current or previous experience. Please answer fully as this information will be used to shortlist candidates for interview. You may use separate sheets if necessary.

## Section 5 – References

Two references are required for all candidates. **One referee must be your current employer** or, if you are currently not working, this should be your last employer. For students, one referee should be from your college. **PLEASE PROVIDE UP TO DATE ACCURATE EMAIL ADDRESSES FOR EACH REFEREE.**

First Reference	Second Reference
Name:	Name:
Full Address and Postcode:	Full Address and Postcode:
Telephone No:	Telephone No:
Email:	Email:
How long has this person known you and in what capacity?	How long has this person known you and in what capacity?

References will be taken up at the interview stage

**Please indicate if you do not want us to contact your referees without letting you know first:**

Reference 1:       Reference 2:

### Relationships

Failure to disclose a close personal relationship as below may disqualify you.

Are you a relative or a partner, or do you have a close personal relationship with any employee of the Academy Trust? If so, please state the person(s) full name, their position and place of work

Are you a parent/foster parent/carer or relative of a student(s) or current member of staff at any school in our Multi Academy Trust? If so, please state the student(s) school, name and year group or member of staff's name

## Section 6 – What happens next?

**If we have not contacted you by the advertised interview date or a week after the closing date, please assume that you have not been successful.** If you are the successful/preferred candidates we will need two satisfactory references, proof of any necessary qualifications, medical clearance and proof of your eligibility to work in the UK before you start work with us.

### Rehabilitation of Offenders

Please note, this post is exempt from the provision of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, 2013 and 2020, and Associated Order. If shortlisted for an interview you will therefore be required to disclose all convictions and cautions whether spent or not, regardless of how long ago they occurred, except for those which are defined as ‘protected’ by the Ministry of Justice. For further information please refer to:

<http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

**Sussex Learning Trust and its Governing Body are committed to safeguarding and promoting the welfare of children. As your job requires you to be in regular contact with children we will also need to obtain an Enhanced Disclosure and Barring Service (DBS) clearance before you start work with us.**

### Section 7 – Declaration

The information that you provide will be handled and processed in accordance with the General Data Protection Regulation 2018. If you are appointed, this information will form part of your personnel record and may be used by the Sussex Learning Trust/Governing Body for business purposes including the prevention and detection of fraud. **Please be aware that it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

**I declare that all information given as part of my application is true. I understand that an Enhanced DBS check will be carried out.**

Please sign \_\_\_\_\_

#### Note - Attachments:

This form has been designed to gain all the information from you which we require for shortlisting. Only attach further documents which you think will further support your application.

**Please also complete our Equal Opportunities monitoring and Safer Recruitment form.**

**Please return your completed application form, letter of support, Equal Opportunities monitoring and Safer recruitment forms as per the details on the advertisement:**