





# RED KITE SCHOOLS TRUST

## APPLICATION FORM – SUPPORT STAFF



### Achievements, Personal Qualities and Skills

Please use this section to say why you are applying for this position. Give details of any work or other experience you have which may be relevant to your application, including voluntary work and leisure interests. The information you provide about your experience, knowledge, skills and abilities enables us to assess whether you are the right person for the job. Make sure you read the job description and person specification before completing the application form and refer to it throughout. Provide as much information as possible, giving us examples, either from your home or work life, to show how you meet what we are looking for. Please continue, if necessary, on a further sheet, which must be attached securely to this form.

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### Additional Information

1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you need any documentation supplied by the Home Office or UKBA in order to work in the UK? **Yes / No**
2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? **Yes / No**  
If so, please give details:
3. Do you hold a full current driving licence **Yes / No**
4. Have you ever been subject to any disciplinary action by your employer or professional body? **Yes / No**  
If so, please give details:
5. If you have a disability please let us know of any special arrangements you may need to make if you are short listed for interview:
6. Where did you see the advertisement for this post? If seen on the internet on which site?

### Criminal Convictions – Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from employment; this will depend on the relevance, the circumstances and the background of your offence(s). The School has a Policy on the Recruitment of Ex-Offenders which meets the Disclosure & Barring Service (DBS) Code of Practice and complies with the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.

If you are applying for work which brings you into contact with children, young people or vulnerable adults or for certain positions within legal and financial fields you may be required to undergo an enhanced DBS criminal record check before taking up your role. This check will include details of convictions, cautions, reprimands and warnings which you may have, even if they are regarded as 'spent' under the Rehabilitation of Offenders Act 1974. You must also (where appropriate) let us know of any prosecutions pending against you. 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.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exemptions) order 1975 (as amended in 2013)? **Yes/No**

The following declarations are only required if you are applying to undertake Regulated Activity with either children or adults. If you are in doubt about this requirement, please refer to the role profile.

#### **Declaration for applicants into Regulated Activity with Children and Young People:**

Have you been barred from working with children by the DBS, the Independent Safeguarding Authority (ISA) or any other organisation? **Yes/No**

Failure to disclose this information could result in your dismissal or disciplinary action by the Academy.

Signed:

Date:

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### Declaration

I agree that any offer of employment with Red Kite Schools Trust is subject to satisfactory evidence of the right to work in the UK, satisfactory references, DBS check and other pre-employment checks. In accordance with the Data Protection Act 2018, Red Kite Schools Trust will hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual and/or computer form. I understand that my data will be used in connection with recruitment and may be passed to non-Trust employees, such as School Governors, Consultants and referees in connection with my application for a role. If unsuccessful, information will be held in line with our retention standards.

This Trust is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see our Privacy Policy.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by Red Kite Schools Trust.

Signed:            Date:    /    /

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Red Kite Schools Trust operates a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to do the job.

The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

The information you give is confidential and is used for monitoring purposes only.

**Application for the post of:**

**Job Reference No:**

**Full name:**

**Gender:**

**Date of Birth:** dd/mm/yyyy

### Religion

These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone, if this is the case, please use the last box.

Buddhist

Christian

Hindu

Muslim

Sikh

No religion

Other

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### How would you describe yourself?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.

**Please tick the appropriate box to indicate your cultural background:**

**White:**

British

Irish

Other

**Mixed:**

White and Black Caribbean

White and Black African

White and Asian

Mixed Other

**Asian or Asian British:**

Indian

Pakistani

Bangladeshi

Asian Other

**Black or Black British:**

Caribbean

African

Black Other

**Chinese or Other Ethnic:**

Chinese

Chinese Other

Other Ethnic Group