

SUPPORT STAFF APPLICATION FORM



The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please ensure that you complete all sections of the application form. In addition, please note that providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the Police.

The information provided on the form will be considered by the short-listing panel who will decide whether you proceed to the next stage of the selection process.

Application for the post of **Administrator/Attendance Assistant** at: **Hardwicke Parochial Primary Academy**

For Office use only: Application number _____

Personal Details

Title:	
First Name:	
Surname:	
Former name(s):	
Address:	
Post Code:	
Email address:	
Telephone number:	
Mobile number:	

Present or most recent employment

Name and address of current or most recent employer:	
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Post held:	
If a school: age range and no. on roll:	
Gross salary:	
Start date:	
End date / period of notice:	
Reason for leaving:	
Description of key duties and responsibilities:	

Previous experience

(Please give details of all previous positions you have held since leaving school, starting with the most recent first)

Name	If a school: type, number on roll and age range	Post held	Reason for leaving	Date from	Date to

Previous other employment

Name of employer	Post held	Reason for leaving	Date from	Date to

Please give details of any gaps in your employment history

Relevant skills and experience

Please use the space below to explain why you are applying for the position and how your experience, personal qualities and skills help to make you a suitable candidate. **It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge and experience, technical skills and personal/behavioural attributes on the person specification. You must demonstrate you meet all the essential criteria on the person specification as a minimum.** This will help us decide whether to invite you to the next stage of the selection process.



Relevant skills and experience continued

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Qualifications

If you are invited to interview, you will be asked to provide original copies of your qualifications for inspection.

Name of educational establishment	Qualification taken	Grade	Date

Training and Development

Please provide details of all training and development undertaken relevant to this position within the last three years. Please include details of any professional memberships relevant to this position.

Year Course Taken	Course Title	Date	Outcome <i>grade achieved where relevant</i>
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Are you related to or have a close relationship with any existing employee of the School or Governors?

Yes

No

If yes, please provide details of their name, job title and your relationship with them.

To help us monitor the success of our advertising, please state where you saw this position advertised.

Data Protection Act 1998

Under the terms of the Data Protection Act 1998 the information provided on this form will be held in confidence and used for the purpose of Recruitment and Selection and Personnel Administration and no other purpose.

Declaration

I confirm that to the best of my knowledge and belief, the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

I agree that The Diocese of Gloucester Academies Trust reserves the right to ask relevant questions about an individual's health after an offer has been made, and only where appropriate will request a health assessment through occupational health. Should the Trust require further information and wish to contact a doctor with a view to obtaining a medical report, the law requires them to inform the individual of this intention and obtain their permission prior to contacting their doctor. Again, this is done through their occupational health adviser.

Information the Trust receives will only be retained on a personnel file during an individual's tenure in post and will be only stored/processed in accordance with the Data Protection Act.

I agree that where a role may require a criminal records check the Diocese of Gloucester Academies Trust will apply to the Disclosure and Barring Service for the appropriate level of disclosure. I understand that should a required disclosure not be satisfactory, any offer of employment may be withdrawn or employment terminated.

I confirm that I am not included on the (ISA List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body.

I understand that employees working for the Diocese of Gloucester Academies Trust have duties that require them to represent or speak on behalf of the Church and may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP. I can confirm that I am able to comply with this.

Signed: _____ Date: _____

Name: _____

References

Please give details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. Both referees should ideally be senior people in your organisation. We do not accept references from friends or family members. To comply with safer recruitment practices, references will be taken up on all short-listed candidates, where you have confirmed that the referee can be approached at this stage.

Referee one – current or previous employer			
If you are invited for interview, may we approach this referee without further reference to you?			Yes / No
Name		Title	
Address			
Telephone number			
Email address			
Occupation			
Relationship to you			

Referee two			
If you are invited for interview, may we approach this referee without further reference to you?			Yes / No
Name		Title	
Address			
Telephone number			
Email address			
Occupation			
Relationship to you			

Please submit your completed application form electronically by 4th April 2025 at midday to Louisa Iannetta, School Business Manager, at finance@hardwicke.dgat.org.uk.