

**CONFIDENTIAL**

# Brook Learning Trust

## Application Form - Support Staff



### POST DETAILS

Post Applied for	
Academy	

### PERSONAL DETAILS

Title		First Name(s)	
Surname			
Home Address			
Post Code			
Telephone (Home)			
Telephone (Mobile)			
Email			
National Insurance No			
Are there any restrictions to your residence in UK?		If 'Yes', please give details	
Do you have current Driving Licence? (None/Provisional/Full/HGV)		Do you own/have use of a car? Yes/No:	

### CURRENT/LAST EMPLOYMENT

Position Held			
Name of Employer			
Address			
Full or Part - time			
Start Date		End Date	

***The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment***

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Present Salary and Grade		Are you a member of a Pension Scheme? Yes/No:	
Reason for leaving		Notice required	
Brief Description of your job responsibilities			

**PREVIOUS EMPLOYMENT**

Please list in chronological order, with precise dates.

Position held and name of employment	Start date	End date	Reason for leaving	Pay scale/ Allowances

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**EDUCATION AND ACADEMIC QUALIFICATIONS**

Secondary School (name of establishment)	From	To	Qualifications Awarded
Higher Education (name of establishment)	From	To	Qualifications Awarded
Post Graduate Qualifications (name of establishment)	From	To	Qualifications Awarded

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**PROFESSIONAL DEVELOPMENT**

Course Title	Provider	Duration	Dates	Qualification Awarded

**ANY OTHER RELEVANT WORK / VOLUNTARY EXPERIENCE**

Experience	Provider	Duration	Dates	Qualification Awarded/Skills gained

**PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS** – Please indicate and outline any gaps not covered by employment, education or training.

Date from		Date to		Reason for gap
Month	Year	Month	Year	

**PERSONAL INTERESTS**

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## REFERENCES

Please give the name and address of two professional people who can provide you with a reference, including your present or last Employer. Or, if you are in, or have recently completed full-time education, one referee should be from your College/University. References will be taken up before interview.

We will seek references to cover a minimum period of two years.

Name	
Position	
Organisation name and address	
Relationship to you	
Email address	
Telephone No	

Name	
Position	
Organisation name and address	
Relationship to you	
Email address	
Telephone No	

## INTERVIEW

Please list any dates that you would be unavailable for an interview.

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Please indicate if require any special requirements if you are called for an interview.

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**PERSONAL STATEMENT**

Please provide a detailed statement of your skills, knowledge and experience in support your application.

**DISCLOSURE OF RELATIONSHIP**

Are you related by marriage, blood or as co-habitee to any member of the school's Academy Council, the Trust's Board of Trustees or a member of the school's Senior Management?	<b>Yes or No:</b>
If 'Yes', state the name, relationship and position held:	

**Disclosure of Criminal Convictions**

Under the Rehabilitation of Offenders Act 1974 (Amendment Order 1986) and regulations issued by the Home Office, the Trust has a duty to ensure that a Disclosure and Barring check for possible criminal convictions is undertaken for all those who apply for positions that give substantial access to children. Applicants are not entitled to withhold information about convictions which for other purposes would be 'spent' under the provisions of the Act.

Have you ever been cautioned, convicted or found guilty of any offence by any Court (even if you were only placed on probation or conditionally discharged)? Have you ever been the subject of any investigation or inquiry into abuse or other inappropriate behavior by an enforcement agency?

*Answering 'Yes' does not necessarily bar you from appointment. Every application is considered on its own merits.*

**Yes or No:**

If 'Yes', please give details of court, charge and sentence on a separate sheet and place in an envelope, or email with a password protected document. This information will be removed before selection.

Have you had a DBS/Criminal Records Bureau Check carried out previously? **Yes or No:**

If you have replied 'Yes', are you signed up to the DBS Update service? **Yes or No:**

If you have answered 'No', please confirm by signing below that you have no objection to a DBS being carried out before an appointment is confirmed. A refusal could prevent further consideration of your application.

Signature:

## HOW WE USE YOUR INFORMATION

If you are successful in your job application, we have a legal requirement to keep your application form, personal information and all associated documentation both electronically and in paper files. For details on how we use and share your information, please see our privacy notice for staff at: <https://www.brooklearningtrust.org.uk/gdpr>.

If you are unsuccessful with this application, we will keep your personal information on file for six months in case of any legal challenge, and in case a vacancy occurs that we believe you may be a suitable candidate for. After six months, it will be securely destroyed. We will not share your information with any third parties.

## PRE-EMPLOYMENT CLEARANCES

I understand that if I am offered an appointment with Brook Learning Trust, this will be a conditional offer, until the following pre-employment clearances have been completed, in line with the DfE's Keeping Children Safe in Education (KCSIE) document:

- Evidence of Right to Work in the UK
- Identity Checks
- Enhanced DBS Check (including Barred List check)
- Medical Clearance
- Satisfactory References
- Verification of Professional Qualifications
- Registration Checks
- Appropriate further checks for those who have lived or worked outside the UK (if applicable).

*This list is not exhaustive, and is subject to change to accommodate any updates to the KCSIE document or to reflect changes in best practice.*

I give my consent for these pre-employment checks to be carried out.

Signed:

Date:

## EQUAL OPPORTUNITIES POLICY

Brook Learning Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, building an accurate picture of the makeup of the workforce and encouraging equality and diversity.

The Trust needs your help and cooperation to enable it to do this, but filling in the Equal Opportunities Monitoring form is voluntary. The information provided will purely be used to monitor recruitment and will not be used in the selection process.

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Have you applied for another post at this school during the last 2 years? **Yes or No:**

### APPLICATION DECLARATION

I declare that the information on this application form is full, accurate and complete. I understand that if I provide false information or fail to provide full, accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of an offer of appointment, or dismissal, without notice, if I have been appointed.

I confirm that I have read the Data Protection information provided above and that I understand how my information will be stored and used.

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Signature:

Date:

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### APPLICATION SOURCE

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Where did you see this job advertised?

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### SENDING US YOUR APPLICATION

If you have completed this application form by hand, please send it to:

**Amanda Lee - HR Manager**  
**Brook Learning Trust**  
**The High Weald Academy**  
**Angley Road**  
**Cranbrook**  
**Kent**  
**TN17 2PJ**

If you have completed this application form digitally, please email it to:

**careers@brooklearningtrust.org.uk**

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