

PART 1 – Application Form (Support Staff)

Please complete this application form in full and return as specified in the role advert.

Your data will be handled in compliance with the Data Protection Act 2018 (DPA 2018) and UK GDPR. By submitting this form, you consent to your data being processed. If appointed, additional personal and sensitive information (e.g., bank details, medicals) will also be managed under these regulations.

This position is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for this position if you are barred from working in regulated activity with children.

Personal Details		
Title		
First Name		
Surname		
Date of Birth		
Address		
Telephone Number		
Email Address		
National Insurance Number		
Position applied for		
Application for the post of		
Name of school or location of employment		
Relationship to Directors, Local Academy Board or Employees		
Please disclose any personal relationships with Directors, Governors, or employees of Concordia Multi Academy Trust. While they may still provide a reference, any attempt to influence the selection process will result in removal from consideration.		
Trustee, Local Academy Board, or Employee	Name	
	Relationship	
	Work Location	
	Their current role	
References: ** Please note that, in line with safer recruitment practices, references may be sought prior to interview for positions within the school**		
Present/most recent employer	Name	
	Relationship	
	Address	
	Postcode	
	Telephone Number(s)	
	Email Address	
Previous employer/other	Name	
	Relationship	
	Address	
	Postcode	
	Telephone Number(s)	
	Email Address	

Current employment details	
Job Title (present or most recent)	
Employer name	
Email / Tel	

Start date					
End date					
Full time/part time					
Salary					
Summary of main duties and responsibilities					
Previous employment					
Job Title	Employer Details	Start Date	End Date	Duties / Responsibilities	Reason for leaving
Please discuss any gaps in employment history:					
Training and Qualifications - Including GCSE's, A Levels, degree or other qualifications					
Dates of Study	College/University/other	Qualification gained including grade			

Driving Licence	
Do you hold a valid driving licence?	
Details of endorsements or penalty points	
Employment Rights to work in the UK	
Are you eligible to work in the UK?	
Online Searches - In accordance with Keeping Children Safe in Education (KCSiE) guidance, please provide the relevant URL for online and social media checks to be completed.	
Facebook URL	
Twitter / X	
LinkedIn URL	
Other social media	

Capability and Disciplinary	
Have you ever been involved in capability proceedings? If yes, please provide details.	
Have you ever been disciplined for other matters whilst in your employment? If yes, what was the nature of the disciplinary.	

Safeguarding and Child Protection History	
Have you ever been involved in child protection investigations, disciplinary cases, or allegations related to the safety and welfare of children? If yes, provide details.	

<p>Note: Resolved/unfounded allegations with no concerns about your behaviour are unlikely to be problematic. However serious, unresolved, or repeated concerns must be disclosed.</p>	
<p>Have you had a Disclosure and Barring Service (DBS) check for child safeguarding purposes through a previous job, volunteering role, or other organisation.</p>	
<p>Are you registered with the DBS update Service?</p>	
<p>Have you ever been referred to the DBS or any Government Department for concerns relating to misconduct or potential barring from working with children or vulnerable individuals?</p>	

Declaration and Signature:

I declare that the information I have provided in this application form is accurate, complete, and true to the best of my knowledge. I understand that any false information or deliberate omission may disqualify my application or, if employed, may lead to my dismissal.

I consent to Concordia Multi Academy Trust processing the information I have provided for recruitment and employment purposes in accordance with applicable data protection legislation, I understand that this information will be retained securely and confidentially.

Applicant Name (Printed): Click or tap here to enter text.

Applicant Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.