

**MJPS**

**APPLICATION FORM**

**FOR THE POST OF PART TIME CLERICAL ASSISTANT**

**Completed form to be returned to** office@mjps.org.uk **by noon 11th October 2019**

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| **Personal Details**  |
| Surname: | Forename(s):  |
|  Title: | Details of any previous names: |
| Address: | Telephone numbers:Home: Work: May we contact you at work? Mobile:  |
| Postcode: | National Insurance number:  |
| Email Address: |  |
| Work Permit details, if appropriate: |
| Where did you see this vacancy (please state publication/website)? |

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| Employment History |
| PRESENT OR MOST RECENT EMPLOYMENT |
| Name and address of Present /most recent employer:Nature of business:  | **Job title:****Brief Description of role:****Are you still** **currently employed by this organisation?**  |
| Date of appointment:  | **Grade and details of allowance:**  **Salary scale and current salary:**  **Notice required:**  **Date available to take up new post**:  |
| Reasons for leaving (if applicable):  |

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| PREVIOUS EMPLOYMENT |
| **LA** | **Name of School**  | **Type of School**  | **Number on Roll** | **Full or Part-time** | **Salary****Scale** | **Exact Dates** |
| **From** | **To** |
| **D** | **M** | **Y** | **D** | **M** | **Y** |
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| **Employment Experience (Other than Teaching)** |
| **Employer (Name & Address)** | **Position**  | **Responsibilities**  | **From** | **To** | **Salary/****Grade** | **Reason for Leaving** |
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| **Other History**(Please ensure that you provide a complete chronological history by listing below any periods not covered above in your employment history, e.g travel, unemployment, sabbatical, carer responsibilities etc) |
| **From** | **To** | **Reason** |
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| **Qualifications and Training** |
| **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher/Work based)**Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary). Evidence of qualifications may be requested. |
| **Examination, course (with dates)** | **From** | **To** | **Result/Qualifications gained** |
|  |  |  |  |
| CONTINUING PROFESSIONAL DEVELOPMENT Please list recent courses and professional development in which you have been involved in the past 3 years and that you consider relevant to this post. Please continue on a separate sheet if necessary. |
| **Subject** | **Provider** | **Duration** | **Dates** |
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| **PERSONAL STATEMENT: (Please continue on a separate sheet if required)** |

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| **Referees** |
| *Name, address (inc Post Code if known) and Status/Position of two persons to whom reference may be made who can comment on your teaching and/or organisational ability. One* ***MUST*** *be your present or most recent employer. The other must be a previous employer unless you have had no previous employment, in which case, a character reference will be needed or a reference from the Adviser/Inspector attached to your present school. If you are not currently working with children, you should provide details of the employer where you last worked with children.**References will not be accepted from relatives or friends. If you have worked with children previously, we will ask your referee about your suitability to work with children. Please give the names of two referees, one of whom must be your current employer.**We intend contacting referees prior to inviting you to formal interview. We reserve the right to take up references with any previous employer.**We would like the option of visiting you in your current workplace prior to interview. Please tick the box if this is possible €*  |
| **1st referee****Please confirm that we can contact before interview.**  Y/N

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| Name: |  |
| Position: |  |
| Address: |  |
| Tel: |  |
| Email: |  |

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| How do the above know you? |
| **2nd referee****Please confirm that we can contact before interview.**  Y/N

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| Name: |  |
| Position: |  |
| Address: |  |
| Tel: |  |
| Email: |  |

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| How do the above know you? |

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| **Disclosure of Criminal and Child Protection Matters**  |
| We are obliged by law to operate a checking procedure for employees who have substantial access to children and young people. |
| **REHABILITATION OF OFFENDERS ACT 1974**If you have no convictions, simply enter “NIL”. If you have been convicted of a criminal offence, the details must be listed below, together with any pending criminal convictions. Please also list any pending criminal actions or court hearings against you. Please see the **Notes for Applicants** for guidance. |
| **Date of Conviction Hearing** | **Offence** | **Sentence** |
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| **CRIMINAL RECORDS BUREAU**In the event of a successful application an Enhanced Disclosure will be sought from the Criminal Records Bureau in relation to criminal and child protections matters. A conviction will not necessarily be a bar to obtaining employment.Please sign here if you agree that the appropriate enquiry might be made.Signature: ……………………………………………………………………………………………. Date: …………………………………………………… |
| **DATA PROTECTION ACT 1998**I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.Signature: ……………………………………………………………………………………………. Date: …………………………………………………… |
| **DECLARATION**If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.If such a discovery is made after you have been appointed then you will be liable to be dismissed.I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.Signature ……………………………………………………………………………………………………….Date ……………………………….. |
| **ASYLUM AND IMMIGRATION ACT 1996**In accordance with the Asylum and Immigration Act 1996, the Academy Trust will require new members of staff to provide documentary evidence that they are legally entitled to live and work in the United Kingdom. Upon taking a post candidates should provide one of the official documents listed in the **Notes for Applicants** |

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| **NOTES TO APPLICANTS**1. Before signing this form, please ensure that every section has been completed.
2. The application form together with information outlined in (3) below should be completed and submitted by email.  Applicants should ensure that they use the message options on their computer to request a “received” receipt.
3. **Applicants should send approximately 2-A4 pages detailing:**
* **Why the post attracts you**
* **The skill and experience, using the person specification, you have that make you the right person for the post**
1. **Rehabilitation of Offenders Act 1974:** You must declare *all* convictions that you have, including motoring offences and all convictions that have become “spent”.
2. **Asylum and Immigration Act 1996: Upon taking a post applicants should provide one of the following from the list of official documents:**
3. A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or their Northern Ireland equivalents), showing your name and National Insurance number. This could be a P45, a pay slip, a National Insurance card or a letter issued by one of the Government bodies concerned.
4. A passport describing you as a British citizen or as having the right of abode in or an entitlement to readmission to the United Kingdom.
5. A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that you have the right of abode in the United Kingdom.
6. A certificate of registration of naturalisation as a British citizen.
7. A birth certificate issued in the United Kingdom or in the Republic of Ireland.
8. A passport or national identity card issued by a State which is a party to the European Economic Area Agreement and which describes you as a national of that State.
9. A passport or other travel document endorsed to show that you are exempt from immigration control, have indefinite leave to enter, or remain in, the United Kingdom or have no time limit on your stay; or a letter issued by the Home Office confirming that you have such status.
10. A passport or other travel document endorsed to show that you have current leave to enter or remain in the United Kingdom and are not precluded from taking the employment in question; or a letter issued by the Home Office confirming that this is the case.
11. A United Kingdom permit issued to you as a national of a State which is a party to the European Economic Area Agreement.
12. A passport or other travel document endorsed to show that you have a current right of residence in the United Kingdom as a family member or a named national of a State which is a party to the European Economic Area Agreement and who is resident in the United Kingdom.
13. A letter issued by the Immigration and Nationality Directorate of the Home Office indicating that you are a British citizen or have permission to take employment,.
14. A work permit or other approval to take employment issued by Work Permits (UK) or in Northern Ireland, by the Training and Employment Agency.
15. A passport describing you as a British Dependent Territories citizen and which indicates that the status derives from a connection with Gibraltar.
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**Recruitment Monitoring Information**

**Premises Assistant**

Last name(s): ………………………………………………………………………..

First names(s): ……………………………………………………………………..

Date of Birth: …………………………………..

Gender: [ ]  Male [ ] Female (Please select as appropriate)

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**The information provided will be used for monitoring and statistical purposes only and this section will be detached from your application form prior to short listing. The information provided will be treated as confidential and will not affect the consideration of your application in any way.**

It is the intention of the Academy Trust to have a workforce that reflects the diverse make-up of the community it serves. Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. The Academy Trust aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

Although in its infancy, the Trust will be aiming to develop and implement policies and procedures that include the best practise in equal opportunities and to ensure that all applicants are treated fairly and selection for appointment is based solely on a person’s ability to do the job.

Although the post of Head Teacher will be the first post where the Trust will act as Employer, by completing this form you will be assisting the Trust in starting to build the necessary data and knowledge that will assist the Trust in ensuring that they are able to treat everyone who applies to work in MJPS fairly, as the data will assist in showing whether minority groups are being treated equitably.

Until the Trust is formally created and able to conduct business for itself, the Sponsors will act on their behalf throughout the recruitment process ensuring that the equal opportunities policies and procedures applicable to their organisations are applied to ensure fairness through the Head Teacher recruitment process.

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**DISABILITY**

Employees with a disability or health condition are entitled in law to ‘reasonable adjustments’ to address their needs for support in the workplace. Therefore, the Trust are interested in any disability or health condition that may require a reasonable adjustment to overcome any such barriers.

The term ‘disabled person’ covers people with a wide range of impairments and health conditions and includes people who are hard of hearing, have visual impairments, have medical conditions such as epilepsy or diabetes, heart disease or arthritis, have progressive conditions such as multiple sclerosis, HIV or cancer, have mental health difficulties such as anxiety or depression, have specific learning difficulties such as dyslexia or are wheelchair users.

Under the definition a person’s impairment must have lasted, or be expected to last for a year or longer and make it more difficult or time consuming for them to carry out normal day to day activities compared with a non-disabled person. Normal day to day activities include those relating to mobility, manual dexterity, physical co-ordination, continence, ability to lift and carry everyday objects, speaking, hearing, seeing, memory, ability to concentrate and ability to learn or understand.

Under the definition as set out above, do you consider yourself to have a disability or long term health condition? [ ]  Yes [ ] No

If YES, what is the effect or impact of your disability or health condition?

Prefer not to say [ ]

If you need any assistance to attend or participate in an interview, please give details.

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**ETHNIC ORIGIN**

**The categories below are in line with the 2001 census**

*I would describe my ethnic group as:*

1. **White**

British [ ]

English [ ]

Scottish [ ]

Welsh [ ]

Any other White background [ ]

Please specify:

**2. Black or Black British**

African  [ ]

Caribbean  [ ]

Any other Black background  [ ]

Please specify:

1. **Mixed**

White & Asian  [ ]

White & Black Caribbean [ ]

Any other Mixed background  [ ]

Please specify:

**4. Asian or Asian British**

Bangladeshi [ ]

Indian [ ]

Pakistani [ ]

Any other Asian background [ ]

Please specify

1. **Chinese**

Chinese [ ]

Any other Chinese background [ ]

Please specify:

1. **Other ethnic group**

Other ethnic group [ ]

Please specify:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RELIGION AND BELIEF**

Please identify your religion or belief from the list of religions most commonly found in Britain. We acknowledge that the list is not exhaustive and if your religion is not specifically listed we ask you not to take offence as none was intended.

*I would describe my religion or belief as:*

Buddhist [ ]

Christian [ ]

Hindu [ ]

Jew [ ]

Muslim [ ]

Sikh [ ]

Other Religion or Belief (please state)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No Religion [ ]

Prefer not to say [ ]

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**SEXUAL ORIENTATION**

*I would describe my sexual orientation as:*

Bisexual [ ]

Gay Man [ ]

Gay Woman/Lesbian [ ]

Heterosexual/Straight [ ]

Other [ ]

Prefer not to say [ ]

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**The information contained on this form will be held on a computer file**

**Data Protection Act**

I hereby give my consent for the Recruitment Monitoring information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

**Signed** …………………………………………………………………………………………

**Date** ………………………………………………………

**Please send your completed application form and supporting details to:**

**office@mjps.org.uk** **to arrive no later than noon 11th October 2019**