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**Chief Executive: Terry Millar**

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| **APPLICATION FORM: SUPPORT STAFF POSTS**  Inicio Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested. | | | | | | | | | | | | | | |
| **Position applied for:** | | | | Headteacher’s Personal Assistant | | | | | | | | | | |
| **Name of School:** | | | | Chislehurst School for Girls | | | | | | | | | | |
| **Where did you see the post advertised?** | | | | | | |  | | | | | | | |
| **1. Personal details:** | | | | | | | | | | | | | | |
| **Title** |  | | **Name** | | |  | | | | **Surname** | |  | | |
| **Home address** | | | | **Street address:** | | | |  | | | | | | |
| **Town/city:** | | | |  | | | | | | |
| **County:** | | | |  | | | | | | |
| **Post code:** | | | |  | | | | | | |
| **Country of Residence:** | | | |  | | | | | | |
| **Right to work in the UK:** | | | |  | | | | | | |
| **Contact Details (please only list numbers we should call to contact you)** | | | | **E-mail address:** | | | |  | | | | | | |
| **Home:** | | | |  | | | **Work:** | | |  |
| **Mobile:** | | | |  | | | | | | |
| **National Insurance number:** | | | |  | | | | | | |
| **2. Current/most recent employment** | | | | | | | | | | | | | | |
| **Name of Employer:** | | | | |  | | | | | | | | | |
| **Address of Employer:** | | | | |  | | | | | | | | | |
| **Job title:** | |  | | | | | | | | | | | | |
| **Main responsibilities:** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Dates of Employment:** | | | | | | | | **From:** |  | | **To:** | |  | |
| **Reason for leaving:** | | | |  | | | | | | | | | | |
| **Notice required:** | | | |  | | | | | | | | | | |

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| **3. Previous employment**  Please fill in this section with your employment history (paid or unpaid) in chronological order starting with the most recent making sure you explain any gaps in your employment. | | | | |
| **Employer’s name and address:** | **Position held and responsibilities** | **Start date** | **End date** | **Reason for leaving** |
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Please continue on a separate sheet if necessary

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| **4. Personal data** | |
| **Basic Salary:** |  |
| **Additional salary (please indicate management points or London allowance etc.)** |  |
| **Total salary:** |  |

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| **5. Professional and personal development** | | | | | | | |
| **Courses attended (during last 3 years)** | | | | | | | |
| **Name of course and provider** | **Award/qualification gained** | | | **Full or part time** | | **From** | **To** |
|  |  | | |  | |  |  |
| **6. Education history**  It is Inicio’s policy to check all qualifications. | | | | | | | |
| **Higher Education** | | **From** | **To** | | **Qualification obtained, incl. Class and Divisions with Principal Subjects** | | |
|  | |  |  | |  | | |
| **School/College** | | **From** | **To** | | **Qualification obtained, subject and grade** | | |
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| **Give details of any other qualifications, achievements, and experiences (clubs run etc.) e.g. that may be relevant to the post you are applying for.** | | | | | | | |
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| **7. Membership of Professional Bodies or Associations** | | |
| **Institution** | **Grade of Membership** | **Date of Membership** |
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| **8. Personal Statement**  Inicio has high expectations of its staff and is committed to improving the life chances of all the pupils attending the school.  Please use each section below to demonstrate how you meet the requirements of the job description. You should draw on experiences from your current or previous roles or from other relevant situations outside of work. Please use a maximum of 700 words in total for question 8. |
| **Reasons for applying for the post:** |
|  |
| **Relevant Experience:** |
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| **Knowledge & skills:** |
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| **Personal qualities:** |
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| **Other relevant information:** |
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Please continue on a separate sheet if necessary

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| **9. Referees** | | | | | | |
| Please provide the contact details of two referees, one of whom should be your present or most recent employer/Headteacher. Please note references will not be accepted from relatives or from people writing solely in the capacity of friends. It is standard practice to take up references prior to interview, this is in line with the most recent version of Keeping Children Safe in Education statutory guidance. If you are shortlisted, references will be requested unless stated otherwise with an explanation. | | | | | | |
| **Name** |  | | | **Name** |  | |
| **Job title** |  | | | **Job title** |  | |
| **Organisation** |  | | | **Organisation** |  | |
| **Address** |  | | | **Address** |  | |
| **Telephone number** |  | | | **Telephone number** |  | |
| **Mobile** |  | | | **Mobile** |  | |
| **Email** |  | | | **Email** |  | |
| **Capacity in which referee is known to you?** |  | | | **Capacity in which referee is known to you?** | Former line manager | |
| I consent to these references being requested before interview. | **Yes** | **No** | I consent to these references being requested before interview. | | **Yes** | **No** |
| **10.** **Disclosure and Barring (DBS) and recruitment checks** | | | | | | |
| The Trust is required, by law, to operate a checking procedure for employees who have access to children and young people. If you have ever been the subject of any child protection concern, either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation to child protection, including any which are time expired details must be disclosed in the appropriate section of the ‘Self Disclosure Form’ that you would need to complete if you are successfully shortlisted.  The Trust is legally obliged to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The job for which you have applied necessitates an Enhanced disclosure. Enhanced disclosures are for positions which have contact with children or vulnerable adults or work in a ‘specified place’. They contain details of convictions, cautions, reprimands or warnings on record. Any information that is ‘protected’ under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 provides that when applying for certain jobs, certain convictions and cautions are ‘protected’ and will not appear on a DBS certificate. Please note that a conviction will not necessarily be a bar to obtaining employment.  By checking this box, I hereby confirm that I agree, if I am selected for the appointment, to a check being made on any criminal record applicable to me.  **DISQUALIFICATION OR PROHIBITION FROM WORKING WITH CHILDREN**  By checking this box, I hereby confirm that I am not disqualified or prohibited from working with children and/or have information held about me under section 142 of the Education Act 2002. I understand that, if I am appointed to the post, the Trust will carry out a check for this and if it is discovered that I am prohibited then the offer of employment will be withdrawn.  For more information on safeguarding please see the Trust’s Child Protection & Safeguarding Policy [here](https://www.bullerswood.org/docs/policies/IET_Safeguarding___Child_Protection_Policy_2024.pdf).  Shortlisted candidates will be subject to an online search as part of our safeguarding due diligence checks as required by ‘Keeping Children Safe in Education 2024  If you have been convicted of a disclosable criminal offence, the details must be disclosed if you are here successfully shortlisted in the appropriate section of the self-disclosure form, along with details of any cautions, warnings, reprimands or any criminal convictions/criminal actions /court hearings that are pending against you. If you do not have any disclosable information, then please indicate this in the relevant section of the form.  Further guidance on the rehabilitation of offenders Act 1974 can be found [**HERE**](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) | | | | | | |

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| **11. Employment of People with Disabilities.**  The Trust operates an interview guarantee scheme for applicants who declare they have a ‘disability’ as defined in the Equality Act 2010 (see page 8 of the application form for information on the definition of a disability) and meet the essential requirements for the job.  If you have a disability as defined in the Equality Act 2010 and would like to be considered under the guaranteed interview scheme, then please tick this box | | | |
| Please detail any assistance you will require if called for interview | | | |
|  | | | |
| Additional Information | | | |
|  | | | |
| **12. Declarations** | | | |
| Do you have the right to work in the UK (you will be required to evidence this at interview): | | YES | NO |
| Do you require a work permit/visa? | | YES | NO |
| Have you lived outside the UK for more than three months in the past five years: | | YES | NO |
| Are you related to or do you have a close personal relationship with any of our current Trust or school employees, pupils, trustees or governors: | | YES | NO |
| If yes, please state their name and the nature of your relationship: | | | |
| In submitting this form to Inicio Educational Trust   * I declare that the details given by me on this application form are correct to the best of my knowledge and belief * I understand that if I give any information which is false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of employment * I give explicit consent that the information that I give on this form may be processed in accordance with Inicio registration under the Data Protection act 2018.   Please tick the box and sign below to agree to confirm that you have read, understood and agree with the above declaration:  Yes | | | |
| Date: |  | | |
| Signed: |  | | |

When you have completed all sections and attached your answers to the questions in section 8 if written on a separate sheet, please submit the form to [wandrews@iniciotrust.org](mailto:wandrews@iniciotrust.org)

Please note that the school/Trust will only acknowledge applications shortlisted for interview.

*We may retain your personal information so that we can contact you should similar positions arise within the Trust.  Should you not wish for your information to be retained for this purpose, please check this box*

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| **Equality and Diversity Monitoring**  INICIO is committed to recruiting staff that reflect the diverse communities we serve. To do this we need your help in filling out a short monitoring form. The information you provide will help support us ensure that our recruitment processes are fair to all and allow us to attract diverse and talented candidates. You can select "**prefer not to say"** if you would rather not answer any question.  The information you provide will:  • not be used as part of the selection process.  • not be seen by the interview panel.  • only be used by the Trust Board and Executive for statistical purposes. No information will be published which allows any individual to be identified.  The form should only take a few minutes to complete. We thank you in advance for your support. |
| **Position applied for:** |
| **1: How would you describe your gender?**   |  |  | | --- | --- | | Female |  | | Male |  | | Non-binary |  | | I prefer to self-describe |  | | I prefer not to say |  |   **2: Is the gender you identify with the same as your sex registered at birth?**   |  |  | | --- | --- | | Yes |  | | No |  | | I prefer not to say |  |   **3: Ethnicity**  Please choose one of the following options that most accurately describes your ethnic group or background.   |  |  | | --- | --- | | White English/Welsh/Scottish/Northern Irish/British |  | | White Irish |  | | White Gypsy or Irish Traveller |  | | Any other White background |  | | Mixed White and Black Caribbean |  | | Mixed White and Black African |  | | Mixed White and Asian |  | | Any other Mixed/Multiple ethnic background |  | | Indian |  | | Pakistani |  | | Bangladeshi |  | | Chinese |  | | Any other Asian background |  | | Black African |  | | Black Caribbean |  | | Any other Black/African/Caribbean background |  | | Arab |  | | Any other ethnic group |  | | I prefer not to say |  |   **4: Disability**  Inicio is committed to ensuring that employees and applicants who have a disability have equality of opportunity within our Trust. This includes giving all disabled applicants who meet the essential criteria in the person specification the opportunity to be interviewed.  **What do we mean by a disability?**  The Equality Act 2010 defines disability as ‘a physical or mental impairment with long term, substantial effects on ability to perform day to day activities. The Equality Act 2010 definition of disability can be found [here.](https://www.gov.uk/government/publications/equality-act-guidance/disability-equality-act-2010-guidance-on-matters-to-be-taken-into-account-in-determining-questions-relating-to-the-definition-of-disability-html#section-a-the-definition)  **Guaranteed Interview Scheme**  As part of our commitment to equalities and diversity, we operate a **Guaranteed Interview Scheme** – we will interview all applicants with a disability who, on the basis of their application, we assess to meet the minimum essential criteria for the post.  **Reasonable Adjustments**  We will also make **Reasonable Adjustments** to our recruitment and selection processes, where appropriate and possible, this is to ensure that no candidate, whether or not they have a disability, is unfairly prevented from demonstrating their true abilities.  Do you consider yourself to be disabled? Yes  No  Please state the type of disability you have:  Please give details of any reasonable adjustments you may require:  **5: Age**  What was your age group at your last birthday?   |  |  | | --- | --- | | Under 20 |  | | 20-29 |  | | 30-39 |  | | 40-49 |  | | 50-59 |  | | Over 60 |  | | Prefer not to say |  |   **6: Sexual orientation**   |  |  | | --- | --- | | Heterosexual or straight |  | | Gay or lesbian |  | | Bisexual |  | | Other sexual orientation |  | | Prefer not to say |  |   **7: Religion or belief**   |  |  | | --- | --- | | Buddhist |  | | Christian |  | | Hindu |  | | Jewish |  | | Muslim |  | | Sikh |  | | Other |  | | No Religion or atheist |  | | Prefer not to say |  | |