



Nexus Education Schools Trust Application Form

Thank you for your interest.

Support Staff Posts only

PLEASE COMPLETE

The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential. Please complete all 8 pages of the application form in black ink or type.

| | |
|----------------|--|
| Job Title | |
| Job Reference: | |
| Closing date: | |

Personal Details

Please complete in BLOCK CAPITALS

Surname: _____

Title (eg. Mr,Mrs,Miss,Ms): _____
(please write 'None' if prefer not to be classified)

First name(s): _____ If you prefer to use a different name, please state: _____

Address: _____

_____ Post Code: _____

Tel (home): _____ Tel (work): _____

Tel (mobile): _____ Email: _____

May we contact you at work? Yes ☐ No ☐ Do you require a work permit? Yes ☐ No ☐

Are you an existing employee? Yes ☐ No ☐ If yes, please give employee number _____

National Insurance No:

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Employment Details – please give details of your current or most recent employer

| Name and address of current or most recent employer | Post held and salary (proof of salary may be required) | Date appointed | Date left or notice required | Reason for leaving (if applicable) |
|---|---|----------------|------------------------------|---------------------------------------|
| | | | | |

Current Job – Write a brief description of your present (or most recent) duties/responsibilities stating to whom you report (ie. their position) and, if appropriate, who reports to you. You may wish to attach a simple diagram of your position in the organisation.

| |
|--|
| |
|--|

Previous Employment – Please list all employment since leaving education and include any gaps in employment.

| Name and address of current or most recent employer | Post held and salary (proof of salary may be required) | Date appointed | Date left or notice required | Reason for leaving (if applicable) |
|--|--|-----------------------|-------------------------------------|--|
| | | | | |

Education, Qualification and Membership of Professional Associations

Please give details of your education and qualifications obtained (GCSE or equivalent or above). This includes any qualifications which you are studying now (with predicted grades in brackets). You will be required to prove you have obtained these qualifications.

| Name of School, College, University/Professional Association | Qualification/Membership Level | Date Achieved |
|---|---------------------------------------|----------------------|
| | | |

Training – Please give details of any training you have had, which is relevant to this job. Include any on-the-job training as well as formal training courses. There is no need to mention any courses listed in the Education Section.

| Title of training programme/course and brief description | Date started/completed |
|--|------------------------|
| | |

Relevant Skills and Experience – please set out why you are applying for the post and how you meet the requirements of the person specification eg. the skills and abilities, experience and knowledge etc needed to do the job. **Wherever possible, give practical examples from your current or previous employment. Examples may also include any voluntary or social activities if you consider them relevant to the requirements of the job.**

Disclosure of relationship

Are you related to a member of School staff, a School Senior Leader, NEST Staff Central Team, a member of the NEST Leadership Team, a Member of a Local Committee, a Trustee of NEST?

Yes ☐ No ☐

If Yes, please state his/her name and role within the organisation and department.

Name: _____ Role: _____

School/Department: _____

WARNING – Failure to disclose a relationship to an employee of NEST or a member of governance locally or centrally in NEST may lead to the termination of employment.

References – Please give the names of two people from whom confidential references may be obtained. They should have knowledge of your professional capacity and one must be your most recent employer. Your references will be contacted if you are called for interview.

First Reference

(current or most recent if unemployed)

Name of Referee _____

Job Title _____

Organisation/School Name _____

Address _____

Post Code _____

Tel No _____

Email _____

Professional relationship _____

Period known (years) _____

Second Reference

Name of Referee _____

Job Title _____

Organisation/School Name _____

Address _____

Post Code _____

Tel No _____

Email _____

Professional relationship _____

Period known (years) _____

No offer of employment will be made until references have been received.

Employment of People with Disabilities

Do you consider yourself to have a disability? Yes ☐ No ☐

If yes:

If you are aware of any equipment or adaptations that will assist you, please give details:

Will you require any assistance if called for interview? If yes, please give details:

Additional Information

Superannuation (if applicable)

Do you contribute to the Local Government Pension Scheme? Yes ☐ No ☐
If part-time, have you made a positive election to join the Local Government Pension Scheme?
Yes ☐ No ☐

Or other Superannuation (give name)? _____

Are you applying for the post on a job share basis? Yes ☐ No ☐

If YES, and you have a job share partner, give his/her name _____

If you are unsuccessful for this post would you be willing for your application form to be considered for other similar vacancies in Nexus Education Schools Trust? Yes ☐ No ☐

Do you have: a) a full current driving licence? Yes ☐ No ☐

b) a car you can use for work? Yes ☐ No ☐

Protection of Children

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Offers of employment will also be dependent on completion of a satisfactory police check. Disclosure of a criminal background will not necessarily bar you from any appointment.

Have you ever been convicted of a criminal offence, taking into account the above statement?

Yes ☐ No ☐

If yes, please give details: _____

Date: _____ Offence: _____

Sentence: _____

Please give details of your police check with the Disclosure and Barring Service (DBS)

DBS number: _____ Date of issue: _____ Renewal date: _____

Safeguarding questions will be asked at interview.

Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical.

NEST are the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

For further information please refer to our Data Protection Policy <http://nestschools.org/nest-policies/>

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are “protected”. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Applicant's Declaration

- I declare that the information I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application.
- I am in possession of the certificates which I claim to hold, and understand that wilful falsification may result in dismissal if I am appointed.
- I understand that any offer of employment will be subject to satisfactory references, medical and police checks.
- I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.
- I understand that any contract of employment with Nexus Education Schools Trust (NEST) is offered on the basis of the information I have provided. I understand that a false declaration, which results in my appointment to a school within NEST, may render me liable to dismissal.
- I give explicit consent that the information which I give on this form may be processed in accordance with the General Data Protection Regulations (GDPR) 2018.
- The information you provide to us on this form may also be used in the prevention of crime and fraud or shared with other bodies administering public funds solely for this purpose.

Signed _____ Date _____

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Recruitment Monitoring – To Be Removed for Sifting Purposes

Nexus Education Schools Trust is committed to Equal Opportunities. The aim of its policy is to ensure that no job applicant or employee is treated unfairly on the grounds of age, colour, national origins, nationality, race, disability, family commitments, gender, marital status, membership or otherwise of a trade union, religion or sexual orientation.

Without accurate data on the composition of our workforce and on job applicants, we are unable to monitor the effectiveness of our policies and procedures. Therefore, we ask for your co-operation in completing the monitoring section of this form. This information will be used for statistical purposes only and will not be reproduced in a way that enables individuals to be identified. All information supplied by job applicants is treated in the strictest confidence.

Job Title _____ **Job Reference** _____

Personal Details (BLOCK CAPITALS)

Surname _____ **First name(s)** _____

Gender

Date of birth

Male ☐ Female ☐ Transgender ☐ Non-binary ☐ Prefer not to respond ☐

Ethnic Group – Please tick one box (or write in one box if appropriate)

Asian or Asian British

- ☐ Bangladeshi
- ☐ Indian
- ☐ Pakistani
- ☐ Asian other (please write in)

Mixed

- ☐ White and Asian
- ☐ White and Black African
- ☐ White and Black Caribbean
- ☐ Mixed other (please write in)

Chinese or other ethnic group

- ☐ Chinese
- ☐ Mixed other (please write in)

Black or Black British

- ☐ African
- ☐ Caribbean
- ☐ Black other (please write in)

White

- ☐ British
- ☐ European
- ☐ Irish
- ☐ Romany/Traveller
- ☐ White other (please write in)

I decline to self classify

- ☐ (please tick)

Disability

To help you decide whether you have a disability as defined under the Disability Discrimination Act 1995 please read the following:

A disability is defined as 'a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities'.

The effect an impairment may have on day-to-day activities is defined in the Act as falling within the following categories:

1. Mobility
2. Manual dexterity
3. Physical co-ordination
4. Continence
5. Ability to lift, carry or otherwise move everyday objects
6. Speech, hearing or eyesight
7. Memory or ability of concentrate, learn or understand
8. Perception of the risk of physical danger

The impairment has to be substantial, that is something more than trivial and it needs to be long-term, ie. has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected. Having considered the above information, please tick one of the following:

- ☐ **I do** consider myself to have a disability
- ☐ **I do not** consider myself to have a disability
- ☐ **I decline to** self-classify as to whether I consider I have a disability

Media Monitoring – please indicate how you became aware of the post by ticking the appropriate box.

- ☐ Agency
- ☐ Local Newspaper (please specify) _____
- ☐ National Newspaper (please specify) _____
- ☐ Professional Journal (please specify) _____
- ☐ Local Authority ☐ Other website (please specify) _____
- ☐ Internal Vacancy list ☐ Friend/Relative ☐ Employment Services
- ☐ Other (please specify) _____