



Staff Application Form

Post Applied For:	School:
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Confidential

Section A: Personal Details

Surname:	Forename(s):
Title: (Mr/Mrs/Miss/Ms/Other)	Previous Name(s) (if any):
Address:	
Post Code:	Email Address:
Home Telephone Number:	Mobile Telephone Number:
National Insurance Number:	

Section B: Education & Training

Original documents of any training listed here must be produced prior to taking up the position for which you are applying.

(1) University/College Qualifications (including professional qualifications)			
Name of Institution	Dates (mm/yy)		Qualifications obtained (Subject/Level)
	From	To	
(2) Secondary/Further Education (not including University/Colleges)			
School/College of FE	Dates (mm/yy)		Qualifications obtained (Subject/Level)
	From	To	
(3) Courses Attended Over Last 3 Years			
Title	Organising Body	Date (mm/yy)	Duration

Section C: Previous Employment

(1) Previous School Posts Held - please ensure there are no gaps in dates (List in chronological order. Be explicit about type of School/College at time post held complete on separate sheet if required)						
Dates (mm/yy)		Name, address and type of School/College and whether single sex	Age Range	No's on roll	Post title & salary scale	Reason for leaving
From	To					

(2) Previous Employment Other Than School Based - please ensure there are no gaps in dates (Give details including voluntary and similar work including HM Forces and raising a family)			Dates (mm/yy)		
Name of organisation and address	Post and Nature of Work	From	To		

Section D: Applicant Statement

Section E: References

Please give the names and addresses of two referees who can be consulted regarding your professional ability for the post. One of the referees must be your present or most recent employer - if not, we reserve the right to request one. Students should include their college Principal. References will be taken up before an offer of employment is made. These may be requested before interviews.

Name (Including title):	Name (Including title):
Address:	Address:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
Relationship of Referee:	Relationship of Referee:

Section F: Protection of Children

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 Ministry of Justice website at <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

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 & Barring Service before your appointment is confirmed.

Section G: Disclosure of Relationship

Are you related by blood, marriage or as a co-habitee with any member of Medway Anglican Schools Trust, the Board of Directors or any member of the Schools' Local Governing Bodies? Please answer Yes or No in the box

If Yes, please state the name, relationship and position held:

Section H: Superannuation Scheme

Do you contribute to the Local Government Pension Scheme? Please answer Yes or No in the box

If you contribute to another scheme please give details:

Have you elected to pay Superannuation contributions for part-time working? Please answer Yes or No in the box

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information or canvassed my application it may lead to disqualification or, if I have been appointed, I may be dismissed.

Signature :

Date:

Note: Appointment will be made on successfully passing Occupational Health Screening (if applicable).

Equal Opportunity Monitoring

Beyond Schools Trust seeks to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of its staff in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary.

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Full Name (including title):	Date of Birth:
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Gender Man Woman Intersex Non-binary Prefer not to say

If you prefer to use your own term, please specify here:

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish British Gypsy or Irish Traveller
Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian
Prefer not to say

Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say

Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your LGB Chair, or the Clerk or Chair of the Trust

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Prefer not to say

If you prefer to use your own term, please specify here:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu
Jewish Muslim Sikh Prefer not to say

If other religion or belief, please write in:

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours
Annualised hours Job-share Flexible shifts Compressed hours
Homeworking Prefer not to say

If other, please write in: [Click or tap here to enter text.](#)

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)
Primary carer of disabled child/children Primary carer of disabled adult (18 and over)
Primary carer of older person Secondary carer (another person carries out the main caring role)
Prefer not to say

Additional Information

Are you applying as part of a Job Share? Please answer Yes or No in the box <input type="checkbox"/>	
Where did you see the advertisement for this position?	