



**EQUA**  
Multi Academy Trust

## Non-Teaching Application Form

<b>School or site</b>	Woodborough Primary School
<b>Position Applied For</b>	Cleaner
<b>Contract Details eg Full/Part time, Permanent/Fixed Term</b>	Part time / Permanent 10 hours per week 43 weeks per year
<b>Applicant's Name</b>	
<b>Closing Date</b>	Wednesday 17 <sup>th</sup> July at 12pm

### UK GDPR and Data Protection Act 2018

The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the UK GDPR and Data Protection Act 2018. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy or contact us for more information.

**I hereby give my consent for the information provided on this form to be held on computer or other relevant filing system and to be shared with other third-party processors for the purpose of this recruitment in accordance with Data Protection 2018 and UK GDPR.**

### Immigration, Asylum and Nationality Act 2006

In accordance with the Immigration, Asylum and Nationality Act 2006, the school requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for and have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

**I confirm that I am legally entitled to work in the UK**

### Safeguarding Vulnerable Groups Act 2006

The school is obliged by law to operate a checking procedure for employees who have substantial access to children and young people. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

**I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children's Barred List**

**Click [here](#) to view our Child Protection Policy**

**Click [here](#) to view our Ex-Offender Policy**

Please note all shortlisted candidates will be subject to online searches, as part of our due diligence checks.

### Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013)

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which is either unspent or would otherwise be considered 'spent' under the terms of the Act. Changes to the legislation in 2013, however, mean that spent convictions may be protected and do not have to be disclosed to prospective employers. Employers cannot take protected offences into account when making employment decisions. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any relevant previous criminal background. We will provide more information on protected offences at that stage.

If you are the successful applicant, you will be required to have an Enhanced Disclosure & Barring Service disclosure and we will also check the DBS barred list (children). Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

**I agree that the appropriate enquiry may be made to the DBS**

## Personal details

Preferred Title Dr/Mr/Mrs/Miss/Ms/etc	
First Names	Surname
Previous Surname: (if appropriate)	If you prefer to be called by a name other than the one listed, please specify:
Home Address	Term Time Address: (if different)
Post Code:	Post Code:
Home/Mobile Telephone No:	Preferred Telephone No:
e-mail address:	National Insurance Number:

## Disability and Accessibility

The Trust has committed to promoting employment opportunities for applicants with disabilities, who can face additional challenges to gaining employment. Please indicate below if you need any particular arrangements or modifications to assist you in attending the interview or undertaking the duties outlined.

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## Right to Work in the UK

Do you have the right to work in the UK?

- Yes  
 No

If yes, please state on what basis:

- UK citizen  
 EU settled status  
 Skilled worker visa  
 Graduate visa  
 Youth mobility visa  
 Other – please provide full details

## Time spent living and/or working overseas

Have you spent time living and/or working outside of the UK?

Yes

No

If yes, please give details, including countries and relevant dates:

### Relationship to the school and/or Trust

Please list any personal relationships that exist between you and any of the following members of the school or Equa Multi Academy Trust community:

- Governors/trustees/Members
- Local Governing Body
- Staff
- Students

If you have a relationship with a governor, trustee, member, local governor or employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at the school/Trust

## Employment History

Please note that under Safeguarding Children & Safer Recruitment in Education Guidance, we reserve the right to contact any of your previous employers for a reference on you.

### Current or most recent employment

Job Title	Employer with address, contact name and email address for reference	Dates employed	Permanent or temporary	Part-time or Full-time	Salary details	Description of responsibilities	Notice Period	Reason for leaving

### Previous employment

Please start with most recent and work backwards, ensuring that all periods of time are accounted for, and any gaps in employment are explained. You may attach an additional sheet if required.

Employer with address, contact name and email address for reference	Position held	Full/Part-Time	Salary	Description of responsibilities	Dates From /To	Reason for leaving

### Employment Gaps

Please provide details of any employment gaps since leaving school, and give the reasons for the gap.

Start Date	End date	Reason for employment gap

### Education and training

Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications.

Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades, awarding body and date of award)

## Training and professional development

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application.

Course dates	Length of course	Course title	Qualification obtained	Course provider

### Additional information

Please provide any additional information relevant to this application. Any information you provide will be used in the assessment of your suitability for this post. Describe in more detail any experience, skills etc you have which are relevant to this post (referring to the job description and person specification). Give your reasons for applying for this post.

## References

In line with Safer Recruitment principles, it is our policy to take up references for all shortlisted candidates prior to interviews. If you are known to your referee/s by a former name, please supply the name by which you were known. Your referee should have direct knowledge of your professional capacities and performance.

We reserve the right to take up references with any previous employer. References will be sought to cover at least the last 5 years, including from a relevant employer from the last time you worked with children.

Your employers will be asked to provide a reference, in which details of the following will be asked:

- your suitability to work with young people
- any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired
- whether you have been the subject of any child protection concerns and any outcomes from this

Please provide at least **two** references below, with your most recent employer first. For school references give the contact details for the Headteacher. PGCE students should include their University Tutor and placement schools. References must cover at least the last 5 years. If you have limited employment history, we may seek a reference from a personal referee. This should be someone employed in a position of responsibility or deemed to be a professional person. This cannot be a family member.

Please let your referees know you have listed them as a referee and to expect a request for a reference should you be shortlisted.

Name	Relationship to you	Address	Contact Number	Email address	Is this your current employer ?

If you don't wish us to contact your referees without your prior agreement, please tick this box

Declaration
I declare that all of the information on this form is correct to the best of my knowledge and I note that the withholding, falsification or omission of relevant information by a successful candidate are grounds for disciplinary action which may lead to dismissal.
Signed
Date





## Equal Opportunities

**This form will be separated from your application form and will not form part of the shortlisting process.**

The school welcomes applications from anyone regardless of any protected characteristics.

To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes, and will be confidential and not used to discriminate in favour or against any individual applicant.

This information will not be used during the selection process and will be separated from your application form prior to shortlisting. It will be used for monitoring purposes only.

<b>What is your date of birth?</b>	D	D	M	M	Y	Y	Y	Y
<b>What gender are you?</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say							
<b>Do you identify as the gender you were assigned at birth?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say							
<b>How would you describe your ethnic origin?</b>								
<b>White</b> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background  <b>Asian or British Asian</b> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese	<b>Black or Black British</b> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background  <b>Mixed</b> <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background	<b>Other Ethnic groups</b> <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group  <input type="checkbox"/> Prefer not to say						
<b>Which of the following best describes your sexual orientation?</b>								
<input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual/straight <input type="checkbox"/> Homosexual	<input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say							

**What is your religion or belief?**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Agnostic<br><input type="checkbox"/> Atheist<br><input type="checkbox"/> Buddhist<br><input type="checkbox"/> Christian<br><input type="checkbox"/> Hindu | <input type="checkbox"/> Jain<br><input type="checkbox"/> Jewish<br><input type="checkbox"/> Muslim<br><input type="checkbox"/> No religion | <input type="checkbox"/> Other<br><input type="checkbox"/> Pagan<br><input type="checkbox"/> Sikh<br><input type="checkbox"/> Prefer not to say |
|--|---|---|

**Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?**

- Yes  
 No  
 Prefer not to say

**If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.**

- Physical impairment  
 Sensory impairment  
 Learning disability/difficulty  
 Long-standing illness  
 Mental health condition  
 Developmental condition  
 Other

**Where did you see the vacancy advertised?** (Please indicate in the appropriate box)

- The John of Gaunt School Website
- Wiltshire Council Website
- TES
- E-Teach
- Indeed
- Job Centre
- Internal Advert

Other (Please detail below)