SEAX Trust

Company Number: 07747149

Registered Address: SEAX Office, Grove House School, Sawyers Hall Lane, Brentwood, Essex CM15 9DA

**Staff Application Form: Administrator**

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| Applicant Surname (CAPITAL LETTERS): |
| Please return your completed application form to:  **Mrs Tracey Imhof, PA/HR**  Thriftwood School  Slades Lane, Galleywood  Chelmsford  CM1-2BN  [tracey.imhof@thriftwoodschool.com](mailto:tracey.imhof@thriftwoodschool.com) |

Thank you for your interest in this post.

The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential.

The SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.  All posts are subject to satisfactory medical checks, Enhanced DBS clearance, consideration of information publically available on-line and references. Further relevant Child Protection Policies and procedures can be found here: [Policies - Thriftwood School](https://www.thriftwoodschool.com/school/parent-information/policies/)

Please complete the application form in **BLACK INK** or **TYPE** and ensure you complete all the sections. The Declaration at the end of this form must be signed physically by the applicant. If you are unable to print and sign the form at this stage, please type your signature. If subsequently called, you will be asked to sign in person at interview.

If you have any special requirements and/or require reasonable adjustments to enable you to complete this form and/or during the recruitment process, please contact the school or Trust office.

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| **POST DETAILS**  Application for appointment as: **SCHOOL BUSINESS MANAGER**  At (school name): **THRIFTWOOD SCHOOL & COLLEGE** |

**Section 1**

| **Personal Details** | | | |
| --- | --- | --- | --- |
| Last name and title (Mr/Mrs etc): |  | First name(s)  Please give first and middle names: |  |
| Previous names: |  | Date of birth: |  |
| Home telephone number: |  | Home email address: |  |
| Work telephone number: |  | Work email address: |  |
| Mobile Number: |  | National Insurance Number: |  |
| Address including postcode: |  | | |
| Do you have the right to work in the UK? YES NO | | | |
|  | Please tick the box if you do NOT wish to be contacted at work | | |

**Section 2**

| **Current or most recent Employment Details** | |
| --- | --- |
| Current (or most recent) employer’s name and address:  If you are **not** currently employed please state year in which you last held paid employment: | |
| Nature of business: | |
| Job title: | Month and year appointed: |
| Grade/Salary Range: | Salary: £ |
| Contract Type (please annotate): Permanent Fixed-Term Zero Hours Other | |
| Length of notice required (or n/a): | Allowance(s) received Type(s): |
| Reason for leaving: | Allowance Received Value(s): £ |

**Section 3**

| **Brief outline of duties in your current or most recent Job**  Please give a general outline only |
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**Section 3**

**Section 4**

**Section 4**

**Section 7**

| **Previous Employment:** Please include all full time and part time positions since leaving education, listing the most recent first and continuing on a separate sheet if necessary: | | | | |
| --- | --- | --- | --- | --- |
| Employer | Start date  MM/YY | End date  MM/YY | Job Title | Reason for leaving |
|  |  |  |  |  |

**Section 5**

| **Breaks in Employment** **History**  If you have had any breaks in employment since leaving school, please give start/end dates for these periods and your activities during these times e.g. unemployment, career break, voluntary work, training etc. |
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**Section 6**

| **Ability to travel (if required)** | **Yes** | **No** |
| --- | --- | --- |
| Do you a have valid driving licence? |  |  |
| Do you have access to a vehicle which you are able to use for work purposes? |  |  |
| If not, are you able to travel, for work purposes, by another means of transport? |  |  |

**Section 5**

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**Section 7**

**Section 8**

**Section 11**

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| --- | --- | --- | --- | --- |
| **Secondary School Education**  Please list schools attended with the most recent school first: | | | | |
| School Name: | Attended From/To: | Qualification Type  (eg GCSE) & Subject: | Grade Attained: | Date  Attained: |
|  |  |  |  |  |

**Section 8**

| **Continuing Education**  (University/College/Apprenticeships etc.) Please list most recent first: | | | | | |
| --- | --- | --- | --- | --- | --- |
| Educational establishments: | From: | To: | Qualifications/subject obtained: | Level/grade: | Dates Attained: |
|  |  |  |  |  |  |

**Section 9**

| **Professional Qualifications**  Including details of professional association memberships: | |
| --- | --- |
| Other Qualifications held: | Dates: |
|  |  |

**Section 10**

| **Other relevant training and development activities attended in the last five years**  Please list most recent first and continue on a separate sheet if necessary: | | |
| --- | --- | --- |
| Course Title/Brief Description: | Organising Body: | Date: |
|  |  |  |

**Section 11**

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| **Information in support of this application**  Please use the person specification as a prompt to describe the experience, skills and qualifications that make you suitable for this job. These may have been gained from your work experience, voluntary or community work, or relate to any other organisation you may have been involved with. For administration staff, these may include specialist project experience relevant to the role.  We would also like to know about you personally and you may wish to include details of your interests and why you think you would like to join the SEAX Trust staff.  (Please continue on a separate sheet if necessary.) |
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**Section 12**

| **References**  Please give the details of:  **(1)** Your **current employer** or(if not currently employed) the **last employer** you worked for  **(2)** the employer you worked for **prior to that**  **(3)** the employer where you **last worked with children.**  If you are unable to do this, please state the reason and then **clearly outline who your referees are.**  **PLEASE NOTE** the followingrequirements in line with oursafer recruitment procedures:   * References from other schools must be signed by the **Headteacher** * We **cannot accept** two references from **the same** organisation or school * References from anyone other than a previous employer will only be accepted from a professional person such as a **doctor, teacher, solicitor** etc * References **cannot be accepted** from **relatives** or from people writing solely in the capacity of **friends**   **IMPORTANT: By completing this section, should you be shortlisted, you are giving permission for us to contact your referees prior to interview, without further notification to you and for the reference information to be held for a period of at least six months.** | | |
| --- | --- | --- |
| **(1) Full Name & Address** of **current/most recent** employer *[Headteacher if a school]:* | **(2) Full Name & Address** of **employer previous to (1)**, *[Headteacher if a school]:* | **(3) Full Name & Address** of **employer where you last worked with children** *[Headteacher if a school]:* |
| e-mail address (**Must be given)** | e-mail address (**Must be given)** | e-mail address (**Must be given)** |
| Telephone number | Telephone number | Telephone number |
| Position | Position | Position |
| How is this person known to you? | How is this person known to you? | How is this person known to you? |

**Section 13**

| **Close Personal Relationships** | |
| --- | --- |
| Are you a relative or partner, or do you have a close personal relationship with, any employee/volunteer\*, member of an Academy Committee (‘Governor’), Trustee or Member of SEAX Trust?  Failure to disclose a close personal relationship as described above may disqualify you.  Canvassing of Members, Trustees, members of Academy Committees (Governors) or Senior Managers of the Trust by you or on your behalf is not allowed.  (\*Includes anyone working or volunteering at any of the schools within the SEAX Trust, or directly with the SEAX Trust itself.) | YES/NO |

**Section 14**

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| **For our own information**  Please indicate below how you heard about this post eg advert on Essex Jobs website/word of mouth etc: |
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**Section 15**

| Please read and tick the following statements and information relating to your application carefully. By submitting this form and ticking the boxes below you are certifying that the information you have supplied is accurate and confirming that the declarations are true to the best of your knowledge. Any false information will result in the withdrawal of any offer of employment or, in the event of employment, in disciplinary investigation by the school/SEAX Trust, which may result in dismissal. | |
| --- | --- |
| **Disclosures**  Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2) to disclose whether:   * They have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 * They have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 * They are subject to any prohibitions relevant to the role   The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance notes are available to accompany the SD2 form to assist candidates with information which must be disclosed. Any information disclosed will be treated in the strictest confidence.  Where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application, along with other relevant pre-employment checks,  Shortlisted candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2018 will be asked to complete a Disqualification Declaration Form.  A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. A copy of the Disqualification Declaration Form is available from the school office, if you wish to review this Form prior to submitting your application.  **On-Line Searches**  In line with statutory requirements, SEAX Trust carries out online searches (including social media) as part of its due diligence on all shortlisted candidates. This helps identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore with the applicant at interview.  **Safer Recruitment Declaration**  It is unlawful for a person who is barred from working with children to apply to work in a regulated position.  I certify that I am not disqualified from working with children, or subject to any sanctions imposed by a regulatory body which would prohibit or restrict me from applying for this post. | |
| **Data Protection**  I acknowledge that by completing this form the school/SEAX Trust will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the school/SEAX Trust will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Privacy Notice. If I am the successful applicant I acknowledge that this information will be retained in line with the Trust’s retention schedule. If I am not the successful candidate I acknowledge this information will be retained by the school/SEAX Trust in a secure electronic/paper system for no longer than six months from the date of the appointment of the successful candidate. All forms submitted (in paper or electronic format) will be held securely by the school/SEAX Trust in line with their data protection policy. | |
| **Declaration:**  I certify that the information I have supplied on this form is accurate and true to the best of my knowledge. Should I be shortlisted for interview, I understand that on-line searches will be undertaken and references will be sought from the referees provided by me in Section 12 and that this will be done without any further prior notification to me. | |
| Signed (\*Please sign in pen): | Date: |
| **\*PLEASE NOTE: It is a statutory requirement that this form is signed physically by the applicant**. If you are unable to print and sign the form at this stage, please type your signature. If subsequently called, you will be asked to sign in person at interview. | |

Thank you for applying for this post and for your interest in working with us. It is our normal practice to acknowledge receipt of applications and you should receive emailed confirmation to this effect in due course.