SEAX Trust

**Staff Application Form: Administrator**

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| **Applicant Surname**: |  |

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| **Post Details** | |
| Job Title (name of the job you are applying for): | **FINANCE & ADMINISTRATION SUPPORT** |
| Name of school where the job is based: | **THRIFTWOOD SCHOOL & COLLEGE**  **The role will encompass both sites (Galleywood & Chelmsford)** |

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| **Please return your completed application form to:**  Mrs Tracey Imhof – PA/HR Admin, Thriftwood School, Slades Lane, Galleywood, CM2 8RW  [Tracey.imhof@thriftwoodschool.com](mailto:Tracey.imhof@thriftwoodschool.com) |

Thank you for your interest in this post.

Please complete this form in full. The information given will be treated as confidential.

The SEAX Trust is a **Disability Confident Employer** and encourages applications from people with disabilities. If you have any special requirements or require reasonable adjustments to enable you to complete this form and/or during the recruitment process, please contact the school or Trust office.

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 publicly available on-line and references. Further relevant Child Protection Policies and procedures can be found on the SEAX Trust website at [www.seaxtrust.com](http://www.seaxtrust.com) and on individual school websites.

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**Section 1**

| **Personal Details** | | | |
| --- | --- | --- | --- |
| Last name: |  | Title (Mr/Mrs etc): |  |
| First name: |  | Middle name(s): |  |
| Former last names: |  | Date of birth: |  |
| Mobile number: |  | Home email address: |  |
| Home phone number: |  | National Insurance Number: |  |
| Address including postcode: |  | | |
| Sex (please delete): Male / Female / Prefer not to say | | | |
| Gender Identity: Male / Female / Other Term (Please state preferred term): | | | |
| Do you have the right to work in the UK? YES / NO | | | |
| Do you have the means to drive or travel to work at the required times? YES / NO | | | |

**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 employer’s business: | |
| Job title: | Month and year appointed: |
| Grade/Salary Range: | Total Salary Package: £ |
| Contract Type (please delete): Permanent / Fixed-Term / Zero Hours / Other | |
| Length of notice required (or n/a): | Reason for leaving: |

**Section 4**

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| **Brief outline of duties in your current or most recent job**  Please give brief bullet points only |
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**Section 3**

**Section 7**

| **Previous Employment:** Please include all full time and part time positions since leaving education, listing the most recent first: | | | | |
| --- | --- | --- | --- | --- |
| Employer | Start date  MM/YY | End date  MM/YY | Job Title | Reason for leaving |
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**Section 4**

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| **Breaks in Employment** **History**  If you have had any breaks in employment since leaving school, please give start/end dates and your activities during these times e.g. unemployment, career break, voluntary work, training etc. |
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**Section 5**

**Section 8**

**Section 11**

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| **Secondary School Education**  Please give details of the most recent secondary school attended and any qualifications gained: | | | |
| School Name: | Attended From/To: | Qualification Type (eg GCSE) & Subject: | Grade Attained: |
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**Section 6**

| **Continuing Education**  Please give details of any further educational establishments attended and any qualifications gained (eg Apprenticeships; A Level; Degree Level) | | | |
| --- | --- | --- | --- |
| Educational establishments: | Attended From/To: | Qualifications/subject obtained: | Level/grade: |
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**Section 7**

| **Professional Qualifications**  Including details of professional association memberships: | |
| --- | --- |
| Other Qualifications held | Date Attained: |
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**Section 8**

| **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/Type: | Organising Body (if known): | Date Attained: |
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**Section 9**

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| **Information in support of this application**  Please use the person specification as a prompt to describe the experience and skills that make you suitable for this job. These may have come from your work experience, voluntary work, or relate to any other organisation with which you have had involvement. 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. |
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**Section 10**

| **References**  Please give the details of at least **two** referees below:  **Please Note:** 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 people writing solely in the capacity of friends   **IMPORTANT: Please complete this section in full, checking the contact information given. 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 employer** (most recent employer if you are not currently employed) *[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 **(Essential):** | E-mail address **(Essential):** | E-mail address **(Essential):** |
| 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? |
| Notes: | | |

**Section 11**

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| **Close Personal Relationships** | |
| Are you a relative, or do you have a close personal relationship with, any employee/ volunteer, Governor, Trustee or Member of SEAX Trust or any of its provisions?  *(Failure to disclose close personal relationships as described above may disqualify you. Canvassing of members of the Trust community by you or on your behalf is not allowed.)* | **YES/NO** |

**Section 12**

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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 13**

| **Disclosures**  Please read the following information relating to your application carefully and tick the boxes where required. 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 SEAX Trust, which may result in dismissal. | |
| --- | --- |
| Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2a) 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 preferred candidates following interview. 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.  **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 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 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 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 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 references will be sought from the referees provided by me in Section 10 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 of receipt in due course.