



Non-Teaching Application Form
CONFIDENTIAL

Within Excelsior Multi Academy Trust, amazing teachers change lives. Our academies help prepare precious young people for happy, healthy, successful futures through the magic of learning.

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are also committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

As part of our commitment to safeguarding, all shortlisted candidates will undertake a Warner interview in addition to their formal interview. Successful applicants will be required to undertake an Enhanced DBS check.

APPLICATION GUIDANCE:

Please do not send in CV's, the application form covers the information required and is designed to ensure fairness during interview shortlisting.

Please ensure that two current referee details are provided in Section 6 of the application form. Receipt of two references are required as part of the interview shortlisting process. Your application may be rejected if adequate references have not been provided.

The appointment will be subject to appropriate checks e.g. DBS clearance, right to work and appropriate work visa(s).

Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a).

This form can be made available in other formats. Please contact the Trust for more information.

Please complete ALL sections. Sections 1-6 of the application form will be used to shortlist candidates for interview.

POST APPLIED FOR:		CLOSING DATE:	
SCHOOL/CENTRAL TEAM:			

1. PERSONAL DETAILS (please complete in block letters)

Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other/No title)		Last Name:	
		Previous Name (if applicable)	
First name(s)			
Address for correspondence:		Postcode:	
Home telephone no:		Mobile telephone no:	
Email address:	<p>Please indicate if you are happy to receive correspondence via your email address e.g. invite to interview letter</p> <p style="text-align: center;">Yes No</p>		
National Insurance Number (if you have one)			

2. PRESENT OR LAST EMPLOYER

Name and address of employer:		Name and address of establishment where employed (if different):	
Postcode:		Postcode:	
Nature of business:		Job title:	
Present annual salary or weekly income (gross):			
Hours worked per week:		Other benefits (if applicable):	
Date appointed:		Notice required or leaving date if already left	
Reason for leaving:			

Brief description of duties:	
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3. PREVIOUS EMPLOYMENT

Start with the most recent first.

Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). For safeguarding purposes, do not leave any unexplained gaps in your employment history. (Please continue on separate sheet if necessary).

Employer name & address	Job title	Salary/income	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
				From	To	

4. EDUCATION, TRAINING & QUALIFICATIONS

(Please continue on separate sheet if necessary). Please start with the most recent.

Secondary School/College/University	Dates		Qualifications gained (state level)	Grade/class of degree	Date
	From	To			

OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)

Organising Body	Course title	Length of course

MEMBERSHIP OF PROFESSIONAL BODIES

Name of body	Type of membership	Date obtained

5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification. (Please continue on separate sheet if necessary – maximum of 3 sides of A4 paper in total).

NOTE: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.

6. REFEREES

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please provide details of **two** current referees below that we can contact for a reference. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The Trust reserves the right to approach any previous employer or manager.

Please sign the form found at appendix 1 to consent to us contacting your previous employer/s for a reference.

Please note:

If you are shortlisted and invited to an interview, referees will be contacted, and references obtained prior to interview in line with current statutory guidance.

Name (Referee 1):		Name (Referee 2):	
Title	Mr/Mrs/Miss/Ms/other	Title	Mr/Mrs/Miss/Ms/other
Role:		Role:	

Organisation (if appropriate):		Organisation (if appropriate):	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
How long known?		How long known?	

7. PROTECTION OF CHILDREN

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

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 about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:

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

If shortlisted for an interview you will be required to disclose to us information about any: adult cautions (simple or conditional);

- **unspent** conditional cautions;
- **unspent** convictions in a Court of Law; and
- spent convictions that are **not protected** as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(Amendment\) \(England and Wales\) Order 2020](#)

so that a police check can be carried out if you are offered an appointment.

If you are subsequently employed by the Trust and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

8. GENERAL

Are you interested in job sharing?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please give details of any dates within the next [2 months] when you will not be available for interview. We cannot guarantee being able to offer you an alternative date.	
Do you hold a current full driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have regular use of a vehicle?	YES <input type="checkbox"/> NO <input type="checkbox"/>

You are required to declare below any relationship with or to a Trustee, Governor or employee of Excelsior Multi Academy Trust.

Please state name and position:

Are you related to or do you have a close relationship with: A Councillor; School Governor; or an employee of any other school or Trust?

Please state name and position:

Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.	YES <input type="checkbox"/> NO <input type="checkbox"/>
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This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

9. REASONABLE ADJUSTMENTS FOR A DISABILITY

If you are disabled and believe that you may require adjustments to this application process, please give details below of how we can ensure that you are offered a fair selection and interview process are there any arrangements which we can make for you if you are called for interview and/or work-based exercise?

Yes

No

If yes, please give details including dates below.

10. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

11. DATA PROTECTION

In completing this application form you should refer to the Recruitment Privacy Notice available on our Excelsior MAT website www.excelsiormat.org. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is also available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

12. DECLARATION

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.

Signed

Date

RETURN ADDRESS

Please return your completed form to:

HR- Recruitment, Excelsior Multi Academy Trust, c/o Colmers Farm Primary School, Leybrook Road, Belton Grove, Rubery Birmingham B45 9PB

or

Email: recruitment@excelsiormat.org.

We cannot accept application forms received after the vacancy closing date.



c/o The Loft,
Colmer Farm Primary School
Leybrook Road
Belton Grove
Rubery
Birmingham
B45 9PB

Appendix 1: Reference Consent Form

I can confirm that I am happy for Excelsior Multi Academy Trust to contact my previous employer/s to obtain written references.

I understand that I can withdraw my consent at any time by contacting recruitment at recruitment@excelsiormat.org

Name: -----

Signature: -----

Job Title: -----

Date: -----