

**Discovery Multi Academy Trust**

C/O Beechwood Primary Academy
Rockfield Avenue, Southway, PL6 6DX
Chief Executive Officer: Tiffany Doughty-Davis

Application for Support Staff Appointment

Organisation:	Discovery Multi Academy Trust
Post Applied for:	

(Please complete in black ink)

****Important****

You should read the notes below before completing this form

Returning this form:

This form must reach us by the closing date, LATE APPLICATIONS CANNOT BE CONSIDERED. Please return to us as per the instructions given in the advert.

All applicants must read the Discovery MAT Safeguarding Policy and the Safer Recruitment Policy which is available on the Discovery MAT website. Applications will NOT be considered unless you have read these policies and signed the declaration included in this application form.

Documentary evidence:

In accordance with the Immigration, Asylum and Nationality Act 2006 it is a criminal offence to employ someone without entitlement or permission to work in the UK. The Act requires all employers in the UK to make basic document checks on every person before they start work to help ensure that they do not employ illegal workers. Shortlisted candidates will be required to bring original documentation to interview. Original academic and professional qualification certificates will also be required.

The successful applicant will also be required to produce documents to comply with a DBS check which could include Passport or Driving licence: photocard type; birth/marriage certificates plus a recent utility bill, credit card statement or bank statement. We will also carry out an online check, in accordance with KCSiE 2026.

Warning

If you provide false information, this could lead to dismissal. If you do any sort of canvassing, it will lead to you being automatically disqualified.

*Photocopy documents will **not** be accepted.

1 PRESENT EMPLOYMENT (if applicable)

Name and Address of employer:			
Telephone number		Job Title	
Date of Appointment		Present	

		Salary	
Notice Period			
Reason for wishing to leave			
Brief outline of duties			

2 PREVIOUS EMPLOYMENT (most recent first)

Employer/Voluntary Organisation	Post Held	Dates	Salary/Grade	Reason for Leaving

Please ensure that there are no gaps in your employment history and ensure that all time periods have been accounted for since leaving full time education. Please give details of any gaps in the box below. We will contact you again if we require any further information.

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If you have ever lived or worked abroad for more then 3 months please give details and dates below. If none, please state NONE.

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3 EDUCATION CHECKS (checks on qualifications will be made)

Courses and relevant training: Include results and examinations where applicable	Dates	Checked (office use only)

4 MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODIES

Institute or Association	How obtained (e.g. examination or election)	Date	Grade of Membership

5 REFERENCES

Three referees are required. One should be from your **present employer** or if you are currently not working your last employer if possible. School leavers should give their Headteacher. If you have not been in employment in recent years, you are welcome to give a suitable alternative referees of your choice.

Please tick the box to confirm that you have obtained consent to provide the information below. _g

1	Name:	
	Job title:	
	Address:	
	Telephone number:	
	Email address:	
	Reference type:	☐ Current employer ☐ Previous employer ☐ Character reference
2	Name:	
	Job title:	
	Address:	

	Telephone number:	
	Email address:	
	Reference type:	☐ Current employer ☐ Previous employer ☐ Character reference
3	Name:	
	Job title:	
	Address:	
	Telephone number:	
	Email address:	
	Reference type:	☐ Current employer ☐ Previous employer ☐ Character reference

Referees will be contacted only for the successful candidate, when a provisional offer made or at earlier stages such as longlisting and shortlisting.

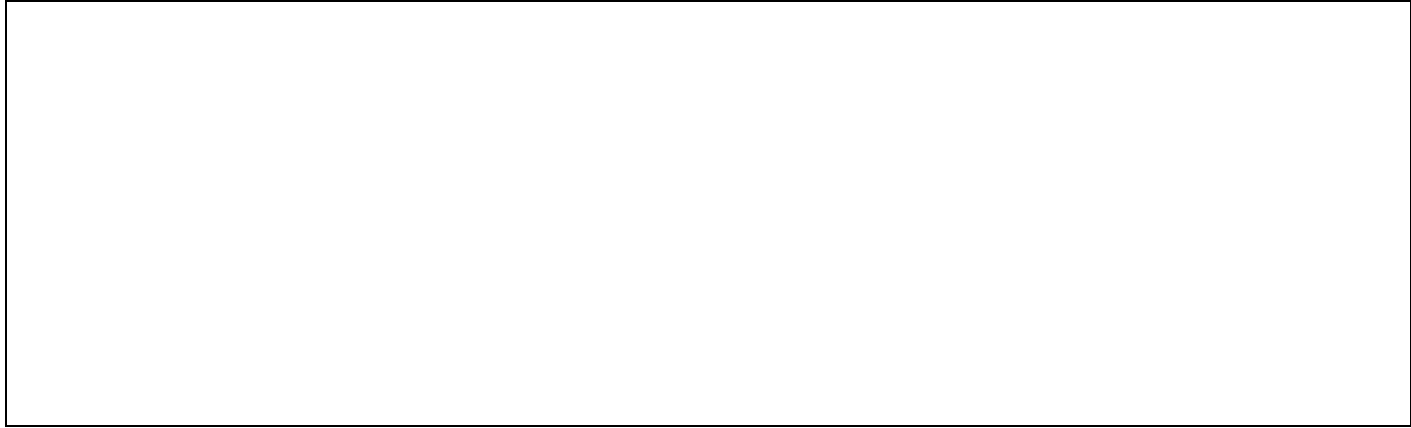
6 LETTER OF APPLICATION

Please write in support of your application, showing how your experience and qualifications are relevant, and how you would contribute to the post.

If you are a disabled person, and because of your impairment, cannot fulfill certain aspects of the Personal Specification, but you feel you can meet the job requirements, in an alternative/adjusted way, you can provide details here.

Please continue on a separate sheet if necessary. Max 1500 words.

Please ensure your name and other personal details do not appear in this section.



7 OUR BOARD OF TRUSTEES' PROMISE TO YOU

Fairness

We will treat your application fairly and honestly, and consider it only in relation to the requirements of the job. We will do this regardless of who you are employed by. *Your application will be processed in strict confidence.*

Discovery MAT encourages staff and Board Members to use an anonymous process as follows:

Pages 1 to 5 inclusive will be used by the Interview Panel to select candidates for long and short lists of candidates for the interview.

Page 6 Our commitment to you.

Pages 7 to 10 will be used and retained by a person nominated by the Board of Trustees.

Equal Opportunities

Our aim is to appoint the best person for the job.

The Whole Community

We welcome applicants from all sections of the community.

Disabled Applicants

We will interview all suitable disabled applicants. Wherever possible and reasonable, we will help a disabled person with the application process. If you consider yourself to be a disabled person and need such help, please contact Discovery MAT.

8 PERSONAL DETAILS:

GDPR: Information from this application may be processed by computer for purposes registered by the MAT under the GDPR legislation. Individuals have the right of access to computerised personal data concerning them.

1	Title:			
2	Surname:			
3	Forenames:			
4	Former Names:		Date Changed:	
5	Address			
	Post Code			
6	Home/Evening Telephone No:		Email Address	
7	Date of Birth:		National Insurance Number	
8	Do you need permission to work in the UK?		Yes q	No q
9	Are you able to produce documents if asked for at interview, which demonstrate that you are entitled to work in the UK?		Yes q	No q
10	If this post is open to job share, do you want to be considered for this option?		Yes q	No q

9 RELATIONS

A candidate for any appointment with Discovery Multi Academy Trust who knows he/she is related to any member of the MAT, a Member, Board Member or Local Advisory Board Member of the MAT or a senior officer is required to disclose that relationship when submitting an application. In educational establishment the designation '**senior officer**' includes Chief Executive Officer, Head of School, Assistant Head of School and Senior Leaders. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice.

If applicable please give details:

10 REHABILITATION OF OFFENDERS

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendment 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.

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.

11 DECLARATION

I declare that I have read and noted the contents of the Discovery MAT Safeguarding Policy and the Safer Recruitment Policy.

Signed		Date	
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I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate. It is an offence to apply for a role if you are barred from engaging in regulated activities relevant to children. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signed		Date	
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This form must be returned as per the instructions given on the advert.

MAT MONITORING FORM: PRIVATE AND CONFIDENTIAL

THIS INFORMATION IS FOR MONITORING PURPOSES ONLY, AND WILL NOT BE CONSIDERED AS PART OF THE SELECTION PROCESS

Discovery Multi Academy Trust believes in equal opportunities. Part of this involves ensuring that our recruitment and selection practices are fair, equitable and consistent, with the aim of appointing the best person for the job, and fulfilling statutory duties relevant to equality in employment.

To make equal opportunities meaningful, it is essential that the MAT monitors the effectiveness of its policy. Please, therefore complete this form. All information will be treated in the strictest confidence, and will not be made available to the selection panel.

Please complete the following:

1	Job Applied for:					
2	Academy:					
3	Grade:		4	Closing Date		
5	Where did you find out about this vacancy?					
6	What is your Sex?	Male ☐	Female ☐		Other ☐	
7	What is your age?	17-18 ☐	19-50 ☐	51-65 ☐	66-75 ☐	76 + ☐

Ethnicity

To which of these groups do you consider you belong? (please tick one box only):

A	WHITE		C	Asian or Asian British	
	British	Yes ☐		Bangladeshi	Yes ☐
	Gypsy/Traveller	Yes ☐		Indian	Yes ☐
	Irish	Yes ☐		Pakistani	Yes ☐
	Any other White Background (please state)			Any other Asian Background (please state)	Yes ☐
B	MIXED		D	Black or Black British	
	White and Black Caribbean	Yes ☐		African	Yes ☐
	White and Black African	Yes ☐		Caribbean	Yes ☐
	White and Asian	Yes ☐		Any other Black Background (please state)	Yes ☐
	Any Other Mixed Background (please state)				
E	Chinese or other ethnic group (please state)	Yes ☐			
F	Any other ethnic group (please state)	Yes ☐			

Language

What is your first language?	
English / Other	
Prefer not to say	
If you selected 'Other', please specify your first language:	

Disability

Do you consider yourself to be a disabled person?	Yes ☐	No ☐	Prefer not to say ☐
Would you like to let us know more about your disability? (Please write in).			

Religion

How would you describe your faith, belief, religion? (Please tick one box)			
Buddist	Yes ☐	Jewish	Yes ☐
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	Yes ☐	Muslim	Yes ☐
Hindu	Yes ☐	Sikh	Yes ☐
Other religion (please state)	Yes ☐	None	Yes ☐
Prefer not to say	Yes ☐		

Sexual Orientation

What is your sexual orientation? (please tick one box)			
Bisexual	Yes ☐	Heterosexual/straight	Yes ☐
Gay Man	Yes ☐	Other (including questioning)	Yes ☐
Lesbian/Gay Woman	Yes ☐	Prefer not to say	Yes ☐

Marital status

What is your marital status (please tick one box)			
Single	Yes ☐	Married	Yes ☐
Civil Partnership	Yes ☐	Living with partner	Yes ☐
Prefer not to say	Yes ☐		