

## The Teaching Staff Trust Application Form

### PLEASE FOLLOW THIS GUIDANCE WHICH WILL HELP YOU TO COMPLETE YOUR APPLICATION

The Teaching Staff Trust Application Form is simple and straightforward and here is some extra information about filling it in. If you have a query about any of the questions please don't hesitate to ring us on 01322 293822 or email us at [enquiries@teachingstafftrust.org.uk](mailto:enquiries@teachingstafftrust.org.uk)

**Please answer all questions as fully as you can – the more information you give us now the more quickly we can assess your application.**

<b>Section 1 – your personal details</b>	Your personal details are important both as a point of contact and to ensure that we have an individual record for you	
<b>Section 2 - your household</b>	When we ask about dependants we mean any children living with you who are under 18. If you live with a partner, we will need to know some information about how you split your living expenses later in the form.	
<b>Section 3 – assistance you're seeking</b>	Here's where you tell us what has happened.	
	<b>Has someone close to you died in the last 12 months</b>	Who is it and how has it affected you
	<b>Have you or someone financially dependent on you experienced a sudden or unexpected illness or injury in the last 12 months</b>	Please provide evidence or confirmation of the diagnosis and its impact on you
	<b>Have you or someone on whom you're financially dependent had a sudden or unexpected loss of income within the last 12 months</b>	Please explain what financial impact this has had on you
	<b>Have you faced a recent relationship breakdown and/or domestic abuse within the last 12 months</b>	Please provide more detail about what has happened and how it has affected you and your family financially
	<b>Have you had to deal with a sudden or unexpected change in living circumstances or loss of home within the last 6 months</b>	Please describe what has changed and how it's affected you
	<b>Have you been advised to apply for bankruptcy or a debt relief order within the last 3 months and do not have the money to pay the fee</b>	Please provide verification from a specialist money advise
	Please be specific about what has happened – if you aren't it will hold up your application because we'll have to ask you more questions – and please tell us what you think we can help with and why it's important. If there's a number of	

	things, put them in an order of priority if you can.
<b>Section 4 – documents submitted</b>	<p>Here you list the documents that you’re sending us. <b>These must include:</b></p> <ul style="list-style-type: none"> <li>• A current full monthly statement for all bank and savings accounts you have an interest in</li> <li>• An up to date payslip if you are currently employed</li> <li>• Evidence of your previous employment if you’re not working now – P60 / P45 / payslips</li> </ul> <p><b>We won’t assess your application without these documents</b> - if you’re unsure about what to send please email us at <a href="mailto:enquiries@teachingstafftrust.org.uk">enquiries@teachingstafftrust.org.uk</a>.</p>
<b>Section 5 – employment history</b>	<p>It is important that you give your full employment history so that we can see your connection to education or nurseries. <b>We’re unlikely to help you if your employment in education is under 5 years.</b> If you’re unsure about your eligibility for support from the Teaching Staff Trust please email us at <a href="mailto:enquiries@teachingstafftrust.org.uk">enquiries@teachingstafftrust.org.uk</a></p>
<b>Section 6 – references</b>	<p>We ask you to provide a referee who isn’t a family member. It needs to be someone who can vouch for your identity and that you are (or were) in the job that you have stated. This does not need to be a manager or employer and we will not tell your employer that you have applied for a grant.</p>
<b>Section 7 – your income and expenditure</b>	<p>These sections help you to show us why you need support from us.</p> <p>Please show <b>all</b> sources of income into the household including benefits (including all statutory benefits and allowances) that may be paid to you or anyone else in the household. We will ask you for some further information if these amounts don’t show up on the bank statements you provide.</p> <p>In filling out the expenditure please think about all the things you need to spend on regularly. This helps us to get a proper picture of your circumstances. The list below gives some ideas but there may be other things that you need to include.</p> <ul style="list-style-type: none"> <li>• Rent or mortgage payments</li> <li>• Council tax</li> <li>• Water rates</li> <li>• Energy bills</li> <li>• Travel costs for commuting and for your children if applicable</li> <li>• Grocery and other shopping</li> <li>• Insurances</li> <li>• Pocket money for your children if applicable</li> <li>• Debt repayments (please show which company you are paying)</li> <li>• Any hire purchase or loan agreements</li> </ul>
<b>Section 8 – other applications</b>	<p>We ask you to tell us whether you have applied to any other charities or funds for assistance. This information will not affect whether we consider your application or not but it will help us to identify if other organisations might help you.</p>

	<p>In the declaration, we ask you to agree to us sharing your information, if necessary, with some other organisations.</p>
<p><b>Section 9 – declaration</b></p>	<p>In the declaration we ask you to confirm that:</p> <ul style="list-style-type: none"> <li>• All the information you’ve given us is accurate;</li> <li>• We may contact your referee if we need to</li> <li>• You haven’t applied to any charities or funds not listed</li> </ul> <p>If we don’t proceed with your application for any reason then the documents you provide will be immediately removed from our data and any paper copies shredded.</p>

We look forward to receiving your application. Please remember - if you have a query about any of the questions please don’t hesitate to ring us on 01322 293822 or email us at [enquiries@teachingstafftrust.org.uk](mailto:enquiries@teachingstafftrust.org.uk)

## The Teaching Staff Trust Application Form

### 1 Your personal details

Title:                      Given names:                      Family Name:

Home address:

Telephone:                      Alternative telephone no:

Email:

Date of birth:

### 2 Your household

Who do you live with?:

Do you have any dependants? (please give ages of dependent children):

Do you care for another person, full or part time?:

Do you have a carer yourself?:

**3 What has happened and how do you think TST can help?**

Please tell us why you have contacted The Teaching Staff Trust and what help you need (use the guidance notes):

**4 Documents submitted**

Please list here any documents that you have sent with your application form (see notes above)

## 5 Employment history

Please tell us about your employment history, especially those roles that are relevant to The Teaching Staff Trust. This would include teaching or any other job that is principally connected with education (e.g. teaching assistant, ancillary work in a school, librarian etc). Most successful applicants have 5 years' experience in this work but we do make some exceptions.

From	to	Employer	Role

## 6 Reference

Please give details of someone that we can contact to confirm your identity and employment history. This should not be a family member.

Name:

Position:

Relationship to you:

Years you have known them:

Email:

Telephone number:

Postal address (if they would prefer not to be contacted by email).

## 7 Your Income and Expenditure

Please give details of your income (the money you have coming in) and expenditure (your outgoings). You can give the financial details on a weekly or monthly basis but please tick to say which they are. Please remember to enclose evidence of benefits. We may ask to see a copy of your bank statement as part of your application.

### Income

Weekly  Monthly

Include regular income from sources such as pensions and benefits. Include income from your spouse/partner or other adults who contribute to your household. Also include any other charity grants that you are receiving. Please also note any savings.

Source of income	Amount
<b>Total</b>	

Savings	Amount
<b>Total</b>	

### Expenditure

Weekly  Monthly

Include rent, mortgage, council tax, heat, electricity, phone, food and other outgoings you have.

Item of expenditure	Amount
<b>Total</b>	

### 8 Other applications

Have you applied to any other charity for funds in the last year? If so please tell us which one(s), whether they gave a grant and, if so, how much that was:

### 9 DECLARATION

- I declare that the information in this application is accurate and gives a true account of my present financial position and the relevant supporting documents can be provided if required.
- I understand that the information provided will be used to process this application for assistance.
- I agree that all details on and accompanying this form and any other information that I may give to The Teaching Staff Trust in the future about myself and my household may be passed on, in complete confidence, to the DWP, other charities and third party suppliers relevant to the application.
- I agree to the referee whose details are given may be contacted if further verification is required.
- I confirm that and that I have not made an application to any other charity (other than stated on the form)

By signing this form I also agree to the information in the form and any attachment or future information given being stored in the Charity's filing system and transferred to the Charity's computer system and databases for the sole use of the records of The Teaching Staff Trust.

SIGNED:

DATE:

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Please return the form, signed and scanned, via email to [enquiries@teachingstafftrust.org.uk](mailto:enquiries@teachingstafftrust.org.uk)

Alternatively you can mail it to:

The Teaching Staff Trust, Unit 2, Bybow Farm, Orchard Way, Wilmington, Kent DA2 7ER.

Please tell us where you heard about The Teaching Staff Trust:

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We will acknowledge receipt of your form within 3 working days. It may take us some time to process your application so please do not worry if you have not heard from us for a while after the acknowledgment. We will let you know if we need further information.