

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

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

Section 1 – your personal details	Your personal details are important both as a point of contact and to ensure that we have an individual record for you
Section 2 - your household	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.
Section 3 – assistance you're seeking	Here's where you tell us why you are asking for a grant. Please be specific in this section - if you simply say "any help that you can give" or something similar it will hold up your application because we'll have to ask you more questions. So 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.
Section 4 – documents submitted	Here you list the documents that you're sending us. These must include: <ul style="list-style-type: none"> • A current full monthly statement for all bank and savings accounts you have an interest in • An up to date payslip if you are currently employed • Evidence of your previous employment if you're not working now – P60 / P45 / payslips <p>We won't assess your application without these documents - if you're unsure about what to send please email us at enquiries@teachingstafftrust.org.uk.</p>
Section 5 – employment history	It is important that you give your full employment history so that we can see your connection to education or nurseries. We're unlikely to help you if your employment in education is under 5 years. If you're unsure about your eligibility for support from the Teaching Staff Trust please email us at enquiries@teachingstafftrust.org.uk
Section 6 – references	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.
Section 7 – your income and expenditure	These sections help you to show us why you need support from us. Please show all sources of income including benefits (like Housing Benefit) that

	<p>may be paid to someone else. We will ask you for some further information if these amounts don't show up on your bank statements.</p> <p>If you split the household expenses with someone else please make a note that this is the case and show what percentage or amount is your responsibility.</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"> • Rent or mortgage payments • Council tax • Water rates • Energy bills • Travel costs for commuting and for your children if applicable • Grocery and other shopping • Insurances • Pocket money for your children if applicable • Debt repayments (please show which company you are paying) • Any hire purchase or loan agreements
<p>Section 8 – other applications</p>	<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>Section 9 – declaration</p>	<p>In the declaration we ask you to confirm that:</p> <ul style="list-style-type: none"> • All the information you've given us is accurate; • We may contact your referee if we need to • You haven't applied to any charities or funds not listed <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

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 assistance are you seeking?

Please use the space below to tell us why you have contacted The Teaching Staff Trust and how you think we can help you:

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
Total	

Savings	Amount
Total	

Expenditure

Weekly Monthly

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

Item of expenditure	Amount
Total	

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

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.