

## The Teaching Staff Trust Contact Form

Notes re: The Teaching Staff Trust Contact Form – PLEASE READ THESE BEFORE FILLING IN THE FORM

We have tried to make The Teaching Staff Trust Contact Form as simple as possible but here is some extra information about filling it in.

Firstly, please answer all of the questions as fully as you can. This helps us to process your application quickly. If you have a query about any of the questions please don't hesitate to contact us on the phone on 01322 293822 or via email [enquiries@teachingstafftrust.org.uk](mailto:enquiries@teachingstafftrust.org.uk)

The first page is for you to give us your details and to tell us about your household. When we ask about dependants we mean any children that live with you who are under 18. If you live with a partner then we will need to know some information about how you split your living expenses later in the form.

The second page is for you to tell us why you are asking us for a grant. Please be specific in this section. While we appreciate that you may need assistance with a number of different things please tell us what we can help with and why it is important. If you simply say “any help that you can give” or something similar then this will hold us up processing your application while we ask you more questions.

The third page is about your employment. It is important that we see as full employment history as possible so that we can see your connection to education or nurseries. Please show us information about at least the last ten years (if you have been working that long) and preferably to the beginning of your career.

We have asked you to provide a reference. This just needs to be someone who can vouch for your identity and that you are in the job that you have stated. This does not need to be a manager or employer. We will not tell your employer that you have applied for a grant.

The income and expenditure sections are so that you can show us why you are in need of assistance. Please show all sources of income including benefits like Housing Benefit that may be paid to someone else. We may ask you to provide a bank statement, a payslip or letters from the DWP to check these figures.

If you split the household expenses with someone else please make a note that this is the case and show what percentage is your responsibility to pay.

In filling out the expenditure please think about all of the things that 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.

- 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

We ask you to tell us whether you have applied to any other charities or funds for assistance. We need to know this information but it will not affect whether we consider your application or not. Often we work with other organisations to give assistance to applicants.

Finally we ask you to sign a declaration. We ask you to agree to us sharing your information, if necessary, with some other organisations. We will not do this without letting you know first.

If we decide to take your application forward we will ask you to send further information including your most recent bank statement, your last month's pay slip (if appropriate) and letters from the DWP confirming your entitlement to welfare benefits.

If you would like to speed up the process please send these with your application. If we do not proceed with your application for any reason then these will be immediately removed from our data and any paper copies shredded.

We look forward to receiving your application.

## The Teaching Staff Trust Contact 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 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 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.