![A close up of a sign

Description automatically generated]()

If you need a copy of this form in an alternative format please contact us.

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Application Form

|  |  |
| --- | --- |
| Application for  the Post of: |  |
|  |  |
| School: |  |
|  |  |

# Personal Information Previous Name(s): (if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  |  |  |

|  |  |
| --- | --- |
| First Name(s): |  |

|  |  |
| --- | --- |
| Home Address:  Please specify alternative correspondence address on a separate sheet. |  |
| Postcode: |

|  |  |
| --- | --- |
| E-mail address: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance No (If you have one): |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of Birth: |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Do you have a full current driving licence? | Yes |  | No |  | Home Telephone  Number: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Do you have daily use of a vehicle? | Yes |  | No |  | Mobile Telephone Number: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are there any arrangements which we can make for you if you are called for interview? | Yes |  | No |  |

|  |
| --- |
| If yes, please outline your requirements: |

|  |  |
| --- | --- |
| How did you find out about this job? |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you applying on a Job Share basis? | Yes |  | No |  |  |

|  |  |
| --- | --- |
| If so, please state the proportion of full-time you are willing to work: |  |

# Present (or Most Recent) Employment

|  |
| --- |
| Employer’s name, address and telephone number: |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Title of Post: |  |

|  |  |
| --- | --- |
| Present or final grade/salary: | £ per annum (please state full time equivalent) |

|  |
| --- |
| Specify any additional benefits/payments you receive: |

|  |  |  |  |
| --- | --- | --- | --- |
| Notice Required: |  | Date of Leaving (if applicable): |  |

|  |  |
| --- | --- |
| Reason for leaving (if applicable): |  |

|  |
| --- |
| Please provide a brief description of duties of the post (continue on a separate sheet if necessary): |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been subject to Disciplinary Proceedings? | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, please indicate the outcome: |  |

# Previous Employment

Beginning with the most recent not listed above, all periods since leaving full-time education should be accounted for e.g. unemployment, voluntary work, raising a family or any part-time work undertaken whilst in education. (Continue on a separate sheet if necessary).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Job Title | Employer’s Name, Address & Telephone Number | Date From | Date To | Salary | Duties and Achievements | Reason for Leaving |
|  |  |  |  |  |  |  |

# Education/Training

|  |  |  |  |
| --- | --- | --- | --- |
| School/College/University /Training Provider | Dates Attended | Subject(s) or Course/Training Event Title (including exams passed/still to be taken and grades where applicable). | Office use only. Certificates checked |
|  |  |  |  |

# Professional Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Professional Association | Professional Qualifications/ Membership and Date Obtained | By Award or  Examination | Office use only. Certificates checked |
|  |  |  |  |

# Additional Information

Please give any details you wish in support of your application, in particular any experience, skills, knowledge, training and qualifications relevant to the post applied for as detailed in the information sent to you. (Please continue on a separate sheet if necessary).

|  |
| --- |
|  |

# References

One should relate, if applicable to your present job, or most recent employer, or a member of the School/University Academic Staff. Please state in what capacity the two referees are acting, e.g. current employer. Please include name, address, telephone number and e-mail address if known. If you have recently left full-time education, please ensure you include a Head Teacher/College/University Principal (or their rep) as one of your references.

|  |  |
| --- | --- |
| 1st Referee’s  Name and  Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No: |  | Capacity: |  |

|  |  |
| --- | --- |
| E-Mail Address: |  |

|  |  |
| --- | --- |
| 2nd Referee’s  Name and  Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No: |  | Capacity: |  |

|  |  |
| --- | --- |
| E-Mail Address: |  |

**Please note:** your references will be contacted should you be shortlisted for interview.

# Asylum and Immigration Act 1996

All short listed applicants will be required to provide original material evidence of their Eligibility to Work in the UK. With reference to the accompanying Guidance Notes please confirm that you are able to provide the appropriate documents.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Yes |  | No |  |

# Rehabilitation of Offenders Act 1974

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). All criminal convictions, cautions and bind overs must be declared regardless of when they occurred. This information will be treated in confidence.

Do you have a prosecution pending or have you ever been convicted at a court or cautioned by the Police for any offence?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Yes |  | No |  |

If yes, please give date(s) of conviction/caution(s) and brief details:

|  |
| --- |
|  |

**Overseas Police Check**

To comply with DfE guidance, The Trust will carry out a check on a successful applicant if they have lived or worked outside the UK. The Trust’s policy is to carry out a check when an individual has lived or worked outside the UK for a continuous period of 6 months or more in the past 2 years. A DBS check is also carried out, which covers criminal offences within the UK.

Please complete the information below, so that we can ascertain whether an overseas check is required.

I have lived or worked outside the UK for a continuous period of [ ] months or more in the past [ ] years.

If you have answered yes, please provide details below.

|  |  |  |
| --- | --- | --- |
| I have lived or worked in the following countries. | | |
| Country | Date From  (Month/Year) | Date To  (Month/Year) |
|  |  |  |
|  |  |  |
|  |  |  |

The Trust aims to promote equality of opportunity for all with the right mix of talent, skills, and potential and we welcome applications from diverse candidates. Criminal convictions, cautions and bind-overs will be taken into account for recruitment purposes only when relevant.

**For Posts working with Children or Vulnerable Adults**

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

Please refer to the accompanying Guidance Notes for further information relating to this process.

# Declarations

To your knowledge are you related to any member of staff or Governor of the Trust?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Yes |  | No |  |

If ‘Yes’, please state their name and position held:

|  |
| --- |
|  |

The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of The Data Protection Act 2018 the information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information, including sickness absence, you have given details of in this application form. The information will be stored manually and / or electronically and if unsuccessful your application will be disposed of after 6 months.

I declare that all the information I have provided is true, that I have not canvassed a member/officer of the Trust, directly or indirectly, in connection with this application and further, that I will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member/officer of the Trust or providing information which is untrue or omitting information relevant to the application will also disqualify me and that if such failure/untrue information is discovered after appointment I may be liable to dismissal without notice. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signed:         
  
Date: