Part A - Application (Personal Information)

Co-op Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. So that we compare candidates fairly, your application form (Parts A and B) are the only documents we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

As part of the Trust’s commitment to Equality and Diversity, the Trust separates personal details (Part A) from the rest of your application form (Part B) before it is given to the shortlisting panel. **Please make sure that you fully complete and submit both Part A and Part B of the application form.** Please complete in black ink or type. If you are hand writing your application, please ensure that your writing is legible and attach additional sheets if necessary – making sure that your personal reference number is shown on each separate sheet.

Although we do our best to contact applicants and let them know the outcome of their application, sometimes we’re unable to do so. Therefore, if you’ve not heard from the Trust within 10 working days of the closing date, it’s most likely that your application has been unsuccessful.

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| **FOR OFFICE USE:**  **Invited for interview? YES / NO**  **Offered post? YES / NO** |

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| **Confidential**  The information you provide on this form will be used for recruitment & selection, employment contract, and equal opportunities monitoring purposes. |

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| **Personal Reference Number:** so that we can identify the two parts of your application through out ‘blind shortlisting’ process, please create a personal reference number. An example is given to help you. | | | | |
| Guide | Initial of your first name | Initial of your last name | Day (from date of birth) | Month (from date of birth) |
| Example | J | C | 30 | 09 |
| **Your details here:** |  |  |  |  |

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| Academy applied to: |  |
| Post (including reference number if applicable): |  |

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| If you are applying via an agency you must declare this.  Please write the name of the agency in the box opposite; otherwise, leave blank. |  |

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| Personal Details | | | |
| Title: |  | | |
| First Names: |  | Surname: |  |
| Previous Name(s): |  | | |
| Address, inc. postcode: |  | Address for correspondence (if different): |  |

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| Contact Details | |
| Telephone number: |  |
| Email address: |  |

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| References | | | |
| Please supply the names and contact details of two people who can comment on your suitability for this position. One should be your current or most recent employer, and the second from a previous employer or other appropriate referee (see below). The two referees must be from two different organisations.  Please note:   * If you are a school or college leaver, one referee should be your Headteacher or Tutor. * If you are currently working in a school or have done so in the past, one referee must be from the Headteacher. * If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children * References will not be accepted from relatives, ex or current partners, or persons who only know you as a friend. References should be provided by your manager or company HR department, not a work colleague. * As this post involves working with children, young people or vulnerable adults, we will seek information about any past disciplinary issues relating to safeguarding matters you may have been subject to. If you have any concerns about this please contact us to discuss. * As this post involves working with children, young people or vulnerable adults, if you are offered employment with us, any number of your previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process (this includes vetting of internal applicants).   **When will referees be contacted?**  **I**n line with DfE guidance on Keeping Children Safe in Education we will contact referees if your are shortlisted and seek references prior to interview. We do, however, understand that applicants may be reluctant for us to contact current employers prior to a position being offered and this will not disadvantage you. If you have any concerns about us contacting your current employer, please contact us to discuss. | | | |
| Name |  | Position |  |
| In what capacity do you know the referee: | |  | |
| Name of organisation: | |  | |
| Address: | |  | |
| Telephone number: | |  | |
| Email: | |  | |
| Can we contact this referee if you are shortlisted for interview? *(delete as applicable)* | | YES / NO | |

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| Name |  | Position: |  |
| In what capacity do you know the referee: | |  | |
| Name of organisation: | |  | |
| Address: | |  | |
| Telephone number: | |  | |
| Email: | |  | |
| Can we contact this referee if you are shortlisted for interview? (delete as applicable) | | YES / NO | |

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| Eligibility to work in the UK |
| **For persons who are not British or EU nationals**  Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.  Do you have entitlement to work in the UK? **YES / NO**  If you have any conditions related to your employment in the UK please give full details: |

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| Living or Working outside the UK |
| Have you ever worked as a teacher in the EEA or Switzerland? **YES / NO**  If yes, please provide details below of the country you have worked in and the dates you had worked there.  Have you ever lived or worked anywhere outside of the UK in the last five years? **YES / NO**  If yes, please provide details below of the country you have lived or worked in and the dates you lived / worked there. |

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| Criminal Offences |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments 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 or at<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>*.*    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.    Further information is contained in Co-op Academies Trust’s policy statement on the recruitment of ex-offenders, which is available on request. |

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| **Colleague Referral Scheme**  If you heard about this job from a friend or family member who already works at Co-op Academies Trust, please tell us who – so that we can say “thank you” to them if you are shortlisted for interview or appointed to the job. We will not speak to them about the contents or progress of your application. | |
| Their full name: |  |
| The academy they work at: |  |

Recruitment Monitoring Information

The details provided by you on this form are confidential, but will form part of the personnel record of the successful candidate.

For unsuccessful applicants this information will be used for recruitment monitoring, and will not be retained or processed for any other purposes. Once the recruitment process is completed the hard copy data will be kept for up to 6 months and the computerised record for up to 24 months.

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| Do you currently work for Co-op Academies Trust? **YES / NO** |

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| Date of birth: | Current age: |

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| --- | --- | --- |
| Gender | | |
| Female [ ] | Male [ ] | Non-binary [ ] |
| TransFemale [ ] | TransMale [ ] | Prefer not to say [ ] |

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| Disability |

Co-op Academies Trust is committed to treating job applicants with a disability equally and fairly, making reasonable adjustments where necessary. The Equality Act 2010 states that someone is disabled if they have a ***physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities.***

Do you consider yourself to have a disability? **YES / NO**

If you are short-listed we will ask if you require adjustments to make the interview process accessible. If you are successfully appointed and you feel that due to the nature of your impairment you may not be able to do a certain aspect of the job, then the panel will give full consideration to reasonable adjustments – please use the space below to provide details of anything you wish to bring to the panel’s attention:

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| Sexual orientation | | |
| Bisexual [ ] | Gay Man [ ] | Lesbian [ ] |
| Heterosexual [ ] | Other [ ] | Prefer not to say [ ] |

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| Faith / Religion | | |
| Christian [ ] | Hindu [ ] | Jewish [ ] |
| Sikh [ ] | Muslim [ ] | Buddhist [ ] |
| None [ ] | Prefer not to say [ ] | Other religion [ ] Please specify: |

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| Ethnic origin | | | |
| ASIAN OR ASIAN BRITISH:  Indian [ ]  Pakistani [ ]  Bangladeshi [ ]  Kashmiri [ ]  Other Asian [ ]  please specify: | BLACK OR BLACK BRITISH:  Caribbean [ ]  African [ ]  Other Black [ ]  please specify: | CHINESE:  Chinese [ ]  Other [ ]  please specify: | OTHER  Prefer not to say [ ] |
| WHITE:  British [ ]  Irish [ ]  Other White [ ]  please specify: | MIXED:  White/Black Caribbean [ ]  White/Black African [ ]  White/Asian [ ]  Other Mixed [ ]  please specify: | OTHER ETHNIC GROUP:  Please Specify: |  |

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| External roles |
| Please use this space to provide details of any external roles you undertake, e.g. Territorial Army, Armed Forces Reservist, School Governor, Parish Councillor, Magistrate … |

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| Where did you see this post advertised?  [ ] TES  [ ] E-Teach  [ ] DfE Teaching Vacancies  [ ] Schools Week  [ ] Trust Website  [ ] School / Academy Website  [ ] Local Authority Website (which Local Authority, please specify) …..  [ ] Indeed  [ ] Social media (which one, e.g. Facebook, Twitter, Linkedin) …..  [ ] Friend / colleague (word of mouth) (we’d love to know who, please specify) …..  [ ] Other (please specify) ….. |

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| Declaration – *please read carefully* |
| For the purposes of the Data Protection Act (2018) (which includes the rules set out in the General Data Protection Regulation), I consent to the information contained in these forms (Application Form - Part A and Part B), and any information received by or on behalf of Co-op Academies Trust relating to the subject matter of these forms, being processed by them in administering and monitoring the recruitment & selection process. I also consent, should my application be successful, to relevant information from within these forms being passed to a third party provider utilised by Co-op Academies Trust for the purposes of Disclosure and Barring Service (DBS) checking.  Should the referees that I have provided require evidence of my consent for them to act as my referee I consent to Co-op Academies Trust providing a copy of this declaration section to them and a copy of their details supplied in the references section.  I understand that the details provided by me on these forms are confidential, but will become part of my personnel record if I am the successful candidate. In line with the Data Protection Act (2018), in signing this declaration I agree to Co-op Academies Trust disclosing collated statistical information on equal opportunities monitoring of its recruitment processes, which does not identify me but may include my data alongside that of other applicants. If my application is unsuccessful this information will not be retained or processed for any other purposes, and once the recruitment process is completed the hard copy data will be kept for up to 6 months and the computerised record of these details kept for up to 24 months.  I understand that if I am offered a job, the offer is conditional on the satisfactory completion of the necessary pre-employment checks.  I declare that the information I have given on these forms is complete and accurate and that I am not banned or disqualified from working with children nor subject to any cautions, sanctions or conditions on my employment imposed by the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.   |  |  | | --- | --- | | Signed: |  | | Print Name: |  | | Date: |  |   In completing this signature section on this document and submitting your application electronically you are confirming that the information supplied is accurate and complete. |

Part B - Application for Support Staff Post

Please complete in black ink or type. If you are hand writing your application, please ensure that your writing is legible and attach additional sheets if necessary – making sure that your personal reference number (see below) is shown on each separate sheet.

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| **FOR OFFICE USE:**  **Invited for interview? YES / NO**  **Offered post? YES / NO** |

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| **Confidential**  The information you provide on this form will be used for recruitment & selection, employment contract, and equal opportunities monitoring purposes. |

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| **Personal Reference Number:** so that we can identify the two parts of your application through out ‘blind shortlisting’ process, please create a personal reference number. An example is given to help you. | | | | |
| Guide | Initial of your first name | Initial of your last name | Day (from date of birth) | Month (from date of birth) |
| Example | J | C | 30 | 09 |
| **Your details here:** |  |  |  |  |

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| Academy applied to: |  |
| Post applied to (including reference number if applicable): |  |

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| If selected for interview, are there any dates when it would be impossible for you to attend? |  |

Employment History

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| Current or last employment | | | |
| Job Title: |  | Employer: |  |
| Salary: |  | Address: |  |
| Grade / Scale: |  |
| Full or part time? |  | Local Authority:  *(if applicable)* |  |
| Date started: |  | Date of leaving:  *(if applicable)* |  |
| Permanent or temporary? |  | Reason for leaving:  *(if applicable)* |  |
| When would you be available for work / what is your notice period in current job? |  | | |
| Please give a brief description of current duties / responsibilities | | | |
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| Previous employment  Please list **all** previous employmentin date order, starting with the most recent. This can include paid or unpaid work. Please include any breaks in employment, and add extra rows if necessary | | | | |
| Dates (mm/yyyy) | | Name of Employer | Position held and main duties | Reason for leaving |
| From | To |
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Education

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| Please give details of your exam results from school / college / university here: | | |
| Subject / Level of Qualification | Grade | Year Awarded |
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Training and Qualifications

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| In addition to your education listed above, please show here that you have any other training and qualifications asked for in the person specification, including apprenticeships and membership of professional or technical bodies. Successful applicants may be required to provide proof of qualifications, and Co-op Academies Trust reserves the right to approach any number of education providers to verify the qualification stated. | Year Awarded |
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| If there are any gaps in your employment or education history which are not included above, please explain them here |
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| Are you, or have you ever been a Qualified Teacher?  If “yes”, you must complete this section even if you are not applying for a teaching post. | | | |
| Please give the full title of your QTS qualification: | | | |
| Have you fully completed your induction as a newly qualified teacher in the UK?  Yes [ ]            No [ ] | | | |
| DfE registered teacher number: |  | Date of recognition as a qualified teacher (QTS): |  |
| Use this space if you would like to add any further detail: | | | |

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| Additional information in support of this application  This is your opportunity to tell us about yourself and why you are applying for a post with Co-op Academies Trust, and our academy in particular. Please refer to the job description and person specification, and describe how your **experience, knowledge and skills** meet the requirements for this job, giving examples where appropriate. *Note: these may have been gained through either work, education, home or voluntary activities.*  You may also use this space to provide any other information you wish to add in support of your application. You must not exceed 1500 words (approx two and a half sides of A4 paper if using Arial 11). |
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