



**Salisbury Plain**  
Academies

**Application Form**

# Application Form

## PERSONAL DETAILS

<b>Application for the position of:</b>			
<b>Full Time</b> <input type="checkbox"/>		<b>Part Time</b> <input type="checkbox"/>	
<b>Job Share</b> <input type="checkbox"/>		<b>Fixed Term Appointment</b> <input type="checkbox"/>	
<b>At</b> <b>(School)</b>			
<b>Surname:</b>		<b>Title:</b>	
<b>First Name:</b>		<b>Known as:</b>	
<b>Any former name(s) (first/surnames):</b>			
<b>Teacher number (if appropriate):</b>			
<b>Address:</b>			
If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates.			
<b>Telephone Numbers:</b>	<b>Home:</b>	<b>Mobile:</b>	<b>Work:</b>
<b>Email Address:</b>			
<b>How do you prefer to be contacted?</b>		<b>National Insurance Number:</b>	
<b>Will you require sponsorship to work in this post? Yes/No</b>			

## 1. PRESENT OR MOST RECENT EMPLOYMENT

Name of employer:		Local Authority, if appropriate:	
Post title:		Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>
Date of appointment:		Annual salary: £	
Notice required, or date left, as appropriate:			
Reason for leaving:			
Main duties and responsibilities of your current or most recent post:			
Are you a member of the Teacher's Pension Scheme?		Yes	No

## 2. PREVIOUS EXPERIENCE

List your previous posts starting with the most recent. Please include all full-time, part-time, and voluntary work.

Employer's name, address & nature of business	Full or part time	Job title & brief description of duties undertaken	From	To	Reason for leaving

## OTHER EXPERIENCE

If there are any periods of time that have not been accounted for, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16; please ensure there are no gaps in the history of your employment and other experience.

## 3. REFERENCES

Please nominate at least two and up to three referees who are able to describe your suitability for this post. One referee should be your present or most recent employer unless you have not worked before. References will not be accepted from those writing solely in their capacity of friends or relatives. References will be taken up before interview.

<b>Name:</b>	<b>Email address:</b>	
<b>Designation:</b>	<b>Telephone:</b>	
<b>Name:</b>	<b>Email address:</b>	
<b>Designation:</b>	<b>Telephone:</b>	
<b>Name:</b>	<b>Email address:</b>	
<b>Designation:</b>	<b>Telephone:</b>	
If any of your referees knew you by another name, please specify that name(s):		
Are you (or your spouse/civil partner) related by marriage, blood or as co-habitee to any member of the Trust or the five schools?	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
If yes, please give their name & state relationship. Failure to disclose such a relationship may lead to disqualification or dismissal without notice:		

#### 4. EDUCATION AND TRAINING

Please give details of any qualifications you have obtained in this country or abroad, in chronological order starting from the most recent. Please include any post-graduate or professional/vocational qualifications.

Establishment Attended.  Full Name and Address	Full or Part time	Qualifications, date award made and Awarding Body	Grade Achieved	Dates Attended including month / year	
				From	To

Do you have a valid UK/European full driver's licence? **Yes / No**

Do you have regular access to the use of a car if this post involves travel? **Yes / No**

#### 5. GENERAL EXPERIENCE AND FURTHER INFORMATION/LETTER OF APPLICATION

Please provide a statement, no longer than 2 sides of A4, telling us how your experience, skills, training and/or qualifications in either paid or unpaid work, or through study, meet the selection criteria for this post. **Short-listing will be based on the evidence you provide of your ability to meet the selection criteria described in the job specification for this post.** You may wish to list your experience under sub-headings according to the selection criteria.

**Please attach your statement/letter to this form.**

## 6. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS

Salisbury Plain Academies multi academy trust is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not disqualified from working with children and will not appear on the DBS barred list.

**Signature:** .....

## 7. REHABILITATION OF OFFENDERS ACT 1974

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? **(Yes/No)**

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? **(Yes/No)**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

If you have answered 'Yes' to the questions above, please give details below:

Date of conviction / pending hearing	Offence	Sentence

## 8. DISCLOSURE AND BARRING SERVICE (DBS)

In the event of a successful application an Enhanced Disclosure will be sought from the DBS in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry may be made to the DBS about the existence and content of any criminal record.

Signature: .....

## 9. DATA PROTECTION

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

**SPA treats personal data collected during the recruitment process in accordance with its data protection policy / policy on processing special category personal data and criminal records data. Information about how your data is used and the basis for processing your data is provided in SPA's privacy notice.**

## 10. IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

In accordance with the Immigration, Asylum and Nationality Act 2006, the Salisbury Plain Academies multi academy trust will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide one of the specified documents listed in the Guidance Notes.

Are there any restrictions on your right to work in the UK?	Yes	No
If yes, please state restrictions and the expiry date of any permissions:		

Signature: .....

## 11. DECLARATION

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment, then your name will be withdrawn from the list of candidates.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed, then you will be liable to be dismissed summarily.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

I understand that under legislation for the Protection of Children, I will be asked to agree to a check being made by the DBS about the existence and content of any criminal record. I also confirm that I am legally entitled to work in the United Kingdom.

**Signature:** .....

**Date:** .....



## GUIDANCE NOTES

1. Applications will only be acknowledged if a stamped addressed envelope is enclosed.
2. Rehabilitation of Offenders Act 1974: The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  
Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.
3. Immigration, Asylum and Nationality Act 2006: Before taking a post, applicants should provide one specified document or a specified combination of two documents that prove their entitlement to work in the UK.
  - (a) A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
  - (b) A national passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
  - (c) A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national from a European Economic Area country or Switzerland.
  - (d) A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national from a European Economic Area country or Switzerland, who is resident in the UK.
  - (e) A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
  - (f) A passport or other travel document endorsed to show that the holder is exempt from immigration control, can stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay.
4. All applicants must note that in accordance with the safeguarding vulnerable groups' regime, it is their responsibility to have made any necessary registrations relevant at the time of making this application, required for people working or volunteering with children. Accordingly, applicants are put on notice that no offer of employment will be made until the results of checks from the appropriate body have been received.