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| *The GEMS Learning Trust is committed to ensuring that its workforce is representative of the community it serves. We expect our workforce to include people with disabilities, women, black and ethnic minority people and lesbians and gay men. We are looking for applicants, particularly from the local community, who are committed to our Equal Opportunity Policies.*  |
| **Post applied for:** |  |
| 1. **Personal Details**
 |
| Last name: |  | First name |  |
| Date of birth |  | Email address:  |  |
| Home address:House number and street |  |
| Town  |  | Postcode |  |
| Home phone number |  | Mobile phone number |  |
| DFE number |  | Date when free to start |  |
| 1. **Current or most recent Post**
 |
| Position held:  |  |
| Name of school or company where position is held |  |
| Address of school or company |  |
| Current Salary |  |
| Start date |  | Leaving date if applicable |  |
| Reason for leaving: (if appropriate) |  |

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| 1. **Employment History** Previous posts held
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| *Please give details of ALL previous posts held, full or part time in chronological order. Please account for ALL gaps in employment history. You must account for all time since leaving full time education (or gaps in between education if applicable). You will be asked about gaps should you be shortlisted for interview. If you are an NQT please include your placement schools. Please continue on a separate sheet if necessary.* |
| *School or other employment. Include address and size of school* | *Position held* | *Start date* | *Leaving date* | *Full or part time (give hours)* | *Year groups taught* | *Reason for leaving*  |
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| 1. **Education History**
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| *Please give details in chronological order from most recent education experience to secondary school. Proof of qualifications will be required prior to confirmation of appointment.*  |
| School/University/College | Start date | Leaving date | Qualifications and grades obtained |
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| 1. **Courses attended**
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| **Course** | **Organising body** | **Qualification (if appropriate)** | **Date** |
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| 1. **Statement of Application**
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| You are advised that shortlisting will be undertaken with reference to the criteria given in the person specification and job description. Please restrict your statement to the available space.  |
| Please write your statement here:  |
| *If you need further space please continue in the box on the following page* |
| *Personal statement continued….* |
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| 1. **Reference details**
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| At least two references will be taken up in respect of your present/most recent employment. This MUST include your current **headteacher or (line manager if you are not a teacher). (**if you are an NQT please use the headteacher of your last placement as your first referee). A second reference should relate to current or previous employment or training. References will usually be taken up PRIOR to interview.  |
| **Referee 1:**  |
| Name: |  |
| Post held |  |
| Business/school address |  |
| email |  |
| Phone number |  |
| **Referee 2:**  |
| Name: |  |
| Post held |  |
| Business/ school address |  |
| email |  |
| Phone number |  |
| **Referee 3:**  |
| Name: |  |
| Post held |  |
| Business/ school address |  |
| email |  |
| Phone number |  |

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| 1. **Rehabilitation of Offenders and Access to Children**
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| As the post for which you are applying is based in a school or otherwise has substantial unsupervised access to children you will need to respond to statement (a) and read statement (b).1. **Rehabilitation of Offenders Act 1974**

Because of the nature of the work for which you are applying this post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore required to state whether or not you have any convictions or criminal charges or summonses pending against you whether or not your conviction is regarded as “spent”. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies |
| Please state whether or not you are affected by the above statement: | YES | NO |
| 1. **Protection of Children: Disclosure of criminal background of those with access to children.**

**All posts** based in establishments which deal exclusively or mainly with children and young people or posts involving work with children or young people are defined by the Criminal Justice and Court Services Act 2000 as ‘Regulated Positions’ and the name of the successful candidate will be submitted to the Disclosure and Barring Service. This will include details of all cautions, reprimands, final warnings, police enquiries and pending prosecutions as well as convictions. If the Trust finds anything in that record which might be considered prejudicial to his/her working with children or young people then the appointment may not be confirmed.  |
| **IT IS ESSENTIAL THAT YOU COMPLETE THE DECLARATION FORM. YOU WILL BE ASKED TO SIGN THE APPLICATION FORM BY HAND ON IF YOU ARE SUCCESSFULLY SHORTLISTED.**  |
| **PLEASE SAVE THIS EMAIL WITH YOUR NAME IN THE TITLE AND THEN EMAIL THIS APPLICATION TO: b.gorsuch@gemsdidcotprimary.co.uk****If you have not heard from us within 4 weeks of the closing date, you should assume that your application has not been successful for this particular appointment. In the meantime, thank you for your interest in the post.**  |

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| **Declaration Form for Employment** |
| Name: |  |
| Post applied for |  |
| National Insurance number |  |
| **EMPLOYMENT WITH GEMS EDUCATION** |
| Have you ever previously worked for GEMS Education | YES  | NO |
| If yes please state:Post/s held |  | School  |  |
| Dates employed |  | Reason for leaving |  |
| **Applicants with Disabilities** |
| If you are a disabled person, do you require assistance either at interview or to meet some of the job requirements specifically because of your disability? If yes please state your requirements: |
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| Are you a member of GEMS Learning Trust  | YES | NO |
| Are you related to, or partner of, any GEMS Learning Trust member? | YES | NO |
| If YES, please state their name and the position they hold.  | Name: | Position held: |
| ***Canvassing of employees or Trustees directly or indirectly will disqualify candidates from appointment*** |
| Are you a UK or EU/EEA Citizen | YES | NO |
| If NO, it is possible that you may not be eligible to work in the UK without a work permit/visa. Please indicate if you will require a work permit. | YES | NO\* if ‘no’ please indicate the basis on which you are eligible to work in the UK. |

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| This free school is under a duty to protect the public funds it administers, and to this end may use the information you have provided in your application within the Trust for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. I declare that the information on my form and any additional documentation is correct and agree that they form part of the basis of my engagement and may be used for registered purposes under the Data Protection Act 1998. I authorise the GEMS Learning Trust to check the information supplied. I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed may lead to dismissal. |
| Digital signature | Date: |  |
| Signature at interview: | Date |  |

Thank you for completing the form.