**STRICTLY PRIVATE & CONFIDENTIAL**

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| [Khalsa Academies Trust](https://www.khalsaacademiestrust.com/)  Atam Academy  **Application Form** | | | | | | | | | | | | | | | | | | | | | | | | |
| **POST TITLE: \***(*this field must be completed)*  **SCHOOL:** | | | | | | | | | **…………………………………………………………………….**  **Atam Academy** | | | | | | | | | | | | | | | |
| **CLOSING DATE:** | | | | | | | | | ………/……./………….. | | | | | | | | | | | | | | | |
| *Please use black ink to complete this form or complete electronically and return by EMAIL to:* **hr@atamacademy.com**  ***N.B. Application forms which are incomplete and / or not received by the closing date will not be considered.*** | | | | | | | | | | | | | | | | | | | | | | | | |
| Surname | | | | | | | | | Other Names | | | | | | | | | | | | | | | |
| Previous Surnames | | | | | | | | | Preferred Title (e.g. Mr, Miss, Mrs, Ms, Dr) | | | | | | | | | | | | | | | |
| Home Address    Postcode | | | | | | | | | Home Telephone | | | | | | | | | | | | | | | |
|  | | | | | | | | | Mobile Telephone | | | | | | | | | | | | | | | |
| Email Address\*\* | | | | | | | | | Work Telephone (if it is convenient for contacting you) | | | | | | | | | | | | | | | |
| \*\* If you have provided an email address, this will be the method by which you will be contacted. However, if you DO NOT wish to be contacted by email, please tick the box | | | | | | | | | | | | | | | | | | | | | | | | |
| National Insurance Number | | | | | | | | | | | | | |  | | | |  | | |  | |  | |
| Do you hold Qualified Teacher Status?(Teaching posts only) | | | | | | | | | | | | | | | | | | | | Yes | | | No | |
| If yes, please give date of award & Teacher Reference number (TRN): | | | | | | | | | | | | | |  | | | | | |  | | |  | |
| If no, are you registered with an official Body as an Instructor? | | | | | | | | | | | | | | | | | | | | Yes | | | No | |
| Are you entitled to work in the UK? (You will be asked to provide evidence) | | | | | | | | | | | | | | | | | | | | Yes | | | No | |
| Do you need a Certificate of Sponsorship? | | | | | | | | | | | | | | | | | | | | Yes | | | No | |
| If applicable, do you hold a full valid driving licence? | | | | | | | | | | | | | | | | | | | | Yes | | | No | |
| If applicable, do you have the daily use of a car? | | | | | | | | | | | | | | | | | | | | Yes | | | No | |
| Have you previously sought employment with any school in the Khalsa Academies Trust?  If YES, please give details | | | | | | | | | | | | | | | | | | | | Yes | | | No | |
| **PRESENT/MOST RECENT EMPLOYMENT**  *(if currently unemployed please give details of last employer****)*** | | | | | | | | | | | | | | | | | | | | | | | | |
| Name, address and telephone number: | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of commencement  ………./……………./……………… | | | | | | | Job Title | | | | | | | | |  | | | | | | | | |
| Please give a description of your duties | | | | | | | | | | | | | | | | | | | | | | | | |
| Present basic salary: | | | | | | | | | Notice required: | | | | | | | | | | | | | | | |
| Full or part time (FTE): | | | | | | | | | Reason for leaving (if applicable): | | | | | | | | | | | | | | | |
| Additional payments or benefits | | | | | | | | | | | | | | | | | | | | | | | | |
| **EMPLOYMENT HISTORY**  *Please list your work experience since leaving full time education. Start with the most recent employer. Please use a separate sheet if necessary*. *All gaps in employment* ***must*** *be accounted for\** | | | | | | | | | | | | | | | | | | | | | | | |
| **Dates**  **From To**  **DD/MM/YY** | | | | | **Employer’s name & address** | | | | | | | | **Job Title**  **Brief summary of duties and reason for leaving** | | | | | | | | | | |
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| Voluntary/Unpaid Activities | | | | | | | | | | | | | | | | | | | | | | | |
| From | | To | | | | **Position** | | | | | | **Brief details of duties** | | | | | | | **Name of organisation** | | | | |
|  | |  | | | |  | | | | | |  | | | | | | |  | | | | |
| \*Periods when not employed  *All gaps/periods between jobs must be accounted for. Please provide details of periods of unemployment or the reason for any gap in employment and reasons for these.* | | | | | | | | | | | | | | | | | | | | | | | |
| Start date | | | Finish date | | | | | Reason | | | | | | | | | | | | | | | |
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| **SECONDARY EDUCATION**  *(You will be required to produce evidence to demonstrate you have obtained all qualifications that you rely upon to support your application)* | | | | | | | | | | | | | | | | | | | | | | | |
| **Dates**  **From To** | | | | **Name & address of School** | | | | | | **Examinations Passed** | | | | | | | | | | | | | |
|  | | | |  | | | | | | Awarding body | | | | | Qualification | | | | | | | Grade | |
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| FURTHER EDUCATION *(You will be required to produce evidence to demonstrate you have obtained all qualifications that you rely upon to support your application)* | | | | | | | | | | | | | | | | | | | | | | | |
| **Dates**  **From To** | | | | **Name & address of College / University** | | | | | **Examinations Passed** | | | | | | | | | | | | | | |
|  | | | |  | | | | | **Awarding Body** | | | | | | Qualification | | | | | | | Grade | |
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| **Other Qualifications held including vocational qualifications** | | | | | | | | | **Dates Awarded** | | | | | | | | | | | | | | |
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| Are you a member of a professional body?  Yes  No  If yes, please specify: | | | | | | | | | | | | | | | | | | | | | | | |
| SUPPLEMENTARY QUESTIONS | | | | | | | | | | | | | | | | | | | | | | | |
| Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of ‘spent’ convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the **job you have applied for is included in the list**. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.  Do you have any past, present or pending convictions, cautions, warnings, prosecutions or bind overs?  Yes  No  **If yes, you are required to provide details of the offence(s), in a sealed envelope marked confidential, and attach it to this application.** | | | | | | | | | | | | | | | | | | | | | | | |
| (For Teaching Posts only) Have you **ever** had any sanctions and/or warnings imposed by the TRA?  Yes  No  If so, please give details including the date on which any sanction/warning expires. | | | | | | | | | | | | | | | | | | | | | | | |
| Have you **ever** had any sanctions and/or warnings imposed by the Department for Education?  Yes  No  If so, please give details including the date on which any sanction/warning expires. | | | | | | | | | | | | | | | | | | | | | | | |
| (For Teaching Posts only) Please give details of subjects taught: | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Are you related to any employees, Trustees or Governing Body members at any of our Schools?   Yes  No  If yes, please give details **……………………………………………………………………………..**   1. Are you a parent at this school? YesNo   For Sikhs only:   1. The Trust follows an inclusive Sikh ethos and the mainstream Akal Takht Rehat Maryada protocol **(**[**http://sgpc.net/sikh-rehat-maryada-in-english/**](http://sgpc.net/sikh-rehat-maryada-in-english/)**).** Please confirm that you agree to adhere to this protocol? YesNo | | | | | | | | | | | | | | | | | | | | | | | |
| What are your interests? | | | | | | | | | | | | | | | | | | | | | | | |
| Website or publication in which advertisement was seen | | | | | | | | | | | | | | | | | | | | | | | |
| Do you have a disability?  Yes  No  If so, please state what type of adjustments to arrangements that would assist you in overcoming any disadvantage your disability might otherwise cause you during the recruitment and selection process and / or at work. | | | | | | | | | | | | | | | | | | | | | | | |
| **REFERENCES** | | | | | | | | | | | | | | | | | | | | | | | |
| Please give the names and addresses of two referees, one of which **MUST** be your present or last employer or Head Teacher/tutor if a school or college leaver. If your work does not currently involve working with children, however you have worked with children in the past, please provide details of a suitable referee from the organisation where you most recently worked with children. **Please note that as part of our commitment to safeguarding the welfare of children and young people it is our policy to obtain all references prior to interview.** NB Khalsa Academies Trust reserves the right to obtain additional references if deemed necessary. | | | | | | | | | | | | | | | | | | | | | | | |
| Name of referee: . | | | | | | | | | | | Name of referee: | | | | | | | | | | | | |
| Job Title: | | | | | | | | | | | Job Title: | | | | | | | | | | | | |
| Name and address of organisation:  Postcode: | | | | | | | | | | | Name and address of organisation:  Postcode: | | | | | | | | | | | | |
| Email address | | | | | | | | | | | Email address | | | | | | | | | | | | |
| Telephone number | | | | | | | | | | | Telephone number | | | | | | | | | | | | |
| Relationship to you | | | | | | | | | | | Relationship to you | | | | | | | | | | | | |
| May we approach this referee before interview?  Yes  No | | | | | | | | | | | May we approach this referee before interview?  Yes  No | | | | | | | | | | | | |
| I declare that the information set out in this application form is true, accurate and complete. I understand that if my application is incomplete this form may be returned to me for completion before it can be considered. I also understand that if I have omitted facts which may have a bearing on my application or if there are any anomalies on this form these will be explored by the school. Any false statement will result in rejection as a candidate and/or dismissal if appointed, and if appropriate, possible referral to the police.  In accordance with the Data Protection Act I expressly agree that the school may use and process the information on this form as necessary, and for any legitimate purposes of the School.  **For the following statements please tick the appropriate box 🗹**  \*I have not been placed on either the Children’s List or the Adult’s List. I have not been disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. TRA, DfE. I have no convictions, cautions, warnings, prosecutions or bindovers, past, present or pending. 🞎  \*\* I have attached details of my record referred to above in a sealed envelope marked confidential. These details will not be considered unless you are shortlisted for the role. They will only be taken into account if we consider they are relevant to the role you have applied for, in which case we will ask you relevant questions at interview. 🞎  **I understand that if I am successful, my employment will be subject to satisfactory Enhanced DBS clearance and I agree to any pre-employment screening relevant to my application.** | | | | | | | | | | | | | | | | | | | | | | | |
| Signed | | | | | | | | | | | | | | | | | Date | | | | | | |

**PERSONAL S**

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| **Additional Questions (only for Leadership teaching posts)** |

Please give details of your achievements and expertise in the following **key areas**.

Please identify the actions you took and the impact of those actions.

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| **Knowledge/Experience** |
|  |
| **Successful experience required**  Successful experience of people management and other resources to secure improvement. |
|  |
| **Leadership and Management**  Able to evidence a substantial track record of demonstrating high level leadership and management skills including experience of managing performance and change successfully. |
|  |
| Excellent interpersonal and people management skills to including the ability to lead, inspire, motivate and unite the staff to secure the confidence and loyalty of whole school community. |
| **N** |

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| **PERSONAL STATEMENT**  ***(All Applications)*** |

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Strictly Confidential

Atam Academy

Post Applied for:

Applicant Monitoring Form

Section - This section is compulsory

Please complete the following section. *The information will not be used as part of the selection process and will not be disclosed to the selection panel.*

|  |  |  |
| --- | --- | --- |
| **Forename(s):** | **Surname:** | |
| **Previous Name(s):** | | |
| **Title:** | | **Gender:** |
| **Place of Birth:** | **Date of Birth:** | |
| **National Insurance Number:** | | |

Section 2 - this section is voluntary

Atam Academy is committed to a policy of equal opportunities in employment. To help us monitor the effectiveness of this policy it would be helpful if you would complete the following sections. *The information will not be used as part of the selection process and will not be disclosed to the selection panel.*

**Ethnic Origin**

Please tick a box from the list below which best describes the ethnic group to which you belong.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **White** | British (A1) |  | Irish (A2) |  |
|  | Other White background (A3). Please specify | | |  |
| **Mixed Race** | White and Black Caribbean (B1) |  | White and Black African (B2) |  |
|  | White and Asian (B3) |  |  | |
|  | Other Mixed background (B4). Please specify | | |  |
| **Asian or Asian British** | Indian (C1) |  | Pakistani (C2) |  |
|  | Bangladeshi (C3) |  |  |  |
|  | Other Asian background (C4). Please specify | | |  |
| **Black or Black British** | **Caribbean (D1)** |  | African (D2) |  |
|  | Other Black background (D3). Please specify | | |  |
| **Chinese or Other** | Chinese (E1) |  |  |  |
| **Ethnic Group** | Other (E2). Please specify | | |  |

Disability

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| Do you have any permanent or recurrent illnesses or disabilities? If yes, please specify. *(A disability or health problem does not preclude full consideration for the job.)*  *YESNO* |
| Would you require any special arrangements/facilities if you were invited for interview/testing? If yes, please specify.  YES/NO |

Vacancy Monitoring

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| Where or how did you hear about the position? If in a publication, which one(s) did you see? |