



## The Three Saint Academy Trust – Application Form

Vacancy Details	
Job Title:	
Job reference number:	
Advertising origin	
Where did you hear about this vacancy?	

Personal Details	
Title:	
First name(s):	
Last name:	
Known as:	
Previous name(s):	
Date of Birth:	
Address:	
Postcode:	
Contact Number:	
Email address:	
National Insurance Number:	

Eligibility to work in the UK	
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 an entitlement to work in the UK?	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>

## OTHER APPLICANT DETAILS

Are you currently, or have you previously been employed by this organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide dates from and to and reasons for leaving (if applicable):	Date from: <input style="width: 100%;" type="text"/>
	Date to: <input style="width: 100%;" type="text"/>
	Reason for leaving (if applicable): <input style="width: 100%; height: 40px;" type="text"/>
Are you related to a Member, Trustee, Director or senior leader of this organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details:	Name: <input style="width: 100%;" type="text"/>
	Relationship to you: <input style="width: 100%;" type="text"/>

### Dismissals

Have you ever been dismissed from any employment for any reasons other than redundancy?
YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES please give details, including dates, reasons and employer.

## REHABILITATION OF OFFENDERS

This post involves working with children, young people, vulnerable adults or is a position of trust. 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. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website ([www.gov.uk/dbs](http://www.gov.uk/dbs)). Any failure to disclose the appropriate information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a position.

Declaration	
Have you at any time received, or do you have pending, a caution, bind-over, reprimand, final warning or conviction?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state:	

Details of any previous offences:			
Nature of Offence/s (i.e. Conviction, caution, bind-over, reprimand, warning or allegation)	Offence/s	Date of Offence/s	Disposal (if known)

## DISABILITIES

The Disability Discrimination Act defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (ie. Has lasted or is expected to last over 12 months)

Do you consider yourself to be disabled according to this definition?

Yes  No

If you answered yes, how would you define this impairment?


This organisation has made a commitment to improve the employment opportunities for people with disabilities and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification.

Please specify any arrangements we can make to assist you if you are invited for interview/assessment.


## DISCLOSURE

In line with the **Data Protection Act 1998**, in signing the declaration you agree to us disclosing information such as your name to the Job Centre and New Deal participants for statistical purposes, this information will not be retained or processed for any other purpose. Once the recruitment process is completed the hard copy data will be kept for 6 months and the computerised record of these details kept for 18 months.

We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

I confirm that the information contained in this application is correct, I understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the Data protection Act 1998 and subsequent legislation.

Signed:

Date:

## REFERENCES

Please provide the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (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, or persons who only know you as a friend.)

References will be sought prior to interview, the references will ask your current/previous employer/tutor about any disciplinary offences relating to children. Please note that for Senior Leadership appointments a reference will automatically be sought from your current L.A.

Current or most recent employer	
Please tick this box if you do not want this referee to be contacted prior to interview <input type="checkbox"/>	
Referee name:	
Job title (if applicable):	
Organisation:	
Address:	
Postcode:	
Switch Board Telephone number:	
Email address:	
Capacity in which you know referee:	
Is the referee your relative or partner:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Previous Employer	
Please tick this box if you do not want this referee to be contacted prior to interview <input type="checkbox"/>	
Referee name:	
Job title (if applicable):	
Organisation:	
Address:	
Postcode:	
Switch Board Telephone number:	
Email address:	
Capacity in which you know referee:	
Is the referee your relative or partner:	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Faith Supporting Information

Please give the name and address of your Vicar/Rector/Minister or other suitable person whom the Directors may approach for a reference with regard to your religious commitment, if any.

Referee name:

Name of Church/Place of Worship:

Organisation:

Address:

Postcode:

Telephone number:

Email address:

In what capacity do you know the referee?

Are you related to this referee:

Yes  No

## Employment History

Please list all jobs held starting with the most recent, including any previous or current employment with this organisation (whether directly or through an employment agency). **There should be no gaps in your employment and education history. Please indicate where you were and the dates of any gaps you may have.**

Name Of Employer	Nature of Employment	Date From-To	Reason for leaving

## EDUCATION AND TRAINING

Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications

Formal Education Qualifications*		
College / University	Qualification/Result/Grade	Date Obtained

Relevant Training		
Date	Course Title	Organising Body

Membership Of Professional Bodies			
Professional Body	Level & method of membership	Membership Number	Date of Membership



## SUPPORTING INFORMATION

### Skills, Knowledge and Experience

This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.

Make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.

- **Ensure that the information you provide is well organised and relevant.**
- **It should show to that extent you have gained the skills and experience necessary for the post.**
- **Give specific examples of the work you have been involved in, how you went about it and the outcome.**
- **Always remember to specify your responsibilities rather than those of your section or department**
- **Your application form should be fully completed and free from error. Please ensure your letter is clear and concise and related to the specific post. Please do not send a CV.**

A large, empty rectangular box with a thin black border, occupying the majority of the page. This area is likely intended for applicants to provide detailed information, such as a cover letter, references, or a curriculum vitae.

***Completed application forms should be returned to the school office.***

## **DECLARATIONS**

I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.

I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge

I understand that any false information, any relevant omission or misleading statements may disqualify me from employment or result in my dismissal.

**YES**