## JOB APPLICATION FORM

*Please note that a CV will not be accepted.*

|  |
| --- |
| **Job Title and Location** (Please indicate the Job Title and Location you are applying for): |
| **Where did you see or hear of this job?** (if online please state the website): |
| **Closing Date:** |
| **Contact**: Mr Daniel Lasbury-Carter [office@archbishopwake.dsat.org.uk](mailto:office@archbishopwake.dsat.org.uk) |

**Personal Details**

|  |  |  |
| --- | --- | --- |
| **Title** (Mr/Mrs/Ms/Miss/Other): | **Are you applying for a job share?** | Yes/No |
| **Surname/Last Name**: | **First Names**:  **Other Names**: | |
| **Home Address including postcode**: | **Telephone Number** (Home):  **Telephone Number** (Business):  **Telephone Number** (Mobile):  **Email address**: | |
| **Address for Correspondence** (if different to home address): | **NI Number**:  **DfE Number** (Qualified Teachers only):    **Date Awarded**:  **Do you hold a current driving licence?:**  Yes / No  Full / Provisional / LGV / PCV | |

**Education/Technical/Professional Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Higher / Further / Secondary Education / Other Qualifications (most recent first)** | | | | |
| **School/College/University** | **Subjects / Qualifications** | **Dates** | | **Grade** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Relevant Training Courses Details** | | |
| **Course Title and Organising body** | **Length of course** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Membership of professional bodies** | | |
| **Name of body** | **Type of membership** | **Date obtained** |
|  |  |  |
|  |  |  |
|  |  |  |

**Employment History**

Please give details of **all** jobs held including part time and unpaid work, **starting with your present** **/last employer.** If you are still training, please include details of your most recent placement here.

|  |  |
| --- | --- |
| **Present or most recent Employment** | |
| **Job Title**: | **Employer**: |
| **Current Salary**: | **Address**: |
| **Full or Part-Time (if part time give hours/FTE):** |
| **Current Scale if applicable**: |
| **Employed from**: | **Employed to**: |
| **Notice Required**: | **Reason for leaving**: |
| **Please give a brief description of current duties, responsibilities and achievements**: | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Previous Employment (Please add further boxes if applicable)** | | | | | |
| **Employer (Name**  **& Full Address)** | **Jobs held and**  **main duties (add hours/FTE worked?)** | **From** | **To** | **Salary/**  **Grade** | **Reason for leaving** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Information in Support of Application**

|  |
| --- |
| *Please demonstrate using examples how your knowledge, experience and skills meet the job requirements described in the person specification. Please include your reasons for applying for this post.*  ***Please use the space provided below rather than a separate document - no longer than 2 sides of A4.*** |

|  |
| --- |
|  |

**Referees**

|  |  |
| --- | --- |
| Please indicate two people who can provide references, one of whom **must** be your present/last employer as normally no offer of employment will be made without reference to him/her. Friends and relatives are NOT acceptable referees. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.  The Trust reserves the right to approach any previous employer or manager. Where references are received prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel. | |
| **Name**:  **Address**:  **Tel. No**:  **E-mail**:  **Occupation**:  **Relationship** (e.g. Manager):  Please note references will be taken up prior to interview for all shortlisted candidates. | **Name**:  **Address**:  **Tel. No**:  **E-mail**:  **Occupation**:  **Relationship** (e.g. Manager):  Please note references will be taken up prior to interview for all shortlisted candidates. |
| You may be able to provide a clerical reference (church referee) and we would welcome this: | |
| **Name**:  **Address**:  **Tel No:**  **Email**:  **Position:** | |

**Declarations**

|  |
| --- |
| **Declaration**  To the best of my knowledge and belief the information I have given is correct. I understand that my application will be disqualified or, if already appointed, disciplinary action considered, if I have knowingly given false information. I am also aware of and agree to accept the conditions set out in the accompanying information relating to provision of information of criminal convictions. Signed: Date: |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Declaration of Criminal Offences**  The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as "spent" under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. As the occupant of the post will have substantial access to children, a disclosure request will be made of the Disclosure and Barring Service (DBS) to ascertain whether their records reveal any criminal convictions (including spent ones) relating to the successful applicant. All information given will be treated in the strictest confidence and will be used for this job application only. The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.  Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.   |  |  |  | | --- | --- | --- | | Details of offence(s) | Place & Date of Judgement(s) | Sentence(s) | |  |  |  | |  |  |  | |  |  |  | |

|  |
| --- |
| **Data Protection Act 1998**  I hereby give my consent for personal information (including recruitment monitoring) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998. Signed: Date: |

**Applicant Commitment to Safeguarding**

|  |
| --- |
| The Trust is committed to safeguarding & promoting the welfare of children and young people, as well as adults at risk, in line with the ‘Safeguarding Children and Safer Recruitment in Education’ guidance issued by the Department for Education and expects all staff and volunteers to share this commitment.  **Agreement Statement**  By signing this declaration, I confirm that I understand and agree with the Trust’s commitment to safeguarding.  I confirm that I am not disqualified from work with children, or subject to any sanctions imposed by a regulatory body. I am aware that this post requires an Enhanced Disclosure from the DBS.  ***Signed: Date:*** |

**Protection of Children**

|  |  |
| --- | --- |
| The Trust is required under the law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended in 2013). The amendments to the Exception 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. Further guidance on ‘protected’ convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>  You will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can carried out if you are offered an appointment. If you are subsequently employed by the Trust and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested you are obliged to notify the Headteacher/CEO of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.  Please answer the following questions. | |
| Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1975 (Exceptions) Order 175 (as amended in 2013)? | YES  NO |
| If yes, please give details: | |
| Have you ever been received a caution? | YES  NO |
| If yes, please give details: | |
| Do you have any convictions, cautions, bindovers or prosecutions pending? | YES  NO |
| If yes, please give details: | |
| We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. | |

**Equality and Reasonable Adjustments**

|  |  |
| --- | --- |
| The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities via the selection process. We are committed to the development of positive practices to promote equality in employment. If you would like to declare your disability so that we can make reasonable adjustments to the selection process, please tick the appropriate box below. | |
| **Do you consider yourself to be disabled?** | Yes / No |
| **If yes, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010**: | |
| Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination | |

|  |
| --- |
| All candidates for employment must state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Trustee or employee of the Diocese of Salisbury Academy Trust.  **Are you related to an existing Trustee or employee of the Diocese of Salisbury Academy Trust as described above?**  Yes / No  **If yes, please provide the following details**:  **Surname/Last Name**: **First Names**:  **Address**: **Relationship**: |
| **Are there any restrictions to your residence in the UK which might affect your right to take up employment with the Trust?**  Yes / No |
| **If Yes, please provide details**: |
|  |

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration. It will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so. We are under duty to protect the public funds that we administer and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

|  |  |
| --- | --- |
| If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.  **I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.**  **I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.** | |
| Signature:  Print Name: | Date |
| **Please return your completed form by email, post or by hand by the closing date to:** [**office@archbishopwake.dsat.org.uk**](mailto:office@archbishopwake.dsat.org.uk)or Archbishop Wake CE Primary School, Black Lane, Blandford Forum, Dorset, DT11 8SW | |

[THIS PAGE IS INTENTIONALLY BLANK]

**Equality and Diversity Monitoring**

DSAT wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation’s Human Resources section.

| **Confidential**  *Double-click the check box to mark the correct choice* | | | | |
| --- | --- | --- | --- | --- |
| Gender | Male  Female  Prefer not to say | | | |
| Are you married or in a civil partnership? | Yes  No  Prefer not to say | | | |
| What is your sexual orientation? | Heterosexual  Gay woman/lesbian  Gay man  Bisexual  Prefer not to say If other, please write in: | | | |
| What is your religion or belief? | No religion or belief  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  Prefer not to say  If other religion or belief, please write in: | | | |
| What is your ethnicity | *White*  English  Welsh  Scottish  Northern Irish  Irish  British  Gypsy or Irish Traveller  Prefer not to say  Any other white background, please write in: | | | |
| *Mixed/multiple ethnic groups*  White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other mixed background, please write in: | | | |
| *Asian/Asian British*  Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say  Any other Asian background, please write in: | | | |
| *Black/ African/ Caribbean/ Black British*  African  Caribbean  Prefer not to say  Any other Black/African/Caribbean background, please write in: | | | |
| *Other ethnic group*  Arab  Prefer not to say  Any other ethnic group, please write in: | | | |
| Do you consider yourself to have a disability or health condition? | Yes  No  Prefer not to say  What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:  *The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.* | | | |
| What is your current working pattern? | Full-time  Part-time  Prefer not to say | | | |
| What is your flexible working arrangement? | None  Flexi-time  Staggered hours  Term-time hours  Annualised hours  Job-share  Flexible shifts  Compressed hours  Homeworking  Prefer not to say  If other, please write in: | | | |
| Do you have caring responsibilities? If yes, please tick all that apply | None  Primary carer of a child/children (under 18)  Primary carer of disabled child/children  Primary carer of disabled adult (18 and over)  Primary carer of older person  Secondary carer (another person carries out the main role)  Prefer not to say | | | |
| Age Range | 16-24  45-54 | 25-34  55-64 | 35-44  65+ | Prefer not to say |