|  |
| --- |
| **Position applied for:** |
| Is the position: Full time:  Part time:  Permanent:  Temporary:  How did you find out about the post:  (Please refer to any publication or website is relevant) |

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Application Reference: ATT**

Academy Transformation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

**Section 1: Personal details**

|  |
| --- |
| Surname: Title: (Mr, Mrs, Miss, Ms or other)  Forename (s): Previous names:  Address:  E-mail Address:  Telephone Number:  Mobile Number: |

National Insurance Number:

Do you require a Work Permit to work in the UK? Yes:  No:

Teacher Number (where appropriate):

Are you an armed forces veteran or an actively serving armed forces reservist? Yes:  No:

|  |
| --- |
| Should you be invited to interview are there any requirements that we need to be aware of in order reasonable adjustments/alternative arrangements can be made?  Yes:  No:  If yes, please provide details so that we can ensure a fair process: |

**Section 2: Current Employment**

|  |
| --- |
| Post held:  Current employer:  Date of appointment:  Present basic salary:  Present salary grade or range: grade or range from £ to £  Other allowances: |

**Brief description of duties**

|  |
| --- |
| Period of Notice: Last day of service:  Reason for leaving (if no longer employed): |

**Continuous Service**

|  |
| --- |
| Continuous Service Date: |

**Section 3: Previous Employment**

**Previous Employment** (most recent employer first). Please cover your full employment history.

|  |
| --- |
| Name of Employer:  Address:  Postcode:  Position Held:  Dates of employment From: To:  Summary of duties: |

|  |
| --- |
| Name of Employer:  Address:  Postcode:  Position Held:  Dates of employment From: To:  Summary of duties: |

|  |
| --- |
| Name of Employer:  Address:  Postcode:  Position Held:  Dates of employment From: To:  Summary of duties: |

|  |
| --- |
| Name of Employer:  Address:  Postcode:  Position Held:  Dates of employment From: To:  Summary of duties: |

**Break in Employment:** If you have had any breaks in employment please give dates and details of your activities during these times e.g. unemployment, raising a family, study, voluntary work etc.

|  |  |
| --- | --- |
| **Dates** | **Details** |
|  |  |
|  |  |
|  |  |

**Section 4: Education/professional qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary schools, colleges, universities and/other institutions** | **Date from** | **Date to** | **Details of examinations passed and qualifications obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 5: Training/courses attended**

|  |  |  |
| --- | --- | --- |
| **Title** | **Provider** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 6: Personal Statement**

**Abilities, skills, knowledge and experience.**

Please use this section to detail how you meet the requirements of the Person Specification. If you are or have been involved in voluntary/unpaid activities you may also include this information. Should you need to use additional pages please ensure these are clearly marked.

|  |
| --- |
|  |

**Section 7: References**

Please provide the details of two people who we may approach with reference to your work experience. One of these should be your present or most recent employer. **If you do not wish your referees to be contacted before your interview please tick the box indicated.** Two satisfactory references will be required before a job offer will be made.

|  |
| --- |
| **Present employer**  Name:  Email:  Occupation:  Address:  Do not contact prior to interview: |

|  |
| --- |
| Name:  Email:  Occupation:  Address:  Do not contact prior to interview: |

**Section 8: 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 and on the websites of charities MARCO and UNLOCK | |
| **Please answer the following questions:** | |
| Do you have any convictions or cautions that would not currently be filtered by the Disclosure and Barring Service (DBS)? You do not need to disclose reprimands, final warnings or youth cautions or anything that would be filtered by the DBS. |  |
| Do you have any record of disciplinaries in your current or previous positions, or have you had any allegations made against you? |  |
| **It is a criminal offence for barred individuals to seek, or to undertake, work with children.**  If you have answered 'YES' to the above and are called to interview, the employer will require you to provide further details at the interview stage. This will be managed in confidence directly by the employer. | |

**Declaration**

|  |
| --- |
| Are you related to an employee of Academy Transformation Trust : Yes:  No:  If ‘Yes’ please state name of the employee and the relationship  **Note: Canvassing or failure to disclose will disqualify the candidate** |

**I hereby declare that the information provided is correct**

|  |
| --- |
| **Signature of applicant: Date:** |