# CONFIDENTIAL



#### Job Application Form

**PART ONE**

Please complete all sections of the form using black ink or type.

The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached and retained in HR. This ensures that your application is dealt with objectively. Please complete all these pages even if you are submitting a CV. **CVs will not be considered if submitted without the fully completed application form.**

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| General Data Protection Regulations 2018 Information from this form will be processed in accordance with the General Data Protection Regulation (2016/679 EU) Data Protection Bill 2018. Please see attached privacy notice.  In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by the school/academy in accordance with the regulations**.** |

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| --- | --- |
| **Title of job applied for** | |
| Title of job applied for: | | Ref: |

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| Personal Details |
| Mr/Mrs/Miss/Ms/Dr | | First Names: | Known as: |
| Surname: NI Number: | | | |
| TRN Number: | | | |
| Previous Surname(s): | | | |
| Address: | | | |
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| Post Code: | | | |

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| Telephone Numbers |
| Home: | | Work: |
| Mobile: | | E-mail address: |
| May we contact you at work? Yes  No  How can we contact you? Telephone / E-mail / Mobile | | |

**Where did you first see the advertisement for this job? If a newspaper/website, please state which one:**

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| References |
| Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or headteacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job. For internal candidates, references are to be provided by current line managers. Please nominate who that is under present/most recent employer.  **Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be shortlisted.** | | | | |
| Present/most recent employer\* | | | Previous employer/other | |
| Organisation: | | | Organisation: | |
| Name: | | | Name: | |
| Role in Organisation: | | | Occupation: | |
| Address: | | | Address: | |
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| Postcode: | | | Postcode: | |
| Phone No: | | | Phone No: | |
| E-mail: | | | E-mail: | |
| Preferred method of communication:  Letter  E-mail  Letter  E-mail | | | | |
| In what capacity does the referee know you? | | | In what capacity does the referee know you? | |
| * Employer/former employer * Colleague/former colleague or manager but the reference is given on a personal basis * Personal | |  | * Employer/former employer * Colleague/former colleague or manager but the reference is given on a personal basis * Personal |  |
| If the referee knows you by a different name please state: | | | | |
| \* If you have not had previous employment, please provide details of another referee.  A reference will normally be taken up from your present/previous employer. Please tick the box if you do not want us to contact your referees without your prior agreement. We do request that, where possible, references to be taken up prior to interview in line with Safer Recruitment best practice.  Please do not contact my present/most recent employer prior to interview | | | | |



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| Title of job applied for: | **Ref:** |

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| Name: |

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| **Current/Most Recent Appointment** |
| Title of current Job: | | Start Date: |
| Current Employer: | | Details of Salary including any allowances: |
| Employer Address:    Employer Telephone Number: | | Current Salary: £  Age range taught:  Number on roll: |
| Permanent or temporary contract: | | Notice Required: |

**Previous Experience (Most recent first) please explain any gaps in your employment**

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| Title of post/type of experience | Name and address of employer | Number on roll | Age range taught | Dates | Reason for leaving |
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| --- | --- | --- | --- | --- | --- |
| Title of post/type of experience | Name and address of employer | Number on roll | Age range taught | Dates | Reason for leaving |
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| Education and training |
| Please give details of schools and colleges attended from age eleven, including part-time education and other courses. | | | |
| School/College/University/  Training Provider | Dates  from / to | Qualifications gained or for which you are studying | Grade attained |
| School/College/University/  Training Provider | Dates from / to | Qualifications gained or for  Which you are studying | Grade attained |

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| In service training (in the last three years) | |
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| Date(s) of course | Length of course | | Course title | Qualification obtained if relevant | Course provider |

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| **Other Information** |
| Additional skills e.g. languages, sign language .    Do you have a valid driving licence? Yes  No  If yes, please state type of licence  Does your licence have any endorsements or penalty points? Yes  No  If yes, please give details  We check that potential employees are eligible to work in the UK:  Do you have the right to work in the UK? YES  NO | |

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| **Additional teaching skills and special interests** |
| Please list additional teaching skills and special interests relevant to this application. | |
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**Letter of Application**

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| You are required to submit a letter of application in which you should explain why you are applying for the job. Please concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification. |

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| Activities and interests away from work which may be relevant to the job applied for. |

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| |  | | --- | | **Teaching regulation agency (TRA)** |   Have you been referred to the TRA on misconduct grounds and/or are subject to a prohibition order ?  **Yes**  **No**  If yes please state: |

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| **Rehabilitation of Offenders Act 1974** |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These 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 on the Ministry of Justice website or see [here](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf).    Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.  If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |

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| I confirm that the above information is complete and accurate and I understand that any offer is subject to references which are satisfactory to the school, a satisfactory DBS certificate and Barred List Check, the entries on this form proving to be complete and accurate and a satisfactory medical report, if appropriate.Signed Date |

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#### Job Application Form

**PART TWO – THIS WILL BE DETACHED FROM YOUR APPLICATION FORM AND ONLY REFERRED TO FOLLOWING SHORTLISTING**

**DIVERSITY**

We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

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| **The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:**  **Gender:** Male  Female  **Marital Status:** Married  Civil Partnership  Single  **Date of Birth**:       **Age**:  Please indicate your ethnic origin  **White: Mixed: Asian**  White British  Mixed White/Black Caribbean  Indian  White Irish  Mixed White/Black African  Pakistani  Any other White  Mixed White/Asian  Bangladeshi  Other Mixed  Other Asian  **Black or Black British: Other:**  Black Caribbean  Chinese  Black African  Gypsy/Traveller  Other Black  Other  **Nationality** ( Please State)  How would you define your sexual orientation?  Bisexual  Gay  Heterosexual  Lesbian  Prefer not to say  What is your religious belief?  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  No religion  Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say |

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| **Disability:** The Disability Discrimination Act of 1995 and subsequent Equality Act 2010 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.  **Do you consider yourself to have a disability? Yes  No** |

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