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| Office  Use | Application Reference |  |
| Date Received |  |



**Application for Employment**

**James Montgomery Academy Trust**

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| **Job Details** | |
| Position applied for: | Job reference number: |
| Name of school: | Closing date: |
| Where did you find out about this job? (Website, vacancy platforms etc) | |

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| **Personal Details** | | | | | | | | | | | | |
| Title: Mr  Ms  Miss  Mrs  Other (please specify) | | | | | | | | | | | | |
| Last Name: | | | First Name(s) | | | | | | | | | |
| Former Name: | | | | | | | | | | | | |
| Address: | | | | | | | | | Current driving licence?  Yes  No | | | |
| Postcode: | | | Email address: | | | | | | | | | |
| Mobile No: | Home Tel: | | | | | | Work Tel: | | | | | |
| National Insurance Number: |  |  | |  |  |  | |  | |  |  |  |

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| **Current Employer:** | |
| Current employer name and address: | Job title: |
| Current salary/scale: |
| Name of school: | Date of appointment: |

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| **Education and Training** – **please note all relevant original certificates will be examined at interview** | | | |
| **(i) Schools (up to age 18)** | | | |
| Name of School | Qualification | | Date |
| Subject | Grade |  |
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| **(ii) Further / Higher Education** (please indicate where full/part time) | | | | |
| Name of College, University or Awarding Body | Qualification | | | Date |
| Subject | Degree/certificate | Honours/Pass, etc |  |
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| **(iii) For Teaching Posts Only** | |
| Are you recognised by the DfE as a qualified teacher in this country? Yes  No | |
| DfE Teacher reference number: | |
| Date of Award of QTS: | Date of completion of statutory induction (Newly Qualified Teachers) or number of terms towards induction completed: |

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| **(iv) Membership of Professional and/or Technical Organisations** (if applicable) | | | |
| Organisation | Type of Registration | Registration Number | Renewal Date |
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| **(v) Relevant Professional Development –** courses, programmes other than already stated above | | | |
| Title | Length | Date | Qualification if appropriate |
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| **Full Employment History**  Please list all previous jobs (paid or unpaid) starting with **most recent job** first. Include dates and explanations for periods of non-employment  Use extra sheets if required.  **Please clarify any gaps in your employment** | | |
| **Employer/school name and address:** | **Start date:** | **End date (if applicable)** |
| Brief description of duties - give type of school and number on roll if applicable | | |
| Position held:  Current salary point: | Reason for leaving: | |
| **Employer/school name and address:** | **Start date:** | **End date (if applicable)** |
| Brief description of duties - give type of school and number on roll if applicable | | |
| Position held: | Reason for leaving: | |
| **Employer/school name and address:** | **Start date:** | **End date (if applicable)** |
| Brief description of duties - give type of school and number on roll if applicable | | |
| Position held: | Reason for leaving: | |
| **Employer/school name and address:** | **Start date:** | **End date (if applicable)** |
| Brief description of duties - give type of school and number on roll if applicable | | |
| Position held: | Reason for leaving: | |
| **Employer/school name and address:** | **Start date:** | **End date (if applicable)** |
| Brief description of duties - give type of school and number on roll if applicable | | |
| Position held: | Reason for leaving: | |
| **Employer/school name and address:** | **Start date:** | **End date (if applicable)** |
| Brief description of duties - give type of school and number on roll if applicable | | |
| Position held: | Reason for leaving: | |

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| Other relevant work and information you may wish to include - include work experience, voluntary or unpaid work |
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| **References**  (i) Please list your most current two employers.  (ii) If you have worked with children previously but are not currently doing so, you must provide details of this employer as it is our policy to seek a reference from the last employment where you worked with children. References will be sought for shortlisted candidates in advance of the interview. | | |
| **Referee 1** | | |
| Name: | Position: | |
| Address:  Postcode: | | |
| Contact Number: | Email address: | |
| Type of reference (please indicate)  Employer  Personal  Academic | | |
| **Referee 2** | |
| Name: | Position: |
| Address:  Postcode: | |
| Contact Number: | Email address: |
| Type of reference (please indicate)  Employer  Personal  Academic | |
| **Referee 3** | |
| Name: | Position: |
| Address:  Postcode: | |
| Contact Number: | Email address: |
| Type of reference (please indicate)  Employer  Personal  Academic | |

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| **Information in support of application**  Using the Job Description and Person Specification please explain how your knowledge, skills and experience relates to the post for which you are applying. Please also include the reason why you are applying for the post. These skills may have been gained through paid employment, domestic responsibilities, voluntary/ community work, spare time activities, education and training. If necessary you may provide further required information on a separate sheet: |
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| **Teaching Posts Only** |
| **Do you receive a teacher’s pension?**    Yes  No |

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| Do you require any adjustments to participate in the recruitment process Yes / No |

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| **Eligibility to work in the UK – Before you commence working, you must provide evidence to demonstrate your right to work in the United Kingdom. If you are appointed to a post, you will receive further guidance.** |
| Are you eligible to work in the UK? Yes  No  Is this subject to a work permit or visa? Yes  No |

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| **Declaration One** |
| I confirm that I am not disqualified from working with children or subject to a current investigation involving the safeguarding of children.  Your signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please note that the successful applicant will be required to provide an enhanced DBS disclosure at the appropriate level for this post. Please note that an electronic signature is considered as your signature in agreeing this statement. |

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| **Declaration Two** |
| Are you related to any Trustee, senior employee of the Trust, governor or head teacher from the school for which you are applying for employment?  Yes  No  If ‘Yes’, please give details below:  Name: Job title: Relationship to you: |

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| **Agreement and Consent** |
| We advise applicants that the data held by James Montgomery Trust in respect of employment will be used for cross-system and Trust comparison purposes for the prevention and detection of fraud. The information detailed in this application form will be used to process your application and in line with JMAT Recruitment and Selection process. The lawful basis for processing this information is with a view to entering a contract with you.  Your information may be shared may be shared with payroll/ in their role as data processor under the terms of the service level agreement where they have a legitimate business need to access it and externally where required for the recruitment process, for example, to obtain references or where background checks are required. Your information will only be shared where necessary, and in accordance with data protection law. If successful, this form will be retained on your personnel file and kept for a period of 6 years after the termination of your employment. Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.  Information on how JMAT processes your personal data, organisations we may share your data with, your rights as a data-subject and contact details for any enquiries can be found on our website.  I declare that the information I have given in this application is true and accurate. I understand that if I have made any false or misleading statements, or withheld any relevant information will disqualify me from the appointment and if appointed, may result in disciplinary action including dismissal.  Your signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **By printing your name above, it will be treated as an electronic signature provided by yourself and will be legally binding for any future challenges regarding accuracy.** |
| The Directors of James Montgomery Academy Trust are committed to safeguarding and promoting the welfare of children, applicants will undergo child protection screening appropriate to the post, including checks with previous employers. Successful applicants will undergo an Enhanced DBS check and a Barred List check.  **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 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.  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.  Shortlisted candidates will be emailed a self-disclosure form together with a flow chart detailing what is ‘protected’ under the Act and should not be disclosed. **This MUST be returned before interview.** |

**Please ensure you complete the equal opportunities monitoring form and return with your application form.**

The information collected in this form is used for statistical monitoring purposes and will be recorded on a computer database.  Access to this information will be security controlled.

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| **Job Title applied for:** |  | | **Ref Number:** |  |
| **Nationality (please state)** | |  | | |

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| **Gender:** | |  | **Ethnic Origin:** | |
| Female |  |  | White | |
| Male |  |  | * British |  |
| Trans-Gender |  |  | * Irish |  |
| Prefer not to say |  |  | * White Other |  |
|  |  |  | Asian or Asian British | |
| **Sexual Orientation:** | |  | * Bangladeshi |  |
| Bisexual |  |  | * Indian |  |
| Gay Man |  |  | * Pakistani |  |
| Gay Woman / Lesbian |  |  | * Any Other Asian |  |
| Heterosexual |  | Black and Black British | |
| Prefer not to say |  |  | * African |  |
|  |  |  | * Caribbean |  |
| **Age Band:** | |  | * Any Other Black |  |
| 16-24 years |  |  | Mixed | |
| 25-34 years |  |  | * White & Asian |  |
| 35-49 years |  |  | * White & Black African |  |
| 50-54 years |  |  | * White & Black Caribbean |  |
| 55 and over years |  |  | * Any Other Mixed |  |
| Prefer not to say |  | Other | |
|  |  |  | * Chinese |  |
| **Do you consider yourself to have a disability?** | |  | * Any Other |  |
| Yes |  |  | * Prefer not to say |  |
| No |  |  |  | |
| Prefer not to say |  |  |  | |
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| **Where did you see the vacancy advertised?** | |  | **Religion / Belief:** | |
| JMAT website |  |  | Buddhist |  |
| [Local](http://www.jobsgopublic.com/) Government recruitment |  |  | Christian |  |
| Tes |  |  | Hindu |  |
| Other |  |  | Jewish |  |
|  |  |  | Muslim |  |
|  |  |  | Sikh |  |
|  |  |  | Other |  |
|  |  |  | None |  |
|  |  |  | Prefer not to say |  |