|  |  |  |
| --- | --- | --- |
| OfficeUse | Application Reference |  |
| Date Received |  |



**Application for Employment**

|  |
| --- |
| **Job Details** |
| Job applied for: | Job reference number: |
| School: | Closing date: |
| Where did you find out about this job? (E.g. website, word of mouth, etc) |

|  |
| --- |
| **Personal Details** |
| Title/preferred form of address (please circle): Mr/Mrs/Miss/Ms/Other - if other, please specify: |
| Last Name: | First Name(s) |
| Former Name: | Date of Birth: |
| Address: | Current driving license?Yes / No  |
| Postcode: | Email address: |
| Mobile No: | Home Tel: | Work Tel: |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National Insurance Number** |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **Current Employer:** |
| Current Employer Name and Address: | Job Title: |
| Current Salary/Scale: |
| Date of appointment: | Name of school: |

|  |
| --- |
| **Education and Training** – **please note all relevant certificates will be examined at interview** |
| **(i) Schools (up to age 18)** |
| Name of School | Qualification | Date |
| Subject | Grade |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **(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 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **(iii) For teaching posts only** |
| GTC Registration: | DfES Reference Number: |
| Date of Award of QTS: | Date of completion of statutory induction (Newly Qualified Teachers) or number of terms completed: |

|  |
| --- |
| **(iv) Membership of Professional and/or Technical Organisations** (if applicable) |
| Organisation | Type of Registration | Registration Number | Renewal Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **(v) Relevant Professional Development –** courses, programmes other than already stated above |
| Title | Length  | Date | Qualification if appropriate |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **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. |
| Employer/School Name and Address | Date from: | Date to: |
| Brief description of duties - give type of school and number on roll if applicable |
| Position held: | Reason for leaving: |
| Employer/School Name and Address | Date from: | Date to: |
| Brief description of duties - give type of school and number on roll if applicable |
| Position held: | Reason for leaving: |
| Employer/School Name and Address | Date from: | Date to: |
| Brief description of duties - give type of school and number on roll if applicable |
| Position held: | Reason for leaving: |
| Employer/School Name and Address | Date from: | Date to: |
| Brief description of duties - give type of school and number on roll if applicable |
| Position held: | Reason for leaving: |
| Employer/School Name and Address | Date from: | Date to: |
| Brief description of duties - give type of school and number on roll if applicable |
| Position held: | Reason for leaving: |

|  |
| --- |
| Other relevant work and information you may wish to include - include work experience, voluntary or unpaid work, you may also use this section to provide details of hobbies and interests. |
|  Continued on next page… |

|  |
| --- |
| Other relevant work and information you may wish to include - include work experience, voluntary or unpaid work, you may also use this section to provide details of hobbies and interests. |
|  |

|  |
| --- |
| **References**(i) If you have worked before or are currently working, your first referee must be your present or last employer.(ii) If you have worked with children in the past but are not currently doing so, you must provide as a second referee details of the person by whom you were most recently employed to work with children. If this is the same as referee 1 then please submit the name of a suitable referee who can comment on your professional employment. |
| **Referee 1 -** please indicate type of reference (circle as appropriate) - **Employer/Personal/Academic** |
| Name: | Position: |
| Address: |
| Contact Number: | Email address: |
|  |
| **Referee 2 -** please indicate type of reference (circle as appropriate) - **Employer/Personal/Academic** |
| Name: | Position: |
| Address: |
| Contact Number: | Email address: |

|  |
| --- |
| **Referee 3 -** please indicate type of reference (circle as appropriate) - **Employer/Personal/Academic** |
| Name: | Position: |
| Address: |
| Contact Number: | Email address: |

|  |
| --- |
| Information in support of application – use extra sheets if neededPlease include in this section:* The reason you are applying for this post
* Any information not already mentioned which you consider relevant
* How you meet the requirements of the person specification
 |
|  |

|  |
| --- |
| **Teaching Posts Only** |
| **Do you receive a teacher’s pension?** Yes / No (please circle) |

|  |
| --- |
| **Criminal Record Declaration**This post is exempt from Rehabilitation of Offenders Act 1974 and therefore, details of unspent convictions and/or adult cautions, including details of those regarded as spent, must be declared if your application is selected to proceed further.Should you be shortlisted, we will contact you via email to provide us with details of your criminal record. If you require advice on the disclosure of this information, you can find further guidance at:[www.unlock.org.uk](http://www.unlock.org.uk)[www.nacro.org.uk](http://www.nacro.org.uk) |

|  |
| --- |
| Do you consider yourself disabled? Yes / No (please circle) |
| Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process: |

|  |
| --- |
| **Eligibility to work in the UK** |
| Do you require a work permit for this employment? Yes / No (please circle) |

|  |
| --- |
| **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. |

|  |
| --- |
| **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 (please circle)If ‘Yes’, please give details below:Name: Job title: Relationship to you: |

|  |
| --- |
| **Agreement and Consent** |
| I agree to the Trust storing and using the information I have given in this application form for recruitment purposes. I understand that the Trust reserves the right to verify any of the data supplied in my application.As far as I know, the information I have given is true and correct. I understand that if I have made any false or misleading statements, or withheld any relevant information, it may result in disciplinary action including dismissal and possible referral to the police.Your signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_By printing your named above, it will be treated as an electronic signature provided by yourself and will be legally binding for any future challenges regarding accuracy. |

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