**Application Form**

**Personal Details**

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| Post applied for: | School (or Central Team): |
| Title: | Surname: |
| Forename(s): | Previous surname(s): |
| Preferred Name: | Home Telephone: |
| Address: | Mobile Telephone: |
| Work Telephone (if applicable): |
| Postcode: | Email: |
| National Insurance Number: | Teacher Reference Number (if applicable): |

**Education History**

Please populate all the below fields with details of your secondary, college and post-18 education. You should be prepared to produce evidence of achieving the qualifications that are relevant to the role you have applied for, as detailed in the person specification.

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| **Secondary School Education** | | | | | |
| Date From  (Month/Year) | Date To  (Month/Year) | Name of School (inc. country) | Subject Studied | Grade Achieved | |
|  |  |  |  |  | |
| **Further and Higher Education** | | | | | |
| Date From  (Month/Year) | Date To  (Month/Year) | Name of Institution (inc. country) | Course Studied and Awarding Body | | Grade and Date Achieved |
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| **Further Training or Membership of Professional/Technical Bodies** (please include key details such as dates and the name of the course/body) |
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**Employment History**

Please populate the below fields with details of your **full** employment history, in chronological order, starting with your current/most recent employer. Please ensure that any gaps in employment are accounted for using the space provided at the bottom of this table. In line with our Safer Recruitment practices, we are required to obtain the above information, any anomalies will be scrutinised and challenged at interview.

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| **Current/Most Recent Employer** | | | | |
| Date From  (Month/Year) | Date To  (Month/Year) | Name of Employer (inc. country) | Salary/Scale Point | Reason for Leaving |
|  |  |  |  |  |
| Notice period: | | | | |
| **Please provide a brief outline of the duties and responsibilities of your current or most recent post:** | | | | |
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| **Previous Employment** | | | | |
| Date From  (Month/Year) | Date To  (Month/Year) | Name of Employer (inc. country) | Salary/Scale Point | Reason for Leaving |
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| **Please account for any gaps in your employment history below, stating dates and reasons for the break in employment:** | | | | |
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| **Have you ever lived or worked abroad in the last 10 years?** | | | | |
| Yes / No (delete as appropriate) | | | | |

**Suitability for the Job**

Using the **Person Specification**, please demonstrate how you meet the essential requirements for this post.

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**References**

Please provide the contact details of at least two professional references.

One reference must be from your **current or most recent employe**r, and should be from either your Headteacher (if employed in an educational setting), Line Manager, or a member of the HR Department.

**Please be advised that personal or character references are not acceptable in accordance with our Safer Recruitment policy. Additionally, the email address provided must be of a professional nature and not a personal one.**

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| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Job Title: | Job Title: |
| Relationship to Referee: | Relationship to Referee: |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone Number: | Telephone Number: |
| Business Email Address: | Business Email Address: |
| Contact reference prior to interview? **Yes / No** | Contact reference prior to interview? **Yes / No** |

**Declaration**

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| **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (2013, 2020)** |
| The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. To be considered for this employment, you must disclose details of any non protected convictions, cautions, warnings or reprimands you may have if shortlisted.  I understand that if my application is successful I will be required to obtain a DBS Disclosure at the appropriate level.  It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. A copy of the Policy Statement on the Recruitment of Ex-offenders is on the Trust website.  The Schools Child Protection Policy is on the School website. |

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| **Eligibility to Work in the United Kingdom** |
| To ensure this school complies with legislation, you will be required to provide documentary evidence showing that you are entitled to work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. |

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| **Data Protection Information** |
| The personal information supplied by you on this application form will be used only to consider your application for employment with this school. Certain anonymised data could be passed to other candidates should a request for information be made.  If you are shortlisted, contact will be made with the referees you supply on the application form and a confidential reference will be sought from them.  The information you supply on the Recruitment Equality Monitoring Form will be used for those purposes stated only and will be retained in an anonymised form so that it cannot be linked to individual applicants. The information you supply will be retained only as long as necessary for the purposes of recruitment and monitoring. |

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| **Additional Support** |
| Do you require any reasonable adjustments to support you in the completion of the recruitment process?  Yes / No (delete as appropriate)  If **yes**, please specify: |

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| **Relationships** |
| If you are related to a member of the Senior Leadership Team within School or a member of the Trust or schools Governing Body, please state below his/her name(s) and the relationship. (This does not prevent such persons from giving as a reference a written testimonial of your ability, experience or character, for submission to the School with your application for employment).  **Name: Position:**  **Relationship:** |

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| **Disclosure and Barring Service (DBS)** |
| If you currently hold an **enhanced** DBS for a registered with the Update Service, please specify the details below.  Certificate Number:  Workforce:  Date of Certificate:  I consent for my status to be checked on the Update Service if I am successfully appointed ☐ |

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| **Application Form Part 2 - Advertisement Data Collection** |
| Spark Education Trust wants to know where you saw this vacancy advertised so that it can review and improve its marketing strategies. Please click the below link to complete the online form - **please note this is mandatory as part of the application process.**  [Application Form Part 2 Link](https://docs.google.com/forms/d/e/1FAIpQLScAPjkfzeqpGNBUv2dZzVs4zabr0HHG6XUhBYmTLGmgWqeY4g/viewform?usp=header) |

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| **Declaration** |
| I hereby apply for employment with Spark Education Trust. To the best of my knowledge all the particulars I have given are true. I understand that the deliberate provision of false information may disqualify me from employment or render me liable to instant dismissal if coming to light after my employment. I also understand that canvassing a member of the Senior Leadership Team or Trustees of the Spark Education Trust, whether done directly or indirectly, will result in this application being disqualified.  **Name (wet signature or e-signature required):** **Date:** |
| Please confirm if you are happy for your application to be shared across the Trust if a similar vacancy is advertised ☐  Please return the form by email or as stipulated on our advert.  If you are not called for an interview within 30 days of the closing date please assume that you have been unsuccessful in your application. **Feedback will only be given to shortlisted candidates**. |