Office use:

**Confidential**

Romero Catholic Academy Trust

**Application for Employment**

Remember, the information you give in this application is our only way of knowing whether you are suitable for the job or not.

Please complete in black ink or type.

|  |  |
| --- | --- |
| Post applied for:       |  |
| Please state where you saw the vacancy advertised:       |  |
| Surname:       | Forename(s):       |
|  |
| Address:      | E-mail:       |
|  |
| Work telephone:       |
|  |
| Home telephone:       |
| Post code:       | Mobile telephone:       |
| **Education, job related qualifications and specialised training (please use separate sheet if needed)** |
| School/college | Qualifications/training | Subject | Grade/Award |
|       |       |       |       |
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| **Present/most recent job** |
|  |
| Job title: |       | Employer's name and address:      |
|  |
| Date started/left if applicable: |       |
|  |
| Weekly wage/salary: |       |
|  |
| Notice required: |       |
| Brief description of duties:      |
| Reason for leaving/wishing to leave:       |
|  |
| **Employment background** Please detail in date order all previous work experience, unpaid and paid, voluntary, non-teaching as well as teaching, since leaving secondary school or college and explanations for any gaps (if applicable) |
| Frommonth/year | Tomonth/year | Place of work/employer (if applicable) | Scale/grade | Title/responsibility | Reason for leaving |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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|  |
| **References**  |
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| Please give the name and address of two people we can approach for reference. One of these should be your current/most recent employer. References from relatives or friends will not be accepted.  |
|  |
| (1) Name: |       | (2) Name: |       |
|  Position: |        |  Position:  |       |
| Address: (including post code)      | Address: (including post code)      |
| Telephone no:       | Telephone no:       |
| E-mail:       | E-mail:       |
|  In line with safer recruitment guidance references will be obtained once shortlisting has been completed prior to interview. |
| In the event that you wish for references not to be obtained prior to interview you should contact the HR Manager to explain your reasons. |

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| **In the event that your application is shortlisted for interview please state if you require any adjustments or support.** |       |

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| Are you related to or a close friend or partner of an employee, Governor or Director of the any schools or Central Team within the Trust? If Yes, please give details | Person:       |
| Relationship/Connection:       |

**Professional Memberships:**

Professional Body:

Level of Membership:

Affiliate [ ]  Associate [ ]  Member [ ]  Fellow [ ]  Chartered [ ]

**Relevant skills, knowledge and experience**

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| Please use this page to show how you meet items on the person specification. Continue on an additional sheet if necessary ensuring you write your full name, the title of the job you are applying for on the on the top of each additional sheet of paper used.       |

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| **Rehabilitation of Offenders Act 1974**If you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020), then the details of these must be disclosed if you are invited for interview.Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website.](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant sections of the Disclosure Form.**Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks**The Governing Body / Academy Trust Company / Multi Academy Trust Company is obliged by law to operate a checking procedure for employees who have access to children and young people.Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.Yes [ ]  No [ ] If yes please provide full details:**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.By checking the box you consent to a DBS Check(s) being made: [ ]  |
| National Insurance Number:       |
| Current legislation means that you will need to provide documentary evidence (for example your passport and National Insurance number) showing your entitlement to work in the UK. You should be aware that you will be asked to provide this before you take up the job.In accordance with the Act, you should be aware that the personal details submitted with this application form, will be used only for selection and interview purposes and for employment records if your application is successful |
| **Declaration**I certify that the information given on this form is, to the best of my knowledge, correct and complete, and I understand that by deliberately giving false or incomplete answers, I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal with possible referral to the police. All forms submitted on line will need to be signed in the interview process. |
| **Signature:**      **Date:**       |

**How to Apply.**

Please note that application forms must be downloaded online, and returned by email to careers@romerocat.com Please visit [**http://www.**romerocat.org/vacanies](http://www.romerocat.org/vacanies) for further details

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| Office use only: |