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|  | **Application Form**  CONFIDENTIAL |
| **DATA PROTECTION NOTICE** | | |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations   The information collected on this form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record. | | |

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| ACADEMY DETAILS: Muskham Primary School | | | | | | | | | | | | | | |
| POST APPLIED FOR: | | Headteacher | | | | | | CLOSING DATE: | | | | **15th November 2025**  **At 12pm** | | |
| **Please complete ALL sections.**  ***Sections 1 -6 of the application form will be used to shortlist candidates for interview.*** | | | | | | | | | | | | | | |
| **1. PERSONAL DETAILS (please complete in block letters)** | | | | | | | | | | | | | | |
| Title by which you wish to be referred: | | (Mr/Mrs/Miss/Ms/Other) | | | | | | Last Name: | | | |  | | |
| First name(s) | |  | | | | | | | | | | | | |
| Address for Correspondence: | |  | | | | | | Postcode: | | | |  | | |
| Home telephone no: | |  | | | | | | Mobile telephone no: | | | |  | | |
| Date of Birth: | |  | | | | | | Work telephone no. Extension (if applicable): | | |  | | | |
| Email address: | |  | | | | | | | | | | | | |
| National Insurance No | |  | | | | | | GTC No *(if applicable)* | | | |  | | |
| **2. PRESENT OR LAST EMPLOYER** | | | | | | | | | | | | | | |
| Name and address of employer: | |  | | | | | | Name and address of establishment where employed (if different): | | | |  | | |
| Postcode: | |  | | | | | | Postcode: | | | |  | | |
| Nature of business: | |  | | | | | | Job title: | | | |  | | |
| Present annual salary or weekly income (gross): | |  | | | | | | | | | | | | |
| Hours worked per week: | |  | | | | | | Other benefits (if applicable): | | | |  | | |
| Date appointed: | |  | | | | | | Notice required or leaving date if already left | | | |  | | |
| Reason for leaving: | |  | | | | | | | | | | | | |
| Brief description of duties: | |  | | | | | | | | | | | | |
| **3. PREVIOUS EMPLOYMENT** | | | | | | | | | | | | | | |
| Start with the most recent first.  Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on separate sheet if necessary). | | | | | | | | | | | | | | |
| Employer name & address | Job title | | | | Salary/income | | Full or part-time (if part-time, give hours) | | Dates (month/year) | | | | Reason for leaving | |
|  |  | | | |  | |  | | From | To | | |  | |
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| **4. EDUCATION, TRAINING & QUALIFICATIONS** | | | | | | | | | | | | | | |
| *Please start with the most recent. (Please continue on separate sheet if necessary).* | | | | | | | | | | | | | | |
| Secondary School/College/University | | | | Dates | | | Qualifications gained (state level) | | | Grade/class of degree | | | | Date |
|  | | | | From | | To |  | | |  | | | |  |
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| **OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)** | | | | | | | | | | | | | | |
| Organising Body | | | | | Course title | | | | Length of course | | | | | |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | | | | | | | | | | |
| Name of body | | | | | Type of membership | | | | Date obtained | | | | | |
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| **5. INFORMATION IN SUPPORT OF YOUR APPLICATION** | | | | | | | | | | | | | | |
| Please ensure you give details of any relevant experience, skills or knowledge to support your application. **NOTE; Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.** | | | | | | | | | | | | | | |
| **Please continue to expand this section or continue on a separate sheet as necessary.** | | | | | | | | | | | | | | |
| **6. REFEREES** | | | | | | | | | | | | | | |
| Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.  The Trust reserves the right to approach any previous employer or manager. Where references are received prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel. | | | | | | | | | | | | | | |
| Name (Referee 1): | | |  | | | | Name (Referee 2): | | |  | | | | |
| Title | | | Mr/Mrs/Miss/Ms/other | | | | Title | | | Mr/Mrs/Miss/Ms/other | | | | |
| Role: | | |  | | | | Role: | | |  | | | | |
| Organisation (if appropriate): | | |  | | | | Organisation (if appropriate): | | |  | | | | |
| Address: | | |  | | | | Address: | | |  | | | | |
| Postcode: | | |  | | | | Postcode: | | |  | | | | |
| Telephone No: | | |  | | | | Telephone No: | | |  | | | | |
| Email address: | | |  | | | | Email address: | | |  | | | | |
| How long known? | | |  | | | | How long known? | | |  | | | | |
| Do you give consent to us contacting your present employer prior to interview? | | | | | | | YES  NO | | | | | | | |
| **7. DISCLOSURE AND BARRING ANS RECRUITMENT CHECKS** | | | | | | | | | | | | | | |
| The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a barred list check.  It is an offence to seek employment in regulated activity if you are on a barred list.  We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy notice.  Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended in 2013). The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Further guidance on ‘protected’ convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>  Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.  If you are invited for interview, you will be required to complete a ‘Disclosure of Criminal Record’ form via an online link prior to interview to disclose all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can carried out if you are offered an appointment. Any information you give will be treated as strictly confidential. If you are subsequently employed by the Trust and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the Trust.  During the course of your employment with the Trust should you be arrested by the Police you are obliged to notify the Chair of the Board of Directors of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. We may conduct online searches of shortlisted candidates as part of our due diligence checks.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. | | | | | | | | | | | | | | |
| Do you have a DBS certificate | | | | | | | YES  NO | | | | | | | |
| If yes, please give date of check:  *Please note a new full enhanced DBS is a requirement for all new appointments to the Trust. Not having a certificate currently does not disqualify you from applying.* | | | | | | | | | | | | | | |
| Are you disqualified from childcare? | | | | | | | YES  NO | | | | | | | |
| If yes, please give details: | | | | | | | | | | | | | | |
| We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Trust’s Safeguarding Policy’s which outlines the duties and responsibilities of the employer and all employees. Successful candidates will also be required to complete a declaration in respect of the disqualification from childcare requirements if deemed to be employed in relevant position. | | | | | | | | | | | | | | |
| **8. GENERAL** | | | | | | | | | | | | | | |
| Do you hold a current full driving licence? | | | | | | | YES  NO | | | | | | | |
| Do you have regular use of a vehicle? | | | | | | | YES  NO | | | | | | | |
| You are required to declare below any relationship with or to an employee of the Trust. Please state name and position: | | | | | | | | | | | | | | |
| Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below. | | | | | | | YES  NO | | | | | | | |
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| **9. RIGHT TO WORK AND TIME SPENT LIVING AND WORKING ABROAD** | | | | | | | | | | | | | | |
| The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By completing this application, you agree to provide such evidence when requested. | | | | | | | | | | | | | | |
| Do you have the right to work in the UK? | | | | | | | YES  NO | | | | | | | |
| If yes, please state on what basis:  UK citizen  EU settled status  Skilled worker visa  Graduate visa  Youth mobility visa  Other – please provide full details: | | | | | | | | | | | | | | |
| Have you lived or worked outside of the UK in the last 5 years?: | | | | | | | YES  NO | | | | | | | |
| If you’ve lived and/or worked outside of the UK, we must make any further checks it considers appropriate (in addition to the usual pre-employment checks).  We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:   * The amount of information you disclose in the DBS check * The length of time you’ve spent in or out of the UK   The Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course. | | | | | | | | | | | | | | |
| **9. EQUALITY & REASONABLE ADJUSTMENTS** | | | | | | | | | | | | | | |
| The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities via the selection process. We are committed to the development of positive practices to promote equality in employment. If you would like to declare your disability so that we can make reasonable adjustments to the selection process, please tick the appropriate box below. | | | | | | | | | | | | | | |
| Do you consider yourself to be disabled? | | | | | | | YES  NO | | | | | | | |
| Is there any information that we need in order to offer you a fair selection interview/process? | | | | | | | | | | | | | | |
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| **10. HEALTH/MEDICAL DETAILS** | | | | | | | | | | | | | | |
| Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination | | | | | | | | | | | | | | |
| **11. DATA PROTECTION ACT** | | | | | | | | | | | | | | |
| The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration. It will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so. We are under duty to protect the public funds that we administer and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. | | | | | | | | | | | | | | |
| **12. DECLARATION** | | | | | | | | | | | | | | |
| If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.  I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.  I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.  I understand that any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks and that the Trust may conduct online searches of shortlisted candidates as part of our due diligence checks. | | | | | | | | | | | | | | |
| Signed | | | | | | | Date | | | | | | | |
| **Please return you completed form by email, \*post or by \*hand by the closing date to:**  OR  **\*delete as applicable** | | | | | | | | | | | | | | |