|  |
| --- |
| **VACANCY DETAILS** |
| Job Title: |  | Post ref: |
| School: |  | How did you hear about this vacancy? |  |
| **PERSONAL DETAILS** |
| Surname: |  | Forenames: |
| Previous surname: |  | Preferred forename: |  |
| Address: |  | Title – Mr/Mrs/Miss/Ms/Dr: |  |
|  | Work phone no. |  |
|  | Home phone no. |  |
|  | Mobile phone no. |  |
| Postcode: |  | Email: |  |
| **NATIONAL INSURANCE NUMBER** |  |
| **ELIGIBILITY TO WORK IN THE UK** |
| Do you have permission to work in the UK? (Yes or No) |  |
| If no, please give details: |  |

|  |  |
| --- | --- |
| Two Ticks logo.JPG | **POSITIVE ABOUT DISABLED PEOPLE**The  symbol means that all disabled applicants who satisfy the minimum criteria will beoffered an interview.Do you consider yourself to have a disability within the provisions of the Equality Act 2010? (Yes or No) : |

|  |
| --- |
| **CURRENT/MOST RECENT EMPLOYMENT** |
| Employer’s name and address |  | Your job title: |  |
|  | Current salary: |  |
|  | Date appointed: |  |
|  | Notice period: |  |
| Main duties: |  |
| Reason for leaving: |  |
| May we contact you at work if necessary? (Yes or No) |  |

**PREVIOUS EMPLOYMENT HISTORY SINCE LEAVING SCHOOL (most recent first)**

 We reserve the right to obtain references or to contact previous employers in addition to your named referees.

 **Please explain any gaps in your employment history.**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Employer’s name and address, telephone number and email*** | ***Job title and brief description of duties*** | ***Date from/to DD/MM/YY*** | ***Reason for leaving*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please continue on a separate sheet if required*

**REFERENCES**

Referees named on this form must be your current (most recent) and previous employer. If you have not previously been employed, or are returning to work after a substantial career break and are unable to provide previous employment references, please provide alternatives, e.g. the name of your course Tutor(s) / Head Teacher or a suitable professional. We may contact **referees prior to interview, unless you have stated that you do not give permission to do so.**

|  |  |
| --- | --- |
| **CURRENT (MOST RECENT) EMPLOYER - Please note, this must be a Headteacher/Principle if applying from a school/college** | **PREVIOUS EMPLOYER - Please note, this must be a Headteacher/Principle if applying from a school /college**  |
| Name (title, forename, surname) | Name (title, forename, surname) |
| Capacity known to you | Capacity known to you |
| Organisation | Organisation |
| Email: | Email: |
| Telephone Number: | Telephone Number: |
| Address: | Address: |
| Permission to contact prior to interview (Yes or No): | Permission to contact prior to interview (Yes or No): |

The information you provide in this section will be used in assessing your application and will determine whether you are shortlisted for interview or not. Please use this space to state how your skills, experience and training would enable you to meet the requirements of the job for which you are applying. Please refer to the criteria outlined in the person specification and respond in the order that each criteria point appears.

|  |
| --- |
|  |

**QUALIFICATIONS & PROFESSIONAL MEMBERSHIPS**

|  |
| --- |
| Qualifications and professional memberships obtained (including HLTA status if applicable, please include GCSE, AS/ A Level and Degree results) |
|  |
| Dates | Other training / short courses |
|  |  |

Please continue on a separate sheet if required

|  |
| --- |
| Are you related to a School Governor or employee of the Delta Education Trust? (Yes or No): If ‘yes’ please provide Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_All forms of canvassing will automatically disqualify candidates from appointment, e.g. you must not ask School Governor or employee of the school to use their influence to help you get a job. |
| If selected for interview you must, at that stage, make known any personal or business relationship that may conflict with the role applied for. |

**DATA PROTECTION LEGISLATION**



**The information you have provided will be held in compliance with the Data Protection Act 1998.**

**DECLARATION**

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory completion of recruitment checks applicable to the post.I understand that it is an offence for a person to a) seek to engage in regulated activity, b) offer to engage in regulated activity, or c) engage in regulated activity, if the person is barred.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EQUAL OPPORTUNITIES**

|  |  |  |
| --- | --- | --- |
| **CONFIDENTIAL****EQUAL OPPORTUNITIES MONITORING INFORMATION**The Trust will seek to ensure that all existing and potential employees are given equal opportunities. We are committed to the elimination of unlawful or unfair discrimination and will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.In order to help the Trust monitor the effectiveness of its Equal Opportunities Policy you are asked to provide the information requested below. This information is confidential and does not form part of your application.**This slip will be detached from your application form upon receipt and the information will not be taken into account when making the appointment.**If you are successful at interview and take up employment with the Trust, the equal opportunities information you have provided will form part of your employment record and will be held and maintained in accordance with the Data Protection Act 1998.**Please put an ‘X’ next to the relevant answers.**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **NATIONALITY:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ETHNIC ORIGIN****White**BritishIrishAny other White background**Mixed**White and Black CaribbeanWhite and Black AfricanWhite and AsianAny other Mixed background**Asian or Asian British**IndianPakistaniBangladeshiAny other Asian background**Black or Black British**CaribbeanAfricanAny other Black background |  |
| **GENDER**MaleFemale | **SEXUAL ORIENTATION**HeterosexualBisexualGay/LesbianPrefer not to say |  |
| **DISABILITY**Do you consider yourself to have a disability under the Equality Act 2010? A disability is defined as a ‘physical or mental impairment which has substantial and long term adverse effects on the ability to carry out normal day to day activities’.YesNoPrefer not to sayFor more details, please contact the Equal Rights Commission Helpline on 0845 604 6610 | **RELIGION AND BELIEF**Agnostic Baha’I FaithChristianityIslamJudaismZoroastrianismNone | AtheistBuddhismHinduismJainismSikhismOtherPrefer not to say |
|  |  |  |