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| For Office Use Only | Application reference |  |
| Date received |  |



**APPLICATION OF EMPLOYMENT FORM**

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| --- | --- | --- | --- |
| Position applied for: |  | Closing date: |  |
| School: |  | | |
| Where did you find out about this vacancy: | For example please give name of website, magazine etc | | |

Nexus MAT seeks to be an open and fair recruiter. As such, we have taken steps to reduce the potential for conscious and unconscious bias leading to discrimination by recruiters with the removal of any request for information that would confirm an applicant’s gender and/or gender identification; race, ethnicity; relationship status; sexual orientation or religion.

To support this, please **do not** include your full forename in the following section, and just the initial. Thank you.

**Personal details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Forename Initial:  Please do not include full forename |  | | |
| Surname: |  | | |
| Previous name(s):  (if applicable) |  | | |
| National Insurance Number: |  | | |
| Main contact telephone number: |  | | |
| Email address: |  | | |
| Current Address: |  | | |
| From: |  | To: |  |
| Note if you have been at your current address for less than 3 months please provide your previous address: | | | |
| Previous Address: |  | | |

**Qualifications and training:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school / college / university / awarding body | Qualification | Award  (Credit, Pass, Hons) | Date of Award |
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**For Teaching Posts only:**

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| --- | --- |
| GTC Registration: |  |
| DfE Reference Number: |  |
| Date of Award of QTS: |  |
| Date of completion of statutory induction (NQTs) or number of terms completed: |  |

**Current Employer:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer: |  | | |
| Job title: |  | | |
| Current salary / scale: |  | | |
| Date of appointment from: |  | Date of appointment to: |  |
| Reason for leaving: |  | | |

**Full Employment History:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer: |  | | |
| Position held: |  | | |
| Current salary / scale: |  | | |
| Date of appointment from: |  | Date of appointment to: |  |
| Reason for leaving: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer: |  | | |
| Position held: |  | | |
| Current salary / scale: |  | | |
| Date of appointment from: |  | Date of appointment to: |  |
| Reason for leaving: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer: |  | | |
| Position held: |  | | |
| Current salary / scale: |  | | |
| Date of appointment from: |  | Date of appointment to: |  |
| Reason for leaving: |  | | |

**Statement in Support of Application:**

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Please use additional sheets if required.

**References:**

(i) If you have worked before or are currently working, one of your referees must be your present or most recent employer.

(ii) For employment references please state details of your line manager.

(iii) If you have worked with children in the past but are not currently doing so, you must provide as a third referee details of the person by whom you were most recently employed to work with children.

**\* Please note references may be sought prior to interview, in line with our Recruitment Policy. If you do not wish your referee to be contacted at this stage please note below \***

|  |  |
| --- | --- |
| Referee 1: | |
| Name: |  |
| Position: |  |
| Address: |  |
| Phone number: |  |
| Email address: |  |
| Type of reference: | Employer  Personal  Academic |

|  |  |
| --- | --- |
| Referee 2: | |
| Name: |  |
| Position: |  |
| Address: |  |
| Phone number: |  |
| Email address: |  |
| Type of reference: | Employer  Personal  Academic |

|  |  |
| --- | --- |
| Referee 3: | |
| Name: |  |
| Position: |  |
| Address: |  |
| Phone number: |  |
| Email address: |  |
| Type of reference: | Employer  Personal  Academic |

**Criminal convictions:**

|  |
| --- |
| This post is exempt from Rehabilitation of Offenders Act 1974, and therefore details of convictions, cautions and bind overs including detail of those regarded as spent must be declared below. |
|  |

**Eligibility to work in the UK:**

|  |  |
| --- | --- |
| Do you require a work permit for this employment: | Yes  No |

**Declarations:**

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that I am not on the Barred List, disqualified from working with children/adults or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC) | | | |
| Your signature: |  | Date: |  |
| Please note that the successful applicant will be required to provide a DBS disclosure at the appropriate level  for this post. | | | |

|  |  |  |
| --- | --- | --- |
| Are you related to any Trust Director, senior employee of the Trust, or governor or head teacher from the school for which you are applying for employment? | | Yes  No |
| If yes, please give details below: | | |
| Name: |  | |
| Job title: |  | |
| Relationship to you: |  | |

|  |  |
| --- | --- |
| Do you receive a local government pension? | Yes  No |
| Do you have a current driving licence? | Yes  No |
| Do you consider yourself to be disabled? | Yes  No |

|  |
| --- |
| Please give any dates when you are not available for an interview within the next two months: |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| I agree to you storing and using the information I have given in this application form for recruitment purposes.  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 any offer of employment being withdrawn, disciplinary action including dismissal and possible referral of the Police.  Nexus Trust reserves the right to verify any of the data supplied in your application. | | | |
| Your signature: |  | Date: |  |