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| Perry Hall Multi-Academy Trust  Application Form |  | Perry Hall Multi-Academy Trust  PO Box 7177  Greenacres Avenue  Wolverhampton  WV1 9DB |

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| |  |  |  |  | | --- | --- | --- | --- | | **Confidential Application for the Post of** |  | Ref No |  | |
| **Please complete all sections of the form in full electronically or in BLACK INK if completing by hand. Where you are asked to select from a list of options, please place a ‘x’ in the relevant box** |

1. Personal Details

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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Title |  | Surname |  | | | | | |  | | | | | | | | | Forename(s) | |  | | | | | | |  | | | | | | | | | Home Tel No | |  | | | | | | |  | | | | | | | | | Day/Mobile No | |  | | | | | | |  | | | | | | | | |  | | | | | | | | | NI Number | |  | | | | | | |  | | | | | | | | | Do you hold a full, valid driving licence? | | | |  | Y |  | N | | |  | | | | | | | | |  | | | | | | | | | Do you have use of a vehicle? | | | |  | Y |  | N | |   **Only complete if you are applying for a Teaching Post**  Have you successfully completed a period  of induction as a qualified teacher in this   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Country where the DFES required this? |  | Y |  | N |     If yes, please give date of completion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  QTS certificate number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  | | --- | --- | | Full Postal Address | | |  | | | | | | | |  | | |  | | | | |  | | | | | | | |  | | |  | | | | |  | | | | | | | |  | | |  | | | |  | | | | | | |  | | |  | | | |  | | | | | | |  | | |  | | | |  | | | | | | | Postcode |  | | | |  | | | | | | Email |  | | |   **Only complete if you are applying for a Teaching Post**  Are you subject to any conditions or  prohibitions placed on you by the GTC   |  |  |  |  |  | | --- | --- | --- | --- | --- | | (or another GTC in the UK) |  | Y |  | N |     Main teaching subjects \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Age range which trained\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Education and Qualifications

Please list academic qualifications gained during post 18 and secondary education – most recent first

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| Level | Subject | Institution Attended | FT/PT | Year Awarded | Grade/Class | Awarding Body |
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Please list any qualifications for which you are currently studying, and give the estimated date of completion

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Please list any professional bodies of which you are a member, stating type of membership and whether it is dependent on qualification or examination

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**3.** Employment Experience

**Present (or most recent) employment**

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| |  |  | | --- | --- | | Employer |  |  |  |  | | --- | --- | | Address |  |  |  |  | | --- | --- | |  |  |  |  |  | | --- | --- | |  |  |  |  |  | | --- | --- | |  |  |  |  |  | | --- | --- | |  |  | | |  |  | | --- | --- | | Post held |  |  |  |  | | --- | --- | | Date appointed |  |  |  |  | | --- | --- | | Current salary |  |  |  |  | | --- | --- | | Salary range |  |  |  |  | | --- | --- | | Other allowances |  |  |  |  | | --- | --- | | Notice required |  | | |
| Please describe your main duties and responsibilities. If no longer in this employment, please state end date and reason for leaving. Please continue on a separate sheet if necessary | |
|  | |
| Please state your reasons for seeking a job move at this time | |
|  | |

# Previous employment/work experience – (please continue on a separate sheet if necessary)

Please list your previous employers (including service with HM forces), most recent first and identifying any gaps in employment. For teaching experience please make clear the number of teaching hours per week and the level of subjects taught.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From – to  mm/yy – mm/yy | Employer Name and Location | Job title & Salary | Reason for leaving | Outline of duties and responsibilities |
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**4.** Supplementary Information

Please give further details of any specialist knowledge, training or experience or any other additional information you may wish to give to show clearly how you meet the requirements of the post. Details of any voluntary work or leisure interests may also be applicable to the post for which you are applying.

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5. Health

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| Please give the number of days lost through sickness in the past twelve months |  |

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| comment on this if you wish |

6. Rehabilitation of Offenders Declaration

If you have any unspent convictions, please give details of the nature of the offence and date of conviction.

Please note: It is**unlawful** and a criminal offence for an individual who is barred to work with children or vulnerable adults, or apply to work or volunteer in regulated activity with those groups.

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| --- | --- | --- | --- |
| Date |  | Offence |  |

7. References

Our policy is to request references, professional or personal, which cover the last three years. If you have been in employment, your referees must include your current and/or most recent employer/s. If you have not been continuously employed in the last three years, or have never been employed, please provide details of referees who can give a character reference (these should not be relatives or partners, but should be people who have known you in some professional capacity) and who have collectively known you for at least three years. References are normally taken up when applicants are called for interview. If any of your referees know you by a different name, please state this name clearly in the box provided\*.

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| Name | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |

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| Relationship to you | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |

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| --- | --- | --- | --- | --- | --- | --- |
| Job title or status | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |

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| Address | |  | | --- | |  | |  | |  | |  | |  | |  | | |  | | --- | |  | |  | |  | |  | |  | |  | | |  | | --- | |  | |  | |  | |  | |  | |  | |

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| Telephone No | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |

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| Email address | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |

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| \*This person knows me as | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |

8. Eligibility to Work in the UK

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Nationality |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Do you require a work permit to work in the UK? |  | Yes |  | No |  | Unsure |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | If yes, do you currently have a work permit? |  | No |  | Yes |  | Permit No. | |

9. Eligibility for Employment

Are you barred from obtaining relevant employment\* under the Teachers’ Regulations by being in receipt of ill health benefits from the Teachers’ Pension Scheme on or after 1 April 1997?

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| --- | --- | --- | --- |
|  | Y |  | N |

If your response is ‘yes’, you are advised that the Authority is unable to consider your application further.

\*Relevant employment covers all unsupervised contact with young persons up to the age of 18.

10. Diversity Monitoring Information

Perry Hall Multi Academy Trust attempts to provide equality of opportunity throughout its recruitment procedure. In order to comply with this requirement and to be able to monitor the effectiveness of our diversity policies we ask you to complete the following information. Thank you for your co-operation.

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Gender |  | Male |  | Female |   I would define my ethnicity as described by the HESA categories as:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | White British |  | White Irish |  | Other White background |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Black or Black British Caribbean |  | Black or Black British African |  | Other Black background |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Asian or Asian British – Indian |  | Asian or Asian British – Pakistani |  | Asian or Asian British – Bangladeshi |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Chinese |  | Other Asian Background |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Mixed White/Black Caribbean |  | Mixed White/Black African |  | Mixed White/Asian |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Other Mixed background |  | Other ethnic background |  |  |   Do you have a disability or health related condition that you think the MAT should be aware of?   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No |  | Yes |  | Please specify |  |   If yes, are there any specialist requirements or aids that you would like the MAT to provide for an interview and/or assist you in your employment should you be appointed to the post?   |  | | --- | |  | |

11. Media Analysis

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| How was this vacancy brought to your attention?   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | Internal vacancy list |  | Guardian |  | Express & Star |  | TES |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | Jobcentre |  | Jobs.ac.uk |  | Other Internet |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | |  | Other .. |  | Please specify | |

**DECLARATION**

I confirm that the information provided on this form is correct and understand that any mis-representation or omission may render me liable to summary dismissal if engaged. I understand that the information will be stored in manual and electronic files and is subject to the provisions of the Data Protection Act. I agree to information on this form being used by Perry Hall Multi Academy Trust in accordance with the Act, for the purpose of selection and for diversity monitoring.

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| Signed |  |

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| Date completed |  |