**Application for Employment Safer Recruitment and School Support**

**CONFIDENTIAL**

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| **Post details** | | | | | |
| Post applied for: School:  *(Please state either Finstock C.E. Primary School, Queen Emma’s Primary School, The Henry Box School or The MILL Academy)* |  | | Where did you see this post advertised? (please tick). | Website  Publication  Other |  |
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| **Personal details** | | | | | |
| Title (Mr, Mrs, etc.) | |  | | | |
| First name | |  | | | |
| Middle name | |  | | | |
| Surname (family name) | |  | | | |
| All previous surnames | |  | | | |
| National Insurance number | |  | | | |

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| **Address details** | |
| House name/ number & street |  |
| Address Line 2 |  |
| Town |  |
| County |  |
| Postcode |  |
| Home phone |  |
| Mobile phone |  |
| Email address | HR use email to invite short-listed candidates to interview. If you do not provide an email address you will be contacted by post or telephone, if invited for interview. |

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| **Current employment or occupation** | |
| **Job Title** (or course details if current student) |  |
| **Employer’s name and address**  (or school/ college/ university) |  |
| **Date started** (month/ year) |  |
| **Current salary** (if part-time include percentage of full-time) |  |

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| **Previous employment or occupation** | | | | |
| Please give a full history, in chronological order, starting with your most recent occupation and ending with your first occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training please record these providing an explanation (e.g. looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc). Provide start and end dates for all occupations. If you have further periods please place on a numbered continuation sheet. | | | | |
| Job title or Occupation | Employer's name or Activity | Date started (month/ year) | Date left (month/ year) | Reason for leaving |
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| **Relevant skills and experience** |
| Please use this box to fill in any relevant skill and experience you have for the role applied for:  Click here to enter text. |

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| **Qualifications** | | | |
| Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications) If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.  If you need to add further qualifications, please put these in the Relevant Skills and Experience section. | | | |
| Name of qualification | Subjects and grades or results expected | School/ College/ University attended | Date awarded  (month/ year) |
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| **Qualifications (cont'd)** | | | |
| Name of qualification | Subjects and grades or results expected | School/ College/  University attended | Date awarded  (month/ year) |
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| **Training** | |
| Please list any additional training you have undertaken which is relevant to the post for which you are applying. If you need to add further items, please put these in the *Relevant Skills and Experience* section. | |
| Name of course | Date completed (month/ year) |
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| **Referees** | | |
| Please give details of at least two referees who can confirm that you meet the selection criteria for the post. **Your referees should not be related to you in any way nor writing solely as a colleague or friend**. If you are (or have recently been) employed, one **must** be your current or last employer.  If you are (or have recently been) a student, one should be a senior staff member from your place of study.  If you are not currently working with children or young people but have done so in the past, one referee should be from a senior manager in that organisation.  Please note that we take up references for all shortlisted candidates and approach previous employers for information to verify particular experience or qualifications before interview. | | |
| **Referees:** | **Referee 1**  **(Current or most recent line manager)** | **Referee 2** |
| Title |  |  |
| First name |  |  |
| Surname (family name) |  |  |
| Organisation name and position of referee |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone (inc. area code) |  |  |
| Email address |  |  |
| May we contact this referee without further authority from you? |  |  |

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| **Convictions policy** | | | | |
| The MILL Academy applies the Safer Recruitment in Education standard to all appointments.  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. 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-act1974>.  Please note that any offer of employment will be subject to satisfactory disclosure certificate from the Disclosure and Barring Service (DBS) (previously known as CRB). | | | | |
| **Data Protection Statement** | | | | |
| The MILL Academy will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees, online searches and from carrying out security or DBS checks (when such checks are relevant to the post), to assess your suitability for employment with us, for administration and management purposes and for statistical analysis. We may disclose your information to our service providers and agents for these purposes and **by submitting this application form you are consenting to our processing this for the purposes above**.  If your application is unsuccessful, we will keep your information for 6 months in accordance with legal requirements and for administration purposes.  Under the Data Protection Act 1998 you have a right of access to the information we hold about you for which we may charge a small fee, and you have a right to correct any inaccuracies in your  information. Please contact the Chief Executive Officer, The MILL Academy, Church Green, Witney, OX28 4AX. Tel: 01993 848150. | | | | |
| **Declaration** | | | | |
| **You cannot sign this form on screen.** By submitting this form as an email attachment, you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.  The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection statement contained in this document. | | | | |
| Signed | |  | Date |  |

Choose an item.

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| **Personal details** | |
| Surname (family name) |  |
| First name |  |
| Date of birth (dd/mm/yyyy) |  |
| Gender |  |
| Sexual Orientation |  |
| Do you consider that you have a disability? |  |
| Religion and/or belief |  |
| Are you employed by The Henry Box School |  |
| Ethnicity |  |

(form continues below)

**Information for candidates with a disability**

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| The MILL Academy welcomes applications from all sectors of the community, including candidates with a  disability.  The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.”  You can obtain further advice from the Disability Rights Commission [www.drc-gb.org](http://www.drc-gb.org/) or Tel: 0845 604 6610  **Arrangements if selected for interview**  If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were invited to interview:  Interview information on audio tape Interview information in large print format  Sign language or other assistance with communication at interview |
| Other assistance details: |

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| Induction loop in interview room |
| Wheelchair-accessible location for interview |
| Car parking space for interview |
| Facility for personal carer, assistant or other |
| person to accompany you at interview |

Other requirements — please give details:

# Arrangements if appointed

Please give details below of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed.