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| **CONFIDENTIAL** | |
| Application Form | |
| **Candidate's Name** |  |
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| **Post** |  |
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| Thank you for requesting an application form for the above vacancy. Please ensure that you complete all sections of this form in black ink or typeface to enable photocopying of the form. Please do not send your Curriculum Vitae (CV) or any Testimonials unless requested.  If you do not receive a letter within six weeks from the closing date, you should assume that your application has been unsuccessful. | |

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| **1. Personal Details** | | | | |
| Surname /  Family Name |  | | Forenames(s): |  |
|  |  | |  |  |
| Former Surname/  Family Name |  | |  |  |
|  |  | |  |  |
| Preferred Title: |  | |  | Date of Birth: (DD/MM/YY)   /  / |
|  |  | |  |  |
| Home Address: |  | | Contact  Address  (if different) |  |
|  |  | |  |  |
| DfES Reference  No: |  | | National  Insurance No: |  |
|  |  | |  |  |
| Telephone No:  (Home) |  | | Telephone No:  (Work) |  |
|  |  | |  |  |
| Email Address:  (Home) |  | | Email Address:  (Work) |  |
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| **Two Ticks**  'Under the 'Two Ticks' Scheme the Trust undertakes to interview disabled people who meet the minimum essential criteria detailed on the person specification.  For these purposes, disability is defined as any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.  Do you consider that you would qualify for an interview under the Scheme YES  NO  If you need any particular arrangements to be made for interview e.g. access, sign interpreter, induction loop system, taping of documents etc., please specify them below: | | | | |
|  | | | | |
| Relationships Are you related to an employee or governor of the school or a trustee member?  or an employee of The Black Pear Trust?  Yes  No | | | | |
| If yes, please state relationship: | |  | | |
| Note: *Canvassing will lead to disqualification for appointment.* | | | | |
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| **2. Education, Training and Qualifications**  Please give brief details of all training and other courses you have undertaken whether or not they are relevant to this post. | | | |
| Name of School/College/University  attended | From - To  (Month/Year) | (\*) Qualifications  including Grades | Date Obtained  (Month/Year) |
| Schools (after age 11) |  |  |  |
|  |  |  |  |
| Further or Higher Education  (Full or Part Time) |  |  |  |
|  |  |  |  |
| Professional or other courses including training courses attended NVQs etc |  |  |  |
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| Membership of Professional Bodies or organisations | | | |
| \* *Applicants invited for interview will be required to produce documentary evidence of their qualifications* | | | |

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| **Driving Qualifications**  Do you hold a current, valid full driving licence? Yes       No  Please describe eg Car/LGV/PCV  Do you own a car? Yes       No  Do you have access to one? Yes       No |

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| **3. Employment/Work Experience**  Please include any previous work experience, either paid, unpaid or voluntary starting with the most recent. | | | | | | | | | | | | | | | | | | |
|  | Current/most recent School or other employer (with address) | | | | | | | | | | | | | | | | | |
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|  |  |  |  | |  | |  | |  |  |  |  | | |  |  | |  |
|  | Position Held: |  | | | | | | | | | | Full or  Part Time: | | |  | | |  |
|  |  |  |  | |  | |  | |  |  |  |  | | |  |  | |  |
|  | Present salary and point on pay spine: | |  | | | | | |  | Date employment ceased if applicable: | | | | | | | |  |
|  |  |  |  | |  | |  | |  |  |
|  | Date Started: |  | | | | | | |  |  | | | | | | | |  |
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|  | Employing Authority: |  | | | | | | | | | | | | | | | |  |
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|  | Age Range: |  | | | Boys/Girls/  Mixed: | |  | | | |  | Approx. No.  on Roll: | | | |  | |  |
|  |  |  |  | |  | |  | |  |  |  |  | | |  |  | |  |
|  | Duties and Responsibilities: | | | | | | | | | | | | | | | | | |
|  | Date Passed Threshold (if applicable): | | | | | | | | | | | | | | | | | |
| **3b. Previous** | | | | | | | | | | | | | | | | | | |
| Previous schools or other employers/employer and  Employing Authority | | | | Age Range + Boys/Girls/ Mixed | | Approx. No. on Roll | | Position held and responsibilities (and  full time or part time) | | | | | Dates | | | | Reasons for  Leaving | |
| From | To | | |
|  | | | |  | |  | |  | | | | |  |  | | |  | |

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| **4. Additional Information**  **Please explain how your skills, abilities, experience and achievements to date (including leisure and voluntary) would make you a suitable candidate for this post. Please refer to the criteria on the person specification.** |

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| **5. Convictions/Disqualifications**  **EXEMPT EMPLOYMENT**  As the work of this post involves working with children, other vulnerable groups or in a position of trust it is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. The Black Pear Trust will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions.  If this post meets 'Regulated Activity' (as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) the relevant barred list(s) for children and adults will also be checked.  You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as these will be supplied by the DBS. Please see: [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates) for information regarding filtering of convictions.  Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in the withdrawal of your application or dismissal from any job offer in relation to this form.  Please give details and dates of any unspent and unfiltered spent criminal convictions, disqualifications, cautions or driving offences (or alternatively state "none" if that is the case): | | | | | | |
| **6. References**  Please give details of two people who are able and willing to comment on your suitability for this job. If you are or have  been employed, one should be your present or most recent employer.  *Please remember to include a church referee if requested in the post details.* | | | | | | |
| A. | Name: | | B. | | Name: | |
| Address:    Email Address: | | Address:    Email Address: | |
| Telephone number: | | Telephone number: | |
| Relationship to you e.g. Headteacher: | | Relationship to you e.g. Headteacher: | |
| Do you wish to be consulted Yes No Do you wish to be consulted Yes No  before this referee is             before this referee is  approached approached | | | | | | |
| **7. Declaration** | | | | | | |
|  | I declare that the information given in this application form is correct and complete. | | | | | |
|  | Signature: |  | |  | | Date:   /  / | |
|  | ***Note:*** False statements or failure to disclosure any information requested in this application form may disqualify a candidate.  Discovery after appointment may lead to dismissal or disciplinary action by The Black Pear Trust. | | | | | |
|  | Data Protection Act 1998 – Consent and Certification of Details  As part of the process of appointment process, The Black Pear Trust may disclose information to, and request information from, third parties for the purpose of undertaking pre-employment checks. In accordance with the Data Protection Act 1998, your consent is required before approaching third parties for information in relation to pre-employment checks. | | | | | |
|  | Signature: |  | |  | | Date:   /  / | |

Please ensure that you have completed all sections

of this form. Please do not send your Curriculum

Vitae (CV) or any Testimonials unless requested.

