**Please note – this post involves working with children or vulnerable adults so appointment will be subject to Disclosure and Barring Service clearance. See supporting information for further details of the Trust’s Child Safeguarding Policy.**

**Please complete in BLACK ink or TYPE. Please complete every section.**

**YOU CAN ALSO APPLY ONLINE AT** [**www.outwood.com**](http://www.outwood.com)

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| --- | --- |
| **JOB DETAILS** | |
| Job title | |
| Vacancy number | Closing date |

|  |  |  |
| --- | --- | --- |
| **PERSONAL DETAILS** | | |
| Title | Surname | First names |
| Previous names | | |
| (if any) Preferred first name | | |
| Date of birth | | |
| National Ins No | | |
| Address | | |
| Postcode | | |
| Daytime telephone | | |
| Mobile telephone | | |
| Do you have a disability? \* Yes No | | |
| Email address | | |

*\* The Disability Discrimination Act defines disability as ‘a physical or mental impairment which has a substantial and long term effect on your ability to carry out normal day-to-day activities’*

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| **FOR TEACHING VACANCIES ONLY** |
| Teacher reference number & Date qualified as a teacher |
| Type of teacher training undertaken Secondary Primary (nursery, infant, junior) |
| Subjects qualified to teach |
| Do you have Qualified Teacher Status? Yes/No |
| Have you successfully completed:  Your probationary/induction year? Yes/No |

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| **POST-18 EDUCATION AND TRAINING** | | | | | |
| Please give details about all the education and qualifications you have including degrees with class and division and teaching certificates (if relevant). If you are shortlisted, evidence of all qualifications should be brought to interview. Please continue on a separate sheet if necessary. | | | | | |
| Establishment | Full time or part time | Qualifications (indicate class and division) | Dates attended  From To | | Date of final exam |
|  |  |  |  |  |  |
| Other courses and INSET in which you have been involved during the past three years and which you consider relevant to this post, please indicate who provided it and start/finish dates. | | | | | |
| **PRE-18 EDUCATION AND TRAINING** | | | | | |
| Please include all education and training up to the age of 18, including all qualifications obtained with the grade achieved and the title of the award. Please continue on a separate sheet if necessary. | | | | | |
| Establishment | Full time or part time | Qualifications (indicate grade and qualification name) | Dates attended  From To | | Date of final exam |
|  |  |  |  |  |  |

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| **EMPLOYMENT RECORD** | | | | | | | |
| Please give details of **all** previous jobs including temporary or voluntary work in chronological order ending with your present post. This section is split into teaching and non-teaching. Please include periods when you were not working under the non-teaching section as **all time must be accounted for and may be checked**. Continue on separate sheet if necessary. | | | | | | | |
| **CURRENT POST** | | | | | | | |
| Name and address of Employer: | | | Job title: | | | | |
| Date started: | | | Date left (if relevant): | | | | |
| Current salary: | | | Notice required: | | | | |
| State briefly your main duties and responsibilities and your position within the organisation. | | | | | | | |
| If you are no longer in this post, please state your reason for leaving | | | | | | | |
| **EMPLOYMENT HISTORY** | | | | | | | |
| *Please give details of all paid and non-paid time employment including family responsibilities since leaving full time education* | | | | | | | |
| Employer | Post title | Brief description of activity/responsibility or duties | | Full time or part time | Dates  To From | | Reason for leaving |
|  |  |  | |  |  |  |  |
| Please explain any breaks in your continuity of employment: | | | | | | | |

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| **SUITABILITY FOR JOB** | |
| This section is for other relevant information to support your application. Please give examples where appropriate. | |
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| **REFERENCES** | |
| Please nominate **two** referees. If you are working at the moment, one referee must be your present employer. If you are not working with children at the moment but have done so in the past, please indicate the name of that last employer as one of your referees. Referees will be asked for information on disciplinary issues, etc. References will not be accepted from relatives or from people writing solely in the capacity of a friend. | |
| Name of first referee | Name of second referee |
| Their job title | Their job title |
| Their relationship to you e.g. headteacher | Their relationship to you e.g. headteacher |
| Organisation name and address | Organisation name and address |
| Postcode | Postcode |
| Email | Email |
| Telephone | Telephone |
| Can we contact this referee prior to interview if you are shortlisted? Yes/No | Can we contact this referee prior to interview if you are shortlisted? Yes/No |
| Please note – Outwood Grange Academies Trust reserve the right to contact previous employers to verify information provided on this application form or at interview. | |

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| **ASSOCIATION WITH A DIRECTOR OR GOVERNOR OF OUTWOOD GRANGE ACADEMIES TRUST** |
| Do you have a close association with a Director or employee of Outwood Grange Academies Trust, or any academy governor? Yes/No  *If yes, please give details*   |  |  |  |  | | --- | --- | --- | --- | | Their name | Their job | Department/Academy | Your relationship | |  |  |  |  | |
| **Please note**  Any applicant who directly or indirectly seeks the support of any Director, Executive member or academy governor for any appointment with Outwood Grange Academies Trust will be disqualified. |
| **ADDITIONAL INFORMATION** |
| If the job you are applying for involves driving, do you hold a current driving licence and relevant business insurance to use your vehicle for work? Yes No  Are you applying for this position on a job share basis? Yes No  If you are offered this position will you have any other paid work? Yes No |

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| **DISCLOSURE OF CRIMINAL RECORDS/SANCTIONS** |
| For teaching posts you have to disclose any conviction, warning, reprimand, caution or other order including “spent convictions”, that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. Do you have any convictions, cautions, reprimands or final warnings that are not “protected”?  Yes No  Any offer of appointment will be subject to satisfactory Disclosure & Barring Service clearance.  You must disclose details of any current sanctions imposed by a regulatory body e.g. the General Teaching Council. If you have any such sanctions, please tick here. |

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| **DECLARATION** |
| I declare that the information on this form is true and accurate.  I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the job.  My name has not been placed on any list which disqualifies me from working with children.  I confirm that I have read the above statements in respect of “Disclosure of Criminal Records/Sanctions” and understand the requirements of this position.  **Privacy Notice**  I consent to the information contained in this form, and any other information received by or on behalf of the council relating to my application, being processed by the Trust in administering the recruitment process and to assist with the prevention and detection of fraud.  Signature Date  *If you submit this form electronically, you will be required to sign this declaration if invited to interview.* |

**EQUAL OPPORTUNITIES MONITORING FORM**

Outwood Grange Academies Trust is committed to its equality and diversity policy. We want to do all we can to prevent discrimination in any form and you can help us in this by completing the information below. The information given on this sheet will **not** be used to make decisions about who is recruited. The form will **not** be seen by the shortlisting/interview panel. It will be used to improve equality in recruitment and overall service delivery. Your help filling in this form is greatly appreciated. Thank you.

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| **JOB REFERENCE No.** |
| **DATE OF BIRTH (DD MM YYYY)** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **RACIAL OR ETHNIC ORIGINS** | | | | | | | |
| White British |  | White Irish |  | White other |  | White & Black Caribbean |  |
| White & Black African |  | White & Asian |  | Other mixed background |  | Indian |  |
| Pakistani |  | Bangladeshi |  | Other Asian background |  | Arab |  |
| Black Carribbean |  | Black African |  | Other black background |  | Chinese |  |
| Gypsy or Irish Traveller |  | Any other |  |  |  |  |  |

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| **DISABILITY** |
| Are you disabled? Yes No |
| Outwood Grange Academies Trust welcomes applications from disabled people and undertakes to offer every appropriate support to enable them to gain and retain employment. If you are disabled, please identify any adjustments you consider may be necessary in the recruitment process below. |

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| **GENDER** |
| Male Female |

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| --- | --- | --- | --- |
| **RELIGION / BELIEF – please tick only one box** | | | |
| Buddhist |  | Christian (all denominations) |  |
| Hindu |  | Jewish |  |
| Muslim |  | Sikh |  |
| None |  | Other religion or belief |  |
| Prefer not to say |  |  |  |

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| --- | --- | --- | --- |
| **SEXUAL ORIENTATION – please tick only one box** | | | |
| Bisexual |  | Lesbian or gay woman |  |
| Gay man |  | Heterosexual |  |
| Other |  | Prefer not to say |  |

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| **HOW DID YOU FIND OUT ABOUT THIS JOB?** |
| e.g. council website, newspaper (please tell us which), Job Centre etc. |

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| **EMPLOYMENT** |
| Do you work for the Outwood Grange Academies Trust at the moment? Yes No |