**SOLENT ACADEMIES TRUST**



**APPLICATION FORM**

**NON-TEACHING APPOINTMENTS**

***Please ensure that all additional attachments are clearly marked. Thank you.***

Solent Academies Trust operates an equal opportunities policy. Your skills and experience are the only things we look at when you apply for a job.

**Please do not enclose a curriculum vitae.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Post applied for |  | | | | | | |
| School/Site |  | | Preferred Title  Dr Mr Mrs Ms Miss other | | | |  |
| Surname (block capitals) |  | | Forenames (in full) | |  | | |
| Previous surname (s) |  | | Used from - to | |  | | |
| Address |  | | | | | | |
| Telephone Number |  | | Mobile Number | |  | | |
| Email Address |  | | | | | | |
| National Insurance Number |  | | Are you eligible to work in the UK? Yes / No  If no, please specify your circumstances: | | | | |
| To comply with the **Asylum and Immigration Act 1996** – Prevention of Illegal Working – it is now a requirement that when you come to interview you must bring with you, certain documentation which shows your eligibility to work in the United Kingdom. No offer of employment will be made unless the original copy of precise documents, in the specified combination, is produced. Details of the documents to be sighted will be provided should you be invited to interview. | | | | | | | |
| Do you have an enhanced DBS check completed in the last two years? Yes / No  If yes, please give your DBS reference number, date of check, and the organised it was completed by: | | | | | | | |
| **PRESENT APPOINTMENT (or most recent job if you are currently unemployed)** | | | | | | | |
| Name of Employer: | |  | | | | | |
| Address of employer | |  | | | | | |
| Job Title | |  | | | | | |
| (if part time, please give details) | |  | | Date Appointed | |  | |
| Reason for leaving | |  | | Date available if appointed or date left | |  | |
| Grade/Salary | |  | | Notice period for present employer | |  | |
| What other allowances and benefits do you receive? (e.g. car/pension/health scheme) | |  | | | | | |
| What type of business do you work in now? How many people does your organisation employ? | |  | | | | | |
| Please describe the duties and responsibilities of your present job showing your position within the organisation. **You may continue on a separate sheet if necessary.** Please send a separate attachment including your name and the post applied for. | | | | | | | |
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| **PREVIOUS JOBS** - ***Most recent employer first*** Please note that all time since leaving full time education must be accounted for, e.g. training, unemployment or time taken out of paid employment due to caring responsibilities – the following page has sections for further detail if required. Please ensure you include the month and the year for employment dates. | | | | |
| Name and address of employer | Date From/  To | Job title  and brief overview of post and responsibilities, | Reason for leaving | Grade/Salary |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **CONFIDENTIAL EMPLOYMENT REFERENCES** | | | | | | | |
| **Name, address, telephone number, email address and status of two referees. One of these must be your present/most recent employer. If you have been in your present job for less than six months, please give details of your previous employer in addition to your current employer. Relatives or friends should not be named as referees.**    **REFERENCES WILL NORMALLY BE TAKEN UP BEFORE INTERVIEW.**  PLEASE NOTE SOLENT ACADEMIES TRUST RESERVES THE RIGHT TO CONTACT ANY PREVIOUS EMPLOYER TO PROVIDE A REFERENCE AND NOT JUST THOSE NOTIFIED BY THE CANDIDATE. | | | | | | | |
| Referee 1: | | Name, address, Telephone Number:  **Capacity employer known:** | | | | | |
| Email address: | | | | | |
| Referee 2: | | Name, address, Telephone Number:  **Capacity employer known:** | | | | | |
| Email address: | | | | | |
| **PERIODS OF NON-EMPLOYMENT**  **Please indicate nature/reasons for any periods of non-employment including relevant dates** | | | | | | | |
| From | To | | Reason | | | | |
|  |  | |  | | | | |
| **EDUCATION / QUALIFICATIONS / TRAINING** | | | | | | | |
| Please list your educational history; NVQ’s GCSE’s, A-levels, overseas qualifications should be included in this section. | | | | | | | |
| Establishment (Secondary, Further) | | | | | From | To | Qualifications obtained, detailing  subjects, grades and dates |
| Course Title/Organising body/Length of course/From/To/ Grade, Level or stage | | | | |  |  |  |
| **PROFESSIONAL EXAMS** | | | | | **DATE OBTAINED** | | **AWARDING BODY/ADDRESS** |
|  | | | | |  | |  |
| Please give details of any membership of a professional or similar organisation | | | | | | | |
|  | | | | | | | |
| Please list any specialist training courses you have attended which are relevant to this job (including relevant in-house training courses – use a separate sheet if necessary). Please state course title/Organising Body/Length of Course/Dates taken from/To/Grade, Level or stage. | | | | | | | |
|  | | | | | | | |

**Do you hold a current driving licence?** Yes/No (please delete)

Which class of licences(s) do you hold? ................................................................

**Supporting Information**

In this section you need to demonstrate how you meet criteria for this particular position. This can include relevant skills, knowledge, experience, voluntary activities, training etc.

Please indicate your reasons for applying and take the opportunity to highlight your particular

talents and strengths.

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# DISCLOSURE RELATIONSHIP

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| --- | --- | --- | --- |
| 1. I certify that to the best of my knowledge and belief I am not related to or in a relationship with any employee of Solent Academies Trust including Mary Rose Academy, Cliffdale Primary Academy, Redwood Park Academy and Littlegreen Academy. | | | |
| 1. I declare that I am related to or in a relationship with the following employee of Solent Academies Trust including Mary Rose Academy, Cliffdale Primary Academy, Redwood Park Academy and Littlegreen Academy. | | | |
|  | Name | Position | Relationship |
|  |  |  |  |
| *Please delete as applicable* | | | |

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| **DECLARATION** *The information you give us may be stored electronically and used for the purposes of personnel and employee administration and fraud detection. It will be treated as strictly confidential and will not be disclosed to any unauthorised person. If unsuccessful in the recruitment process, your information will be destroyed securely 6 months after the date of advertisement.*  I declare that the information given in making this application is, to the best of my knowledge, correct. I understand that canvassing of any employee of Solent Academies Trust or giving any false information or leaving out important information will make my application unacceptable and, if I am appointed, may lead to my dismissal.  Signature Date |

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| --- | --- |
| I consent to Solent Academies Trust and others on its behalf processing and holding by means of a database or otherwise any information which I provide to them for the purpose of potential employment. I also agree to the Trust accessing such other information as they hold about me which they have acquired for other purposes.  Signature Date | |
| Please state where you saw this post advertised:  ............................................................................. | Were you directed/referred to this post by a current member of Solent Academies Trust staff? Please detail name below:  ............................................................................. |

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| ***PLEASE SEND YOUR COMPLETED APPLICATION FORM TO*** [***Recruitment@solentacademiestrust.info***](mailto:Recruitment@solentacademiestrust.info) |

**It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.**

**Candidate Name:……………………………………. Signature……………………………………...**

**Please be advised that if successfully shortlisted a signature by hand will be required at interview.**