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| Registered in England, Number 08060721. Registered Office: Church Green, Witney, Oxon, OX28 4AX |

**Application for Employment**

**CONFIDENTIAL**

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| Post applied for: | Headteacher |
| School or Establishment: | The Mill Academy Trust  Queen Emma’s Primary School/Finstock C.E. Primary School |

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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** | |
| Address | 🞸 |
| Address Line 2 |  |
| Town | 🞸 |
| County |  |
| Postcode | 🞸 |
| Home phone | Area code       number |
| Work phone | Area code       number |
| Mobile phone |  |
| Email address |  |

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| **Current employment or occupation** | |
| **Name and address of current employer, school or establishment** |  |
| **Local authority** (if applicable) |  |
| **Number of pupils on roll** (if applicable) |  |
| **Age range of school** (if applicable) |  |
| **Date of appointment** (month/ year) |  |
| **Job Title** |  |
| **Main responsibilities** |  |
| **Current salary** (if part-time include percentage of full-time) |  |
| **Reason for leaving** |  |

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| **Previous employment or occupation** |
| Please give a full history, in chronological order, starting with your most recent occupation & 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 details providing an explanation (e.g. looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc). If you have further periods, please place on a numbered continuation sheet. |

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| Job title or Occupation | Name, local authority and type of school, or employer's name | Number of pupils on roll | Age group taught | Salary | Date started (month/ year) | Date left (month/ year) | Reason for leaving |
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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. | | | | |
| Do you have Qualified Teacher Status (QTS)? | | | 🞸 | |
| In what year did you gain QTS? | | |  | |
| Teacher reference number | | |  | |
| Name at time of degree, qualification or PGCE (if different) | | |  | |
| **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. | |
| Name of course | Date completed (month/ year) |
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| **Relevant skills and experience** |
| How do your personal qualities and professional experience qualify you for this position? Please refer to the Job Description and Person Specification do (Nocuments and give examples wherever possible. (No more than 2 sides of A4)  *This field will expand as necessary to contain your details.* |

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| **Referees** | | | |
| Please give details of three people whom we may contact for an employment reference. One of these should be from the Headteacher/Principal of your current or most recent place of employment. **Your referees should not be related to you in any way nor writing solely as a colleague or friend.**  References will be requested for shortlisted candidates prior to interview. We may also approach previous employers for information to verify particular experience or qualifications. | | | |
| **Referees:** | **Referee 1** | **Referee 2** | **Referee 3** |
| Title | 🞸 | 🞸 |  |
| First name | 🞸 | 🞸 |  |
| Surname (family name) | 🞸 | 🞸 |  |
| Position or relationship to you | 🞸 | 🞸 |  |
| Address | 🞸 | 🞸 |  |
| Postcode |  |  |  |
| Telephone (inc. area code) |  |  |  |
| Email address |  |  |  |
| May we contact this referee without further authority from you? | 🞸 | 🞸 |  |

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| **Additional details** | |
| Is anyone in your household or family an employee, Trustee or Local Committee Member of any establishment within The MILL Academy?  🞸  If you have answered "Yes" to the question above, please provide details: | |
| Do you require sponsorship under the UK points based registration system? | 🞸 |
| If you answered "Yes" to the question above, please provide details |  |
| When would you be available to start work? |  |
| Where did you see this post advertised? (please tick).  Website  please specifiy website  Publication  Other | |

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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.  For posts in regulated activity, the DBS check will include a barred list check. Please be aware that it is an offence to seek employment in regulated activity if you are on a barred list.  If you are invited to interview, you will be asked to declare any sanctions that would be revealed by a DBS check. Any information you give will be completely confidential and will be considered only in relation to the job for which you are applying. If your application is successful and you did not disclose any relevant sanctions it could result in dismissal or disciplinary action being taken against you.  If you are applying for a role in one of our primary schools, we will also use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Do you have a DBS certificate?: \* ☐ Yes ☐ No Date of check:  If you’ve lived or worked outside of the UK in the last 5 years, we may require additional information in order to comply with ‘safer recruitment’ requirements, in which case we may contact you for additional information in due course.  Have you lived or worked outside of the UK in the last 5 years?: \* ☐ Yes ☐ No  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. |

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| **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 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 12 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 |

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| **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 |  | |
| **Equal opportunities** | | | |
| The MILL Academy is an equal opportunity employer and is committed to promoting equality and social inclusion. We operate a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help us monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.  This information is confidential and does not form part of your application. It will be detached from your application form when it is received, and the information will not be taken into account when making the appointment. | | | |

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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 | 🞸 |

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| **Information for candidates with a disability** |

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:

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| Interview information on audio tape |  |
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| Interview information in large print format |  |
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| Sign language or other assistance with |  |
| communication at interview |  |
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| Other assistance details: | | |

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

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| Other requirements — please give details: |

**Arrangements if appointed**

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| 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. |