**Application for:**

**Personal Details**

|  |  |
| --- | --- |
| **Surname**: | **Forename**: |
| **Address**: | **Telephone**  Home:  Mobile:  Work:  Email: |
| **National Insurance Number**: | **DfE Teacher Reference Number (if applicable):** |

**Present or Most Recent Employment**

|  |  |  |
| --- | --- | --- |
| Name and address of employer: | | |
| Job Title: | Present Salary: | Period of Notice: |
| Date Joined: | Date Left: (if applicable) | |
| Main Duties: | | |

**References**

**Please provide two professional referees (who are not friends or relatives). At least one referee should be your present or last employer. Please note if you are shortlisted, we will contact your referees prior to interview.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Address** | **Occupation** | **Years known** | **Contact Details** |
|  |  |  | Tel No:  Email: |
|  |  |  | Tel No:  Email: |

**Previous Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | Position held | Employer  Name & address | Reason for Leaving |
| From | To |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
| Please explain any gaps in your Education and Employment history | | | | |
|  | | | | |

**Education, Qualifications and Training**

**Original documentation of qualifications will be required prior to an appointment.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| College/University | Degree/Diploma/Title | Subjects | Hons or Pass Grade | Date of Award |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Secondary Education**

|  |  |  |
| --- | --- | --- |
| **School:** | **From:** | **To:** |
| Exam | Date | Result/Grade |
|  |  |  |

**Training and Development**

**Please give details of relevant courses and training undertaken in the last five years**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates and duration | Title of course/Training incl. Home Study & Distance Learning | Name of Provider e.g. LA, College etc. | Qualification obtained (if any) |
|  |  |  |  |

**Skills, Experience and Knowledge**

**Please state the reasons why you wish to apply for the position and give details of any experience, skills, training that you think is relevant, together with any other information in support of your application.**

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**Disclosure and Barring and Recruitment Checks**

The Trust is legally obligated to process an Enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a children’s & adult’s barred list.

We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an office to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust’s privacy notice.

**Do you have a DBS certificate?:**  **No**  **Yes Date of check:**

If you have lived or worked outside of the UK in the last 5 years, the trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, 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.

We will not ask for any criminal records information until we have received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

**Right to Work in the UK**

The trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

**Sign and Date**

|  |  |
| --- | --- |
| Name (please print): | |
| Sign: | Date: |