**APPLICATION FOR THE POST OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please email your completed application to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **SECTION 1 – PERSONAL DETAILS** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Surname | | | | | | | | Forename(s) | | | | |
| Former surname(s) (for pension purposes) | | | | | | | | | | | | |
| Postal Address  Post Code | | | | | | | | | | | | |
| Telephone  Home:  Mobile:  Email address  Please indicate preferred contact method | | | | | | | | | | | | |
| National Insurance Number: | | | | | | | | | | | | |
| |  | | --- | | Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes No | | If yes please provide details: | | If you are successful in your application would you require a work permit prior to taking up employment? Yes No | | | | | | | | | | | | | |
| **SECTION 2 – EQUAL OPPORTUNITIES MONITORING** | | | | | | | | | | | | |
| **Please see last page of this Application Form** | | | | | | | | | | | | |
| **SECTION 3 – EDUCATION AND QUALFICATION** | | | | | | | | | | | | |
| Secondary School / College of Further Education | | | Date  From  mth/yr | | To  mth/yr | | | Qualifications:  A Level / BTEC etc. give subject and grades | | | | Date of Award |
|  | | |  | |  | | |  | | | |  |
| College of Higher Education / University | | | Date  From  mth/yr | | To  Mth/yr | | | Degree of Certificate  Degree: Please state Classification | | | | Date of Award |
|  | | |  | |  | | |  | | | |  |
| **SECTION 4 – PROFESSIONAL DEVELOPMENT** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Please give details of recent significant Professional Development | | | | | | | | | | | | |
| Organising Body | | | | Nature / Title of Course | | | | | | | Dates  From / to | |
|  | | | |  | | | | | | |  | |
| **SECTION 5 – CAREER DETAILS** | | | | | | | | | | | | |
| **Present Employment** | | | | | | | | | | | | |
| Name of School | | | | | | | Nature of School  (e.g. Primary / Secondary / Comprehensive / Academy / Selective / Mixed / Boys / Girls ) | | | | | |
| Age Range | | | | Number on Roll | | | | | LA | | | |
| Post Held | | | | Date of Appointment  (mth / yr) | | | | | Current Salary Point | | | |
|  | | | | | | | | | | | | |
| **Current Responsibilities:** | | | | | | | | | | | | |
| **Other** Employment  Please list in reverse chronological order | | | | | | | | | | | | |
| Dates  From  Mth / yr | To  Mth / yr | School and LA or Trust (or employer if non school based post) | | | | Job Title and responsbilities | | | | Reason for Leaving | | |
|  |  |  | | | |  | | | |  | | |
| **SECTION 6 – EVIDENCE OF COMPETENCIES** | | | | | | | | | | | | |
| Please use the space below to outline your suitability for the role based on the person specification found in the inforamtion pack. You should use specific – and where possible, different – examples of your **experience** and describe the **impact** of your actions. Please write no more than 3 sides of A4. | | | | | | | | | | | | |
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| **SECTION 7 - REFEREES** | | | | | | | | | | | | |
| Please provide names and addresses of persons willing to supply employment references; one of the named referees **must** be your current employer or your most recent employer in work with children or young people. References cannot be accepted from relatives | | | | | | | | | | | | |
| Name:  Address:  Position:  Relation to Applicant:  Telephone number:  Email address:  May your referee be approached prior to interivew? Yes / No | | | | | | | Name:  Address:  Position:  Relation to Applicant:  Telephone number:  Email address:  May your referee by approached prior to interview? Yes / No | | | | | |
| Do you give permission for referees to be contacted prior to an offer of employment being made?  Yes No  Please note we may request further references in some instances | | | | | | | | | | | | |
| **DECLARATION** | | | | | | | | | | | | |
| The applicant should state here whether to his/her knowledge he/she is related to any member of, or to the holder, of any senior office within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or any of it’s schools.  Yes No  If Yes, please provide details: | | | | | | | | | | | | |
| **Please note that appointment to this post will be subject to satisfactory references and satisfactory Enhanced DBS Disclosure.**  **This job is exempt from Section 4(2) of the Rehabilitation of offenders Act 1974 therefore all convictions, cautions and bind overs, including those regarded as “spent”, must be declared. If you have any of these you must provide details in a sealed envelope, marked confidential, and this should be attached to your application form. Alternatively, if you are applying electronically please send a separate email marked ‘private and confidential’ outlining this information.** | | | | | | | | | | | | |
| **Child Protection and Safeguarding**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is committed to safeguarding and promoting the welfare of our children and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  In relation to this appointment process you should be aware that your referees will be asked the following question:  *“Are you aware of any Child Protection allegations or issues of a similar nature in relation to this person? If so please provide details.”*  **At interview all candidates will be asked if there have been any allegations, or issues, raised against them by children or young people and if so, the outcome of them.** | | | | | | | | | | | | |
| Are there any adjustments that may be required to be made should you be invited to interview? | | | | | | | | | | | | |
| Date on which you could take up duty, if appointed: | | | | | | | | | | | | |
| I confirm that the information I have provided is true and accurate and that I am not on the Children’s Barred List, disqualified from work with children or young people, or subject to sanctions imposed by a regulatory body, for example, the General Teaching Council and have no convictions, cautions or bind overs (or have provided details of these as instructed above).  Signature: Date: | | | | | | | | | | | | |
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| **IMPORTANT ADVICE ON COMPLETING THIS APPLICATION** | | | | | | | | | | | | |
| Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible. | | | | | | | | | | | | |
| **Rehabilitation of Offenders**  If the post you are applying for requires you to have a Criminal Records Bureau check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.  A DBS check will be carried out for successful applicants where the post applied for involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.  Information in Support of your Application  Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.  When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job. | | | | | | | | | | | | |
| **Policy Statement on the Recruitment of Ex-Offenders**  1. As an organisation using the Disclosure Baring Service (DBS) to assess applicants’ suitability for positions of trust, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ complies fully with the DBS Code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. 3. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience. 4. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position. 5. Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Academicis and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. 6. Unless the nature of the position allows \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to ask questions about your entire criminal record we only ask about the “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. 7. We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. 8. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment. 9. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request. 10. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. 11. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.   (Source [www.disclosures.gov.uk](http://www.disclosures.gov.uk)) | | | | | | | | | | | | |
| **SECTION 2 – EQUAL OPPORTUNITIES MONITORING** | | | | | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is committed to equality in employment and its aim is to ensure equality for all existing and prospective employees.  In order to assist us with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.  The information will not form part of shortlisting and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act. | | | | | | | | | | | | |
| **PLEASE USE CAPITAL LETTERS OR PLACE A CROSS IN BOXES WHERE APPLICABLE**  **1. 1. Gender:** Male Female   1. **2. Where did you see the vacancy advertised?**   Trust Website Academicis Personnel Bulletin  National Press Word of Mouth TES Website    Other (please specify) : | | | | | | | | | | | | |
| 1. **3. What is your ethnic group? Please place a cross in the appropriate box to indicate your cultural background:**   **White Mixed**  British White and Black Caribbean    Irish White and Black African  Other (please specify) White and Asian  Other (please specify)  **Asian or Asian British Black or Black British**  Indian Caribbean  Pakistani African  Bangladeshi Other (Please specify)  Other (please specify)  **Chinese or other Ethnic Group**  Chinese  Other (please specify) | | | | | | | | | | | | |
| **4. Do you consider yourself to have a disability?** Yes No | | | | | | | | | | | | |
| If yes, please detail the nature of the disability. (This information will not be made available to those involved in recruiting) | | | | | | | | | | | | |

Information supplied on this form will be used to monitor the effectiveness of our practices and procedures, in particular our Equal Opportunities Policy. The monitoring is for statistical purposes only, and your personal details will not be identifiable from this process.

**Please email your completed application to ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**