|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VACANCY DETAILS** | | | | | | | | | | |
| Post of: | |  | | | | | | | | |
| Post ref: | | |  | | How did you hear about this vacancy? | | | | |  |
| **PERSONAL DETAILS** | | | | | | | | | | |
| Surname: |  | | | | Forenames: | |  | | | |
| Previous surname: | | |  | | Preferred forename: | | |  | | |
| Address: | | |  | | Title – Mr/Mrs/Miss/Ms/Dr: | | | |  | |
|  | | | | | Work phone no. | |  | | | |
|  | | | | | Home phone no. | |  | | | |
|  | | | | | Mobile phone no. | |  | | | |
| Postcode: |  | | | | Email: | |  | | | |
| **NATIONAL INSURANCE NUMBER** | | | | |  | | | | | |
| **ELIGIBILITY TO WORK IN THE UK** | | | | | | | | | | |
| Do you have permission to work in the UK? | | | | | | Yes | No | | | |
| If no, please give details: | | | |  | | | | | | |
|  | | | | | | | | | | |
| The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. | | | | | | | | | | |
|  | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CURRENT/MOST RECENT EMPLOYMENT** (you do not need to repeat these details in the Previous  Employment History section) | | | | | | | | |
| Employer/LEA name and address: | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| Your job title: |  | | | | | Date appointed: | |  |
| Current salary: | |  | | | | Notice period: | |  |
| Main duties: | | | |  | | | | |
| Reason for leaving: | | |  | | | | | |
| May we contact you at work if necessary? | | | | | Yes | | No | |

**PREVIOUS EMPLOYMENT HISTORY (most recent first)**

*Please explain any gaps in your employment history.*

We reserve the right to obtain references or to contact previous employers in addition to your named referees.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PREVIOUS TEACHING EMPLOYMENT** | | | | | | |
| **Post held and**  **responsibilities** | **F/T or**  **P/T** | **School/Establishment** | **Name of LEA or**  **employer** | **Age Range**  **Taught** | **Date from**  **and to** | **Reason for leaving** |
|  |  |  |  |  |  |  |

*Please continue on a separate sheet if required*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OTHER EMPLOYMENT** | | | | |
| **Employer’s name and address** | **Job Title** | **Brief Description of duties** | **Dates** | |
| **From** | **To** |
|  |  |  |  | |

*Please continue on a separate sheet if required*

**REFERENCES**

Referees named on this form must be your current (most recent) and previous employer. If you have not previously been employed, or are returning to work after a substantial career break and are unable to provide previous employment references, please provide alternatives, e.g. the name of your course Tutor(s) / Head Teacher or a suitable professional.

We may contact **referees prior to interview. If you do not wish us to contact the referee before interview please enter ‘x’ in the box.**

|  |  |
| --- | --- |
| **CURRENT (MOST RECENT) EMPLOYER** | **PREVIOUS EMPLOYER** |
| Name (title, forename, surname) | Name (title, forename, surname) |
| Capacity known to you | Capacity known to you |
| Organisation | Organisation |
| Email: | Email: |
| Telephone Number: | Telephone Number: |
| Address: | Address: |
|  |  |

The information you provide in this section will be used in assessing your application and will determine whether you are shortlisted for interview or not. Please use this space to state how your skills, experience and training would enable you to meet the requirements of the job for which you are applying. Please refer to the criteria outlined in the person specification and respond in the order that each criteria point appears.

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| **QUALIFICATIONS/PROFESSIONAL MEMBERSHIPS/OTHER TRAINING** (including HLTA status if applicable) | | | |
| **Dates** | **Name of school/college/university/ awarding body/grade of membership** | **Qualification obtained (e.g. Grade / Degree / Pass or Hons/Class or Division)** | **Subjects / Special areas of study / age range** |
|  |  |  |  |

*Please continue on a separate sheet if required*

**OTHER TRAINING/SHORT COURSES**

|  |  |
| --- | --- |
| **Dates** | **Course Title** |
|  |  |
| **REGISTRATION**  Do you hold Qualified Teacher Status?  If Yes, please give date of the award by DfE  Route by which Qualified Teacher Status Achieved  QTS Certificate Number  Have you successfully completed a period of induction as a qualified teacher in this country where  the DfE required this?  If Yes, please give date of completion  Please state your teacher reference number  Do you hold Higher Level Teaching Assistant (HLTA) Status? | |
| If you are selected for interview Stars Trust would prefer to contact you by email.  Please select: email  letter  phone | |

|  |
| --- |
| Are you related to a Trustee, member of the board, School Governor or employee of Stars Trust? Yes  No  If ‘yes’ please provide Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  All forms of canvassing will automatically disqualify candidates from appointment, e.g. you must not ask a School Trustee, Member or employee of Stars Trust to use their influence to help you get a job.  If selected for interview, you must, at that stage, make known any personal or business relationship, which may  conflict with the role applied for. |
| If you are selected for interview Stars Trust would prefer to contact you by email.  Please select: email  letter  phone |

**DATA PROTECTION LEGISLATION**



**The information you have provided will be held in compliance with the GDPR/Data Protection Act 2018**

**DECLARATION**

I declare that the information I have provided on this application form is full, accurate and complete, and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. **Any offer of employment is subject to receipt of satisfactory completion of recruitment checks applicable to the post.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return your completed application form to: finance@stanleygreen.co.uk**