



Introduction

CONFIDENTIAL: Please complete ALL sections. This part of the application form WILL be used to shortlist candidates for interview.

Job Title:

Closing Date:

School:

Source of Advert:

DATA PROTECTION: Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because:

- You consent to you data being processed
- Processing is necessary to evaluate your application for the position for which you have applied
- Processing is necessary for complying with legal obligations
- Processing is necessary for our legitimate interests

Personal Details

Title:

First Name:

Last Name:

All Previous Surnames:

House Name/Number:

Street Name:

Town/City

Post Code:

DOB

Teacher Ref. Number

N/I Number:

Phone Number

Email Address

Present or Last Employer

Job Title/Post:

Nature of Business:

Name & Address:

Post Code:

Salary/Weekly Gross:

Town/City

Post Code:

Hours/Sessions Worked per Week

Date Appointed:

Reason for Leaving:

Notice Required:

Description of Duties:

MEMBERSHIP OF PROFESSIONAL BODIES:

Name of Body	Type of Membership	Date Obtained

Information in Support of Application

YOUR RESPONSE TO THIS SECTION IS EXTREMELY IMPORTANT AND WILL BE THE BASIS OF THE SHORT-LISTING PANEL'S DECISION TO INVITE YOU FOR INTERVIEW: Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification. Please use no more than 1500 words.

References

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

If you are a Forge Trust employee you must state your current line manager as your first referee. The Forge Trust reserves the right to approach any previous employer or manager. Where references are taken up on shortlisted candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

	Reference 1: Current/Most Recent Employer	Reference 2: Employer Prior to Current/Most Recent
Referee's Name:		
Status:		
Organisation (if appropriate):		
Name/Address of Organisation:		
Email Address:		
Phone Number:		
How Long Known?:		

Disclosure of Criminal Background

The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Please answer the following questions.

Have you ever been convicted of a criminal offence?

Have you ever been cautioned for a criminal charge?

Are you at present the subject of a criminal charge?

If YES to any of the above questions, please give brief details including dates.

The Forge Trust's Policy Statement on the Recruitment of Ex-Offenders is available on request.

The Forge Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the trust's Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

General Information

Do you hold a current full driving licence?

Do you have regular use of a vehicle?

You are required to declare below any relationship with or to a Member, Trustee or Employee of The Forge Trust.

Please state name and position:

Have you ever been the subject of formal disciplinary proceedings?

If yes, please give details of the nature and date(s) of the misconduct and of the penalty or sanctions still in force, including dates.

Data Protection Act

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so.

This Trust is under duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Declaration

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with The Forge Trust.

Signed:

Date: