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| APPLICATION FORM | |
| Name of Applicant: | |
| Application form for the post of: | |
| School Name: | Where did you see the job advert? |
| Data PRotection Throughout this form we ask for some personal data from you. We will only use this data in line with data protection legislation. | |
| Safeguarding **PACE Academy Trust is committed to safeguarding and promoting the welfare of children.**  You are required to complete our separate declaration form about criminal convictions or cautions as part of your application. **Your application will only be considered if you submit a criminal convictions form.**  Any offer of employment we make will be subject to an enhanced Disclosure and Barring Service (DBS) check. 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 barred list.  We will use the DBS check to ensure we comply with the Childcare Disqualifications Regulations.  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. 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? If yes, please include details:** | |
| RIGHT TO WORK PACE Academy 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. | |

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| **Section 1: PErsonal Details** | |
| **Surname:** | **Forename(s):** |
| **Former Name(s):** | **Title:** |
| **1st Line of Address:** | **Telephone No. (Home):** |
| **(Town):** | **Telephone No. (Mobile):** |
| **(County):** | **National Insurance Number:** |
| **(Postcode):** | **Teacher No. (if applicable)** |
| **Email Address:** | |

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| **Section 2: Education (SECONDARY SCHOOL ONWARDS)** | | |
| **Institution(s) Attended** | **Dates** | **Qualifications Gained/ Grades** |
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| **Please include any higher degrees in this section:** | | |

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| **Section 3: Professional Training and Development** | | |
| **Institution Attended** | **Course** | **Date** |
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| **Interests (e.g. hobbies, sports, voluntary work, etc.)** | | |

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| **Section 4: Current/Last Employment** | | | | | | |
| **Employers Name:** | | | **Position**: | | | |
| **Employers 1st line of Address:** | | | **Grade/Salary:** | | | |
| **(Town):** | | | **Date Commenced:** | | | |
| **(County):** | | | **Date of Leaving (if applicable):** | | | |
| **(Postcode):** | | | **Period of Notice:** | | | |
| **Reason for Leaving (if applicable):** | | | | | | |
| **Brief description of duties/responsibilities:** | | | | | | |
| **Other Previous Employment (chronologically listed). Please account for any gaps in employment. Please continue on an extra page of paper if necessary.** | | | | | | |
| **Employers Name and Address** | **Dates** | **Position** | | | **Brief Outline of Responsibilities** | **Reason for Leaving** |
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| **Periods when not working:** | | | | | | | |
| **Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time you have not been in employment since leaving secondary education.** | | | | | | | |
| **Dates from-to Month/Year** | | | | **Reason** | | | |
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| **SECTION 5: PERSONAL STATEMENT**  **Your personal statement should provide evidence/examples of how you meet the person specification and your ability to carry out the job description.**  *If you complete your personal statement as a separate document please ensure you have included your name on the document,.* |
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| **SECTION 6: REFEREES** | |
| Please give the names, addresses and occupations of two referees, one of whom should be you **present or last employer**. If you have not been employed before, give details of teachers/lecturers or others who know you in a professional capacity. **Friends and relatives must not be used**. | |
| **First Referee** | **Second Referee** |
| **Name:** | **Name:** |
| **1st Line Address:** | **1st Line Address:** |
| **(Town):** | **(Town):** |
| **(County):** | **(County):** |
| **(Postcode):** | **(Postcode):** |
| **Occupation & Working Relationship:** | **Occupation & Working Relationship:** |
| **Email:** | **Email:** |
| **Please note that all referees will be taken up prior to interviews.** | |
| **DISCLOSURE AND BARRING SERVICE** | |
| **Are you registered with DBS update service:** Yes  No | |
| If yes please provide information below. If no please move on to the next section. | |
| **DBS Registration Number:** | **Annual Renewal Date:** |
| **Level of check obtained at point of registration:** Enhanced  Standard | |
| **Which workforce was your check requested for at point of registration**:  Child Workforce  Adult Workforce  Child & Adult Workforce | |

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| **DISABILITY AND ACCESSIBILITY** |
| **PACE Academy Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.**  **If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:** |

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| **Declaration: By signing this application form and providing the information above I understand that I am authorising the school to consult the DBS Update Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant disclosure certificate to facilitate this process.** |
| **DECLARATIONS** |
| 1. **Are you related to any member of the PACE Strategic Board, a Governor on a PACE Governing Body, a Member of Staff or existing PACE pupil?**   Yes  No  **If yes, please give details (name/relationship/role at school or Trust)**: |
| 1. **I understand that an application returned without a completed criminal convictions declaration form will be not be considered.** 2. **To the best of my knowledge and belief, the information on this application form is correct:**   **Name:**  **Signed**:  **Date**: |

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| **Please follow the instructions in the advert to apply. Filenames should contain your name.** |
| **Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.** |