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| **Application Form**  CONFIDENTIAL |  |
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| **Please complete ALL sections. *Sections 1 – 6 of the application form will be used to shortlist candidates for interview.*** | | | | | | | | | | | | | |
| POST APPLIED FOR: | | | |  | | | | CLOSING DATE: | | |  | | |
| LOCATION OF POST APPLIED FOR: | | | | | | | | | | | | | |
| **1. PERSONAL DETAILS (please complete in block letters)** | | | | | | | | | | | | | |
| Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other) | | | |  | | | | Last Name: | | |  | | |
| First name(s) | | | |  | | | | | | | | | |
| Address for Correspondence: | | | |  | | | | Postcode: | | |  | | |
| Home telephone no: | | | |  | | | | Mobile telephone no: | | |  | | |
| Work telephone no: Extension (if applicable): | | | |  | | | | | | | | | |
| Email address: | | | |  | | | | | | | | | |
| Teacher reference number (TRN) – if applicable: | | | | QTS date: | | | | | | | | | |
| **2. PRESENT OR LAST EMPLOYER** | | | | | | | | | | | | | |
| Name and address of employer: | | | |  | | | | Name and address of establishment where employed (if different): | | |  | | |
| Postcode: | | | |  | | | | Postcode: | | |  | | |
| Nature of business: | | | |  | | | | Job title: | | |  | | |
| Present annual salary or weekly income (gross): | | | |  | | | | | | | | | |
| Hours worked per week: | | | |  | | | | Other benefits (if applicable): | | |  | | |
| Date appointed: | | | |  | | | | Notice required or leaving date if already left | | |  | | |
| Reason for leaving: | | | |  | | | | | | | | | |
| Brief description of duties: | | | |  | | | | | | | | | |
| **3. PREVIOUS EMPLOYMENT** | | | | | | | | | | | | | |
| **Start with the most recent first.** Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on separate sheet if necessary). | | | | | | | | | | | | | |
| Employer name & address | Job title | | | | Salary/income | | Full or part-time (if part-time, give hours) | | Dates (month/year) | | | Reason for leaving | |
|  |  | | | |  | |  | | From | To | |  | |
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| **4. EDUCATION, TRAINING & QUALIFICATIONS** | | | | | | | | | | | | | |
| *(Please continue on a separate sheet if necessary). Please start with the most recent.* | | | | | | | | | | | | | |
| Secondary School/College/University | | | Dates | | | | Qualifications gained (state level) | | | Grade/class of degree | | | Date |
|  | | | From | | | To |  | | |  | | |  |
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| **OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)** | | | | | | | | | | | | | |
| Organising Body | | | | | Course title | | | | Length of course | | | | |
|  | | | | |  | | | |  | | | | |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | | | | | | | | | |
| Name of body | | | | | Type of membership | | | | Date obtained | | | | |
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| **5. INFORMATION IN SUPPORT OF YOUR APPLICATION** | | | | | | | | | | | | | |
| 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 specification. You may also include a CV with this section although this is not a requirement and you should include more than a CV to demonstrate your suitability. Attach additional sheets if required.  **NOTE; Your response to this section is extremely important and will be the basis of the shortlisting panel's decision to invite you for interview.** | | | | | | | | | | | | | |
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| **6. REFEREES** | | | | | | | | | | | | | |
| 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.  The Trust reserves the right to approach any previous employer or manager. Where references are received prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel. | | | | | | | | | | | | | |
| Name (Referee 1): | |  | | | | | Name (Referee 2): | | |  | | | |
| Title | | Mr/Mrs/Miss/Ms/other | | | | | Title | | | Mr/Mrs/Miss/Ms/other | | | |
| Role: | |  | | | | | Role: | | |  | | | |
| Organisation (if appropriate): | |  | | | | | Organisation (if appropriate): | | |  | | | |
| Address: | |  | | | | | Address: | | |  | | | |
| Postcode: | |  | | | | | Postcode: | | |  | | | |
| Telephone No: | |  | | | | | Telephone No: | | |  | | | |
| Email address: | |  | | | | | Email address: | | |  | | | |
| How long known? | |  | | | | | How long known? | | |  | | | |
| Do you give consent to us contacting your present employer prior to interview? | | | | | | | YES  NO | | | | | | |
| **7. PROTECTION OF CHILDREN** | | | | | | | | | | | | | |
| The Trust is required under the law and statutory guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended in 2013). The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Further guidance on ‘protected’ convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>  If you are invited to attend an interview, you will be required to disclose, on a separate form, all information about any convictions or cautions that are not protected, and you may be asked to discuss this during your interview. If you are subsequently employed by the Trust and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal or disciplinary action being taken by the Trust. During your employment with the Trust, should you be arrested, you are obliged to notify the Headteacher or your line manager of this immediately (even if all charges are dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.  We are 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 Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. Successful candidates will also be required to complete a declaration in respect of the disqualification from childcare requirements. | | | | | | | | | | | | | |
| **8. GENERAL** | | | | | | | | | | | | | |
| Do you have an unrestricted right to work in the UK? | | | | | | | YES  NO | | | | | | |
| **If ‘NO’**: please provide further details here, for example, if you would require permission to work in the UK or if your right to work in the UK is time-limited. | | | | | | | | | | | | | |
| Have you lived or worked outside the UK at any time during the last 5 years? | | | | | | | YES  NO | | | | | | |
| *If ‘YES’, the Trust will conduct overseas criminal record checks as required by statutory guidance.* | | | | | | | | | | | | | |
| Are you interested in job sharing? | | | | | | | YES  NO | | | | | | |
| Please give details of any dates within the next month when you will not be available for interview. We cannot guarantee being able to offer you an alternative date. | | | | | | |  | | | | | | |
| Do you hold a current full driving licence? | | | | | | | YES  NO | | | | | | |
| Do you have regular use of a vehicle? | | | | | | | YES  NO | | | | | | |
| You are required to declare below any relationship with or to an employee of the Trust.  Please state name and position: | | | | | | | | | | | | | |
| Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below. | | | | | | | YES  NO | | | | | | |
|  | | | | | | | | | | | | | |
| This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed. | | | | | | | | | | | | | |
| **9. EQUALITY & REASONABLE ADJUSTMENTS** | | | | | | | | | | | | | |
| The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities via the selection process. We are committed to the development of positive practices to promote equality in employment. If you would like to declare your disability so that we can make reasonable adjustments to the selection process, please tick the appropriate box below. | | | | | | | | | | | | | |
| Do you consider yourself to be disabled? | | | | | | | YES  NO | | | | | | |
| Is there any information that we need in order to offer you a fair selection interview/process? | | | | | | | | | | | | | |
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| **10. HEALTH/MEDICAL DETAILS** | | | | | | | | | | | | | |
| Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination | | | | | | | | | | | | | |
| **11. DATA PROTECTION** | | | | | | | | | | | | | |
| Please see the enclosed Privacy Notice in respect of use of your personal date. | | | | | | | | | | | | | |
| **12. DECLARATION** | | | | | | | | | | | | | |
| If you intend to submit this application by email, then your email will be taken as your agreement to the statement below. You may also be asked to sign a hard copy of this application form at interview.  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, disciplinary action may be taken which may include dismissal from the post.  I undertake to produce appropriate documentary evidence of my right to work in the UK, and for the purposes of an enhanced DBS check, prior to commencing work with the Trust. | | | | | | | | | | | | | |
| Signed | | | | | | | Date | | | | | | |
| **Please return your completed application form and equal opportunities monitoring form by email to: (details on advert)** | | | | | | | | | | | | | |

**INTERNAL USE ONLY**

Candidate reference number

Applicant shortlisted Y / N

Applicant appointed Y / N