|  |  |
| --- | --- |
| Please complete all sections of this form by typing or writing clearly in black ink. If necessary, please provide further information on a separate sheet. This application should be accompanied by a supporting statement which should be no more than 2 sides of A4, Arial font size 12 explaining your reasons for applying and how you consider yourself to be suitable for the post.**APPLICATION FORM****THE HEATH FAMILY (NW) MULTI ACADEMY TRUST** |  |
| **POST(S) APPLIED FOR:** | **SCHOOL :** |
| **Section A – Personal Details** |
| **Surname:**  | **Forename(s): Jo** |
| **Address:****Post Code:**  | **Telephone (Home):**  **(Mobile):**  **E-mail Address:** *We will normally send all correspondence by email unless you ask us not to.* |
| **Section B - Present or Most Recent Employment**  |
| **Job Title:** | **Present Salary:** | **Period of Notice:** |
| **Date Joined:** | **Date Left: (if applicable)** |
| **Name and address of employer:** |
| **Main Duties:** |
| **Section C – References**Please provide two professional referees (who are not friends or relatives). At least one referee should be your present or last employer or school. **Please note if you are shortlisted, we will contact referees prior to interview**. *Please ensure you provide an email address as this is the school’s preferred method of communication.* |
| **Name & Address** | **Occupation/****Relationship** | **Years known** | **Contact Details** |
|  |  |  | **Tel No:** **Email:** |
|  |  |  | **Tel No:****Email:** |
| **Section D - Previous Employment** |
| **Dates** | **Position held** | **Employer** | **Reason for Leaving** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Please explain any gaps in your Education and Employment history** |
| **Section E – Education and Qualifications and Training relevant to the position you are applying** |
| **From** | **To** | **School/College/University/Training Establishment** | **Subject/Title** | **Qualification and Grade Obtained** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TEACHER TRAINING (if applicable for role)** |
| **QTS Certificate No** |  | **Date of Qualfication** |  | **Teacher Reference Number** |  |
| **Main Subject** |  | **Subsidiary subject(s)** |  |
| **Section F – Relevant Professional Development and Training – *courses attended in the last 3 years*** |
| **Date** | **Course Title** | **Organising Body**  | **Duration** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Section G – Skills, Experience and Knowledge (Supporting Statement)** |
| Please give details of any relevant experience, skills or knowledge to support your application. Your supporting statement can continue on to a separate document, maximum two sides of A4 font 12, addressing the following points:* why you are applying for this post and how you meet the requirements for this job
* what contributions you feel you can make to students’ development within our school
* any particular areas of strength and expertise you feel you may have
 |
|  |
| **Section H – Rehabilitation of Offenders Act 1974** |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These 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 or see [here](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf). Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.  If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |
| **Section I – Declaration** |
| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list where appropriate c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. |
| **Signature:***If shortlisted, you will be asked to sign the application at interview***.** | **Date:**  |
| **Where did you find out about the post?** |