**You must complete all sections of the application form electronically or in black ink. We will use this form to help us decide on your suitability for the post so please make sure it is accurate and complete. Curriculum Vitae will not normally be accepted. Guidance Notes are included to help you complete this form.**



**APPLICATION FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academy Name: |  | | Closing date: |  |
| Post applying for: | |  | | |
| Where did you see this post advertised? | |  | | |

**Personal Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| First Name: | |  | Surname: | | |  |
| Address: | | | Title: | | |  |
|  | | | Former Name: | | |  |
| National Insurance No: | | |  |
| Home phone No: | | |  |
| Mobile phone No: | | |  |
| Postcode: |  | | Email address: | |  | |
| Are there any dates you would be unavailable for interview? | | | |  | | |

**References**

Please provide two references, one of which must be from your current or most recent employer. If you are currently employed by a supply agency please also provide a referee from your most recent paid employment. If you are applying for a job that means you will be working with children, and you have previously worked with children either on a paid or voluntary basis, one reference should be from the person or organisation that employed you, even if it is not your most current or recent employer. References from relatives or people who only know you as a friend are not acceptable. If you have not worked previously, then please give details of a school/college/university official.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name:(current or most recent employer (1)** | |  | | **Name:**  **(2)** |  | |
| **Address:** |  | | | **Address:** |  | |
| **Postcode:** |  | | | **Postcode:** |  | |
| **Phone No:** |  | | | **Phone No:** |  | |
| **Email:** |  | | | **Email:** |  | |
| **Job Title:** |  | | | **Job Title:** |  | |
| **Relationship to you:** | | |  | **Relationship to you:** | |  |
| **May be contacted if selected**  **for interview**  **Yes  No** | | | | **May be contacted if selected**  **for interview Yes  No** | | |

Safer recruitment processes require us wherever possible to take up references prior to interview. If you do not wish us to contact a referee prior to inteview, then please tick the appropriate box and use a separate sheet to explain why.

**Current/Most Recent Employment**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title: |  | | | | | | | | | |
| Name & Address of Employer: | | | | |  | | | | | |
| Post Title | |  | | | | Start date (dd/mm/yyyy) |  | End date (dd/mm/yyyy) | |  |
| Current salary: | | |  | | | Notice period required: | | |  | |
| Reason for leaving: | | | |  | | | | | | |
| Please give a brief outline of your current duties and responsibilities: | | | | | | | | | | |
|  | | | | | | | | | | |
| Please give details of your main achievements in this post: | | | | | | | | | | |
|  | | | | | | | | | | |
| **Additional Information** (required for teachers only) | | | | | | | | | | |
| |  | | --- | | Teacher Reference Number : | | Qualified Teacher status: Yes  No  NQT year completed: Yes  No  If yes, please provide the date you completed your NQT year:  Initial Teacher Training programme (please tick): School Direct  PGCE (University only)  Teach First  Other (please state) :  Have you been prohibited from teaching or placed under Yes  No  any restrictions by the TRA or any other regulatory body?  If yes to the above question please provide further details in an sealed envelope | | | | | | | | | | | |

**Previous Employment (please continue on a separate sheet if necessary)**

Please ensure you include your name and the post you are applying for on any additional sheets.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title & Employers Name & Address | Dates | | Main Duties | Reason for leaving |
| From (dd/mm/yy) | To  (dd/mm/yy) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Employment Gaps**

Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length. Continue on a separate sheet if necessary.

|  |  |  |
| --- | --- | --- |
| Dates from: | Dates to: | Reason for gap |
|  |  |  |
|  |  |  |
|  |  |  |

**Education**

Please give details of all education from secondary school level. If the post requires a particular qualification, you will be asked to produce original evidence at your interview if shortlisted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary and Further Education (please list in chronological order) | Level | Subjects | Grade/  Result | Year  Obtained |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Other training and development (including professional, vocational or job related training)**

|  |  |
| --- | --- |
| Title and brief description of course | Date |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Skills, Knowledge and Experience**

|  |
| --- |
| This section is the most vital part of the form. We need you to give us specific information to support your application so that we can shortlist in a fair and unbiased way. We recommend that you provide as much evidence as possible to show how your skills, abilities, knowledge and experience meet the selection criteria in the post description and person specification (where provided). These documents describe the essential experience and knowledge required for the post and may include competencies required. Please provide examples which relate directly to the post you are applying for: |
|  |

**Additional Information**

|  |  |
| --- | --- |
| **Availability:** Are there any dates when you are not available for interview? |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you licensed to drive any of the following? | Private Car |  | Motor Bike | |  | PCV |  | | Other (give details) | | | |  | | | | |
| Please confirm whether this will be your only employment? | | | | | | | | | | Yes |  | | | No\* | | |  |
| If no, provide details including days and hours worked and whether full- or part-time: | | | |  | | | | | | | | | | | | | |
| Are you in the process of ongoing disciplinary proceedings in your current employment? | | | | | | | | Yes \* | | | |  | | | No |  | |
| Have you been dismissed from any previous employment? | | | | | | | | Yes \* | | | |  | | | No |  | |

|  |
| --- |
| \* If yes, please indicate which employment and specify the reasons for your dismissal using a separate sheet.  ***If you are short-listed for interview the panel will discuss this with you and your current or previous employers.*** |
| **If you are related to anyone in this organisation please provide details:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Enhanced DBS Check:**  All posts defined as “regulated activity” are subject to an Enhanced DBS check so that any criminal background (including “spent” convictions, bind-over orders or cautions) is disclosed to the organisation. We cannot employ someone to this post without this check. If you are successful in applying for this post we will ask the DBS for a Disclosure.  In order to see the privacy policy in relation to use of personal data by the DBS please see  <http://www.gov.uk/government/publications/dbs-privacy-policies>  The amendments to the **Rehabilitation of Offenders Act 1974** (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website and by following the attached flowchart.  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.  ***Have you read and understood the DBS Privacy Policy prior to submitting your application and agree to an online DBS application?***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | YES\* |  | NO |  | (tick whichever is appropriate) |   ***Please note that if No is ticked then you are expected to complete a paper application, legally we cannot employ anyone without an enhanced DBS check. Confirmation of the above is needed prior to any check can be made.*** |

|  |
| --- |
| **Safeguarding Declaration**:  I declare that the information I have given on this form is complete and accurate and that:   * I am not barred or disqualified from working with vulnerable groups, children or young people * I am not subject to any sanctions or conditions on my employment imposed by the Disclosure and Barring Service, Secretary of State or other regulatory body.   Signed: Print Name:  Date: |

|  |
| --- |
| **General Declaration**  I consent to Cockburn Multi-academy Trust recording and processing the information detailed in this application form. I understand that the information may be used by the organisation in pursuance of its business purposes and my consent is conditional upon the organisation complying with their obligations under the Data Protection Act 1998 and updated 2018 regulations. Please see the privacy notice within application pack for more details.  I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history.  I understand that to knowingly give false information or to leave out any relevant information could result in:   * the withdrawal of any offer of appointment, or * my dismissal at any time in the future, and possible criminal prosecution   If you are sending this form to the Recruitment Team by email then you should note that, in the absence of a signature, the emailing of this application constitutes your personal certification that the details are correct.  Signed: Print Name:  Date: |

|  |  |
| --- | --- |
| **PLEASE RETURN THIS FORM TO**: | **Cockburn Multi-academy Trust** |

**Data Protection**

The information detailed in this application form will be used in the Organisation’s Recruitment and Selection Process, we will use the information given on this application form to determine your suitability for this post and to monitor equal opportunities. Personal details contained in your application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.

Your information may also be disclosed to the following third parties: Local Government Authorities, Central Government Authorities, Law Enforcement Authorities, organisations that handle or investigate the proper use of public funds, Payroll and HR, Survey and Research organisations (for monitoring purposes only).

Please be aware that providing false information is an offence and could result in your application being rejected, being summary dismissed and a possible referral being made to the police. Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed.