

# APPLICATION FORM

## VACANCY DETAILS

Job Title:		How did you hear about this vacancy?	
School:		Do you have a UK driving licence & access to a vehicle? (please note this is not required for all roles)	

## PERSONAL DETAILS

Forenames:		Preferred forename:	
Surname:		Previous surname(s):	
Address:		Title:	
		Home phone no:	
		Mobile phone no:	
Postcode:		Email:	
Date of birth (for safer recruitment checks we require candidates to provide their date of birth):			
National Insurance Number:			

## ELIGIBILITY TO WORK IN THE UK

<b>Do you have the right to work in the UK?</b>	
If you currently have a visa to work in the UK, please provide more details	
Type of visa:	Date of expiry:
If you do not have the right to work in the UK, please give details:	

## CURRENT/MOST RECENT EMPLOYMENT - You do not need to repeat these details in the Previous Employment History section

Employer name:			
Employer address:			
Your job title:			
Current salary:			
Date Appointed:		Notice period:	
Main duties:			
Reason for leaving:			
May we contact you at work if necessary?			

# APPLICATION FORM

## PREVIOUS EMPLOYMENT HISTORY SINCE LEAVING SCHOOL (most recent first) - We reserve the right to obtain references or to contact previous employers in addition to your named referees. Please note and explain any gaps in your employment history.

Employer/School name:			
Employer/School address:			
Employer phone number:		Email:	
Your job title:			
Main duties:			
Date Appointed:		Leave date:	
Reason for leaving:			

## PREVIOUS EMPLOYMENT

Employer/School name:			
Employer/School address:			
Employer phone number:		Email:	
Your job title:			
Main duties:			
Date Appointed:		Leave date:	
Reason for leaving:			

## PREVIOUS EMPLOYMENT

Employer/School name:			
Employer/School address:			
Employer phone number:		Email:	
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Main duties:			
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PREVIOUS EMPLOYMENT			
Employer/School name:			
Employer/School address:			
Employer phone number:		Email:	
Your job title:			
Main duties:			
Date Appointed:		Leave date:	
Reason for leaving:			

*Please continue on a separate sheet if required.*

**GAPS IN EMPLOYMENT** - Please explain any periods of time when you were not in employment between leaving school and the present. Include the dates for each gap and a brief reason.

**REFERENCES** - Referees named on this form must be your current (most recent) and previous employer. If you have not previously been employed or are returning to work after a substantial career break and are unable to provide previous employment references, please provide alternatives, e.g. the name of your course Tutor(s) / Head Teacher or a suitable professional.

**We will contact referees prior to interview.**

CURRENT/MOST RECENT EMPLOYER		PREVIOUS EMPLOYER	
Please note, this must be a Headteacher/Principle if applying from a school or college		Please note, this must be a Headteacher/Principle if applying from a school or college	
Name:		Name:	
Capacity known to you:		Capacity known to you:	
Organisation:		Organisation:	
Email:		Email:	
Phone number:		Phone number:	
Address:		Address:	

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## SUPPORTING STATEMENT

The information you provide in this section will be used in assessing your application and will determine whether you are shortlisted for interview or not. Please use this space to state how your skills, experience and training would enable you to meet the requirements of the job for which you are applying. Please continue on a separate sheet if required.

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## QUALIFICATIONS & PROFESSIONAL MEMBERSHIPS

Qualifications and professional memberships obtained (including HLTA status if applicable). **Please include GCSE, AS/A Level and Degree results)**

Course Title:			
School/College/University:			
Start date:		End date:	

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Course Title:			
School/College/University:			
Start date:		End date:	

## OTHER TRAINING/SHORT COURSES

Course details	Start date	End date

*Please continue on a separate sheet if required.*

## OVERSEAS – Please give details of any period/s of time spent outside of the UK

**Have you ever worked or lived outside of the UK?**

If yes, please complete the below:

Date from	Date to	Reason for leaving UK	Reason for return

*Please continue on a separate sheet if required.*

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## DECLARATION OF PERSONAL CONNECTIONS

Are you related to a School Governor/Trustee or an employee of the Trust?

If yes, please provide name:

And relationship to you:

All forms of canvassing will automatically disqualify candidates from appointment, e.g. you must not ask a School Governor/Trustee, or an employee of the Trust to use their influence to help you secure a job. If selected for interview, you must, at that stage, make known any personal or business relationship which may conflict with the role applied for.

## RECRUITMENT OF EX-OFFENDERS

Exeter Learning Academy Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and check to establish that a person is not barred from 'regulated activity' as defined by the Safeguarding Vulnerable Groups Act 2006.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013 and 2020) means 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 is disclosable can be found on the Ministry of Justice website.

As part of the selection process, questions may be asked about all aspects of your criminal record. This will be done confidentially by staff trained to identify and assess the relevance and circumstances of offences. The disclosure of a criminal record will not debar you from appointment unless it is considered that the conviction renders you unsuitable for appointment. In making this decision consideration will be given to the nature of the offence, how long ago it happened, your age, and any other relevant factors. Failure to reveal information that is directly relevant to the position may lead to an offer of employment being withdrawn.

## DATA PROTECTION LEGISLATION

**The information you have provided will be held in compliance with the Data Protection Act 1998.**

If you have previous Local Government service or other service which counts as continuous, the Trust will seek confirmation from your previous employer of your date of employment for continuous service purposes, in the event of you being offered the post. The Trust will also seek details of Parental leave and the number of day's sickness absence (not reasons) in the last 12 months. You are deemed to have given your consent by signing this application form.

### **Statement on the Recruitment of Ex-Offenders**

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## DECLARATION

I declare that the information I have provided on this application form is full, accurate, and complete. I understand that if I provide false information, or fail to provide full, complete, and accurate information this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory completion of recruitment checks applicable to the post. I understand that it is an offence for a person to a) seek to engage in regulated activity, b) offer to engage in regulated activity, or c) engage in regulated activity, if the person is barred.

Signature:

Date: