**TEAM Multi-Academy Trust**

**Job Application Form**

***We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.***

**Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.**

|  |  |
| --- | --- |
| Post applied for:Click or tap here to enter text. | Job reference:Click or tap here to enter text. |
| Academy:Click or tap here to enter text. | Closing date:Click or tap here to enter text. |

1. **Personal Detail**

|  |  |
| --- | --- |
| First name/s:Click or tap here to enter text. | Last name:Click or tap here to enter text. |
| Address:Click or tap here to enter text. | Contact telephone numbers |
| Click or tap here to enter text. | Daytime:Click or tap here to enter text. |
| Click or tap here to enter text. | Evening:Click or tap here to enter text. |
| Click or tap here to enter text. | Mobile:Click or tap here to enter text. |
| Postcode:Click or tap here to enter text. | Email address:Click or tap here to enter text. |

1. **Employment Detail – Present or most recent employment**

|  |  |
| --- | --- |
| Name of employer:Click or tap here to enter text. | |
| Job title:Click or tap here to enter text. | Salary:Click or tap here to enter text. |
| Dates from / to:Click or tap here to enter text. | |
| Period of notice / date available to start:Click or tap here to enter text. | |
| Key responsibilities:  Click or tap here to enter text. | |
| Reason for seeking new position / leaving:  Click or tap here to enter text. | |

**NB**. If you have more than one employment, please provide the information for each employment using a separate sheet if necessary.

1. **Previous Employment**

**Please start with the most recent** including any unpaid or voluntary work. Continue to a separate sheet if necessary*.*

|  |  |  |  |
| --- | --- | --- | --- |
| Job title and brief outline of duties | Name and address of employer | Dates  from - to  (month & year) | Reason for leaving |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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Please give details and an explanation for any gaps in your employment history:Click or tap here to enter text.

1. **Education, Training and Development**

**Secondary school/college/university/apprenticeship** including current studies, with the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of institution | Full / Part-time | Courses/subjects taken | Qualifications / grade |
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**NB**. We reserve the right to contact employers or educational establishments to verify details given.

**Details of any relevant learning and development.** Please include dates.

(e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)

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| --- |
| Click or tap here to enter text. |

**Professional / Technical membership**

|  |  |
| --- | --- |
| Name of professional / technical body | Grade of membership |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

1. **Supporting Statement**

Please read the job description and person specification. Using examples, show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

Click or tap here to enter text.

Please continue on a separate sheet if necessary.

# **Employment Checks for the Safeguarding of Children**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check. Any offer of employment made to an applicant is conditional upon satisfactory completion of all pre-employment checks. Please note it is an offence to apply for a role engaging in regulated activity relevant to children, if previously barred from regulated activity relevant to children.

**Rehabilitation of Offenders Act**

The Trust will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with the Trust.  As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

As you are applying for a post which is eligible for an Enhanced DBS Disclosure, you are required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance.

Therefore, if you have received a conviction or caution, which would not be filtered in line with current guidance, you must provide details below (including any convictions in a court of law outside of Great Britain) and any prosecutions that you have pending. If there are none please write ‘none’.

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| Click or tap here to enter text. |

# **Additional Information**

We are committed to equal opportunities in employment and service delivery and are only interested in your ability to do the job. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has,” a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”.

Do you have a disability? Yes  No

We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job. Please see the applicant guidance notes for further information.

Are you eligible to work in the UK? Yes  No

Do you require a work permit? Yes  No

Do you, your partner or family have any interests (financial, professional

or otherwise) that may conflict with your employment? Yes  No

(If yes, give details)

Are you related to any member of staff / trustee / governor at the school? Yes  No

If yes, give name and relationship:

**NB.** Soliciting support or information to give an unfair advantage may disqualify your application.



1. **References**

Please give details of at least two referees, one of whom must be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. References must cover a **minimum of three years** of employment.If there has been a gap in employment or where you do not have three years of employment, then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

**References may be taken up before an interview or offer of employment, unless you request otherwise.**

|  |  |
| --- | --- |
| Name:Click or tap here to enter text. | Name:Click or tap here to enter text. |
| Address:Click or tap here to enter text. | Address:Click or tap here to enter text. |
| Tel no:Click or tap here to enter text. | Tel no:Click or tap here to enter text. |
| Email:Click or tap here to enter text. | Email:Click or tap here to enter text. |
| Occupation/Relationship:Click or tap here to enter text. | Occupation/Relationship:Click or tap here to enter text. |
| How long have they known you?Click or tap here to enter text. | How long have they known you?Click or tap here to enter text. |
| I agree to this reference being taken up before an interview or offer of employment being made:  Yes  No | I agree to this reference being taken up before an interview or offer of employment being made:  Yes  No |

We will seek references for shortlisted candidates as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. If there are none please write ‘none’:

|  |
| --- |
| Click or tap here to enter text. |

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the Trust under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

|  |  |
| --- | --- |
| Signature: | Date: |

Where did you see the advertisement for this post?

Click or tap here to enter text.

In compliance with the General Data Protection Regulation (GDPR), we keep on file information from this application form and any documents you attach. This is required for recruitment monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 6 months. Please request a copy of our Privacy Notice for Job Applicants for full details.

**Your completed application should be sent to** [vacancies@team-mat.org.uk](mailto:vacancies@team-mat.org.uk) **by the closing date.**

**‘We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.’**