# 

#### Office use

Application Number

## Application for the post of ……………………….

We are committed to safeguarding and promoting the welfare of children.

All candidates will be expected to share and demonstrate this commitment.

1. **Personal Details**

|  |  |  |
| --- | --- | --- |
| Surname | | Title |
| Previous name (if applicable) | | |
| Forenames | | |
| Address  Post code | | |
| Home telephone | Work telephone | |
| Mobile telephone | | |
| NI Number | E-mail | |

1. **Present/most recent employment**

|  |  |  |
| --- | --- | --- |
| Job title | Date from/to | Grade/Salary |
| Name and address of employer  Post code | | |
| Major duties/responsibilities | | |
| Is this your sole regular employment? | | |
| Please state reason for leaving | | |

1. **References (one of these should be your current employer)**

Please note that references may be taken up before interview

|  |  |
| --- | --- |
| Name | Name |
| Address  Postcode | Address  Postcode |
| Telephone number | Telephone number |
| Email | Email |
| Working relationship | Working relationship |

1. **Previous employment (earliest first)**

Please start with the most recent including any paid or voluntary work.

Continue on 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 |
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Please give details and an explanation for any gaps in your employment history with dates.

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1. **Education**

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

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| --- | --- | --- | --- |
| Name of School/College | Dates  From – To  (month & year) | Courses/subjects taken | Qualifications/  grade |
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*NB. We reserve the right to contact employers or educational establishments to verify details given.*

**6. Other relevant training or work-related skills**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Dates  From – To  (month & year) | Organising body | Results |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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**7. Professional qualifications/membership**

|  |  |
| --- | --- |
| Name of professional / technical body | Grade of membership |
|  |  |
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**8. 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 of meeting the required criteria for the role.

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***Please continue on a separate sheet if necessary***

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1. **Interests**

**10. Additional Information**

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.



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 / governor at the academy? Yes ☐ No ☐



|  |
| --- |
| If yes, give name and relationship: |

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

1. **Employment checks for the Safeguarding of Children**

Uffculme Academy Trust 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 provide a Disclosure from the DBS.

**Rehabilitation of Offenders Act**

We 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 us.  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 a 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 you do not have any convictions, please write ‘None’. If you have any questions regarding the completion of this form, please contact the school**

Have you been cautioned or convicted of a criminal offence? Yes No

Do you have any criminal charges or summonses pending against you? Yes No

**If you have answered YES to either of the above, please give details (including the nature of the offence, the date of any conviction or caution and the sentence received)**

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1. **Applicant’s statement**

**Please delete where applicable.**

* I confirm that I am not disqualified from working with children or subject to sanctions imposed by a regulatory or professional body.
* I confirm that I have never been the subject of an abuse investigation or enquiry.
* I am/am not related to any senior member of staff or governor.
* I am prepared to undergo a medical examination.
* I can produce original documents to prove my qualifications.
* I certify to the best of my knowledge, the information given on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete, it could lead to withdrawal of the conditional notice of employment, without notice
* I understand that canvassing, directly or indirectly, will result in disqualification.

**Signature………………………………………….. Date……………………………..**

NB: References will be taken up on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children previous employers may be approached for information to verify particular experiences or qualifications before interview.

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| **Data Protection Act**  Information held by Uffculme Academy Trust complies with and is stored in accordance with the Data Protection Act 1998. If your application is successful, the information you have provided in the ‘Personal Details’ section will be used for payroll purposes and may be disclosed to the Inland Revenue. It will be disclosed within the School for security and administration.  **UAT Privacy Statement – Recruitment**  Please refer to our website for further information |

Please indicate where you heard about this vacancy: ……………………………