**Guidance Notes — Job Application Form in Microsoft Word Format**

You are advised to save this form to your hard drive so it can be completed in your own time and at your own pace.

**How to submit your job application form**

1. Please fill in the pages that follow. **Please complete all sections**

The form is designed for completion using Microsoft Word or a compatible word processing program.

Please provide evidence of how your experience, skills and abilities are relevant to your suitability for this post and how you meet the requirements of the post and the person specification in the Statement in support of application section of this form

Applicants should confine this to two sides of A4. An additional letter is not required.

Please help us to meet our statutory requirements by completing the Equal Opportunities section of the application form.

2. Save the document.

3. When you have finished, attach the document to an email, and return it to the email address given in the job information pack.

4. Alternatively you can print the completed document and send it by post to the address given in the information pack. DO NOT print this page. Choose ‘custom print’ and print page ‘2-‘ onwards.

Please note: we **DO NOT** accept unaccompanied CVs. We will only consider a CV as supplementary to a fully completed application form.

If you need to change your application after it has been submitted (for example, to change a referee's contact information) please contact us **before** sending a second copy of your application form.

**Note** our email is not encrypted. However, the Propeller Academy Trust ensures that only staff who have a business reason to look at your information or data can do so. Staff cannot look at your information or data for personal reasons or out of curiosity. We will comply with the Data Protection Act 1998 in connection with our obligations under the Terms. You should be aware that owing to the nature of email your data may pass through countries that do not have comparative data protection laws.

Please leave this page blank

**Application Form**

Please read the Guidance Notes above before completing this form

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| **Post details** | | | | | | |
| **Post applied for** |  | | | | **Reference** |  |
| **School name** |  | | | | **Post location** |  |
| **Preferred working hours** | **F/T** |  | **P/T** |  | **If P/T no of hours?** |  |

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| **Personal details** | |
| **Title (Mr, Mrs, etc.)** |  |
| **First name** |  |
| **Middle name** |  |
| **Surname (family name)** |  |
| **All previous surnames** |  |
| **National Insurance number** |  |

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| **Address details** | |
| **House name** |  |
| **House number & street** |  |
| **Address Line 2** |  |
| **Town** |  |
| **County** |  |
| **Postcode** |  |
| **Home phone** | Area code       number |
| **Work phone** | Area code       number |
| **Mobile phone** |  |
| **Email address (our main method of contacting you will be through the e-mail address you provide here)** |  |
| **Preferred contact method** |  |

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| **Current employment or occupation** | |
| **Job Title** (or course details if currently a student) |  |
| **Name of Employer** |  |
| **Current salary** (if part-time include percentage of full-time) |  |
| **Reason for Leaving** |  |
| **Date started** (month/ year) |  |
| **Notice Period needed** |  |
| **Date available to start** |  |

**If you are currently working in a school, please complete the section below**

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| **Type of School** |  |
| **Local authority/Academy Trust** |  |
| **Number of pupils on roll** |  |
| **Age group taught** |  |

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| **Previous employment or occupation** |
| Please give a **full history**, in chronological order, starting with your most recent occupation and ending with your first occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training please record details providing an explanation (e.g., looking for employment, travelling, or time taken out of paid employment due to childcare responsibilities etc.). Provide start and end dates for all occupations. If you have further periods, please place on a numbered continuation sheet. (Please note-for safer recruitment purposes you **MUST** provide your full employment history) |

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| **Job title or Occupation** | **Employer's Name  (for Schools; School Name, local authority and type of school)** | **Number of pupils on roll (schools only)** | **Age group taught (schools only)** | **Salary** | **Date started (month/ year)** | **Date left (month/ year)** | **Reason for leaving** |
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Continue on separate sheet as necessary

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| **Qualifications** | | | | |
| Please list **ALL** qualifications you have gained or are undertaking (e.g. **GCSEs, A-levels, Degree, NVQs**, professional qualifications) and any additional training you have undertaken which is relevant to the post which you are applying for. If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.  If you need to add further qualifications, please put these in the *Relevant Skills and Experience* section. | | | | |
| **Do you have Qualified Teacher Status (QTS)?** | |  | | |
| **Teacher reference number** | |  | | |
| **Name at time of degree, qualification or PGCE (if different)** | |  | | |
| **Name of qualification** | **Subjects and grades or results expected** | | **School/ College/ University attended** | **Date awarded (month/ year)** |
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| **Training** | |
| Please list any additional training you have undertaken which is relevant to the post for which you are applying. If you need to add further items, please put these in the *Relevant Skills and Experience* section. | |
| **Name of course** | **Date completed (month/ year)** |
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| **Statement in support of application** |
| Please provide evidence of how your experience, skills and abilities are relevant to your suitability for this post and how you meet the requirements of the post and the person specification.  **Applicants should confine this to** **two sides of A4. An additional letter is not required.**  This field will expand as necessary to contain your details. You can cut and paste information into this field, but formatting (bullet points, bold font, etc.) may be lost. It is advisable to save your work regularly. |
| **Statement in support of application** |

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| **Referees** | | | |
| Please give details of at least two referees who can confirm that you meet the selection criteria for the post. **Your referees should not be related to you in any way nor writing solely as a colleague or friend**.  If you are (or have recently been) employed, one **must** be your current or last employer i.e. Head of the Establishment.  If you are (or have recently been) a student, one should be a senior staff member from your place of study.  If you are not currently working with children or young people but have done so in the past, one referee must be from the Head of the Establishment.  Please note that, for school roles, we normally take up references for all shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. | | | |
| **Referees:** | **Referee 1**  **(Current or most recent line manager)** | **Referee 2** | **Referee 3** |
| **Title** |  |  |  |
| **First name** |  |  |  |
| **Surname (family name)** |  |  |  |
| **Organisation name and position of referee, or relationship to you** |  |  |  |
| **Address** |  |  |  |
| **Postcode** |  |  |  |
| **Telephone (inc. area code)** |  |  |  |
| **Email address** |  |  |  |
| **May we contact this referee without further authority from you?** |  |  |  |

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| **Additional details** | |
| **Is anyone in your household or family an employee, school governor or member of the Propeller Academy Trust or one of its member schools?** |  |
| **If you have answered "Yes" to the question above, please provide details:** | |
| **Do you require sponsorship under the UK points based registration system?** |  |
| **If you answered "Yes" to the question above, please provide details** | |
| **Where did you see this post advertised? (Double click).**  **Website**  **Publication**  **Other**  **Employee referral  Please provide details/name of the employee who referred you** | |

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| **Convictions policy** |
| The Propeller Academy Trust applies the Safer Recruitment in Education standard to all appointments. The Child protection and safeguarding policy can be accessed via each member schools website.  Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children and bring this in a sealed envelope to interview.  We are asking you for this information because we have a duty to balance our commitment to help ex-offenders find work with our need to protect the public and those in the school’s care who are receiving it's services. The Trust’s policy states clearly that only relevant convictions are taken into account.  Self declaration is subject to Ministry of Justice guidance on disclosure of criminal records. Further information can be found on <https://www.gov.uk>  Any information you provide at shortlisting stage will be completely confidential and will be considered only in relation to the job for which you are applying.  Please note that any offer of employment will be subject to satisfactory disclosure certificate from the Disclosure and Barring Service (DBS). |

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| **Data Protection Statement** |
| The personal information you provide on this form is collected and processed by The Propeller Academy Trust. The Propeller Academy Trust is the data controller of your personal information. Please see The Propeller Academy Trust’s general privacy notice at [The Propeller Academy Trust - GDPR and KCSIE](https://www.thepropelleracademytrust.org.uk/page/?title=GDPR+and+KCSIE&pid=24)  The Propeller Academy Trust will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees and from carrying out security or DBS checks (when such checks are relevant to the post), to assess your suitability for employment with us, for administration and management purposes and for statistical analysis.  We may disclose your information to our service providers and agents for these purposes and **by submitting this application form you are consenting to our processing this for the purposes above**.  If your application is unsuccessful, we will keep your information for 12 months in accordance with legal requirements and for administration purposes.  Under the General Data Protection Regulation 2016 and Data Protection Act 1998 2018. (the data protection legislation) you have a right of access to the information we hold about you for which we may charge a small fee, and you have a right to correct any inaccuracies in your information. Please contact the Chief Operations Officer (Trust DPO), **Propeller Registered Office: Fitzwaryn School, Denchworth Rd, Wantage, OX12 9ET**  **T. 01235 764504** |

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| **Declaration** | | | |
| **You cannot sign this form on screen.** By submitting this form as an email attachment you undertake that the information you have provided is true and accurate to the best of your knowledge. You will be required to sign your application at a later stage of the selection process.  The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection statement contained in this document. | | | |
| **Signed** |  | **Date** |  |

(form continues below)

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| **Equal opportunities** |
| The Propeller Academy Trust is an equal opportunity employer and is committed to promoting equality and social inclusion. The Propeller Academy Trust operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help the Trust monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.  The recruitment monitoring section of the application form will be detached before the form reaches the selection panel or if on the online recruitment system this information will not be made available to them. |

|  |  |
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| **Personal details** | |
| **Surname (family name)** |  |
| **First name** |  |
| **Date of birth (dd/mm/yyyy)** |  |
| **Gender** |  |
| **Sexual orientation** |  |
| **Do you consider that you have a disability?** |  |
| **Religion or belief** |  |
| **To which of the following groups do you consider you belong?** |  |
| **Are you employed by The Propeller Academy Trust?** |  |

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| **Information for candidates with a disability** |

The Propeller Academy Trust welcomes applications from all sectors of the community, including candidates with a disability.

The Equality Act 2010 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.”

The Propeller Academy Trust provides information, advice and guidance on employment-related issues to applicants with a disability or long term health condition. For more information contact the Trust Head Office at Fitzwaryn School on 01235 764504.

**Arrangements if selected for interview**

If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were invited to interview:

|  |  |
| --- | --- |
| Interview information on audio tape |  |
|  |  |
| Interview information in large print format |  |
|  |  |
| Sign language or other assistance with |  |
| communication at interview |  |
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| Other assistance details: | | |

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| Induction loop in interview room |  |
|  |  |
| Wheelchair-accessible location for interview |  |
|  |  |
| Car parking space for interview |  |
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| Facility for personal carer, assistant or other |  |
| person to accompany you at interview |  |

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| Other requirements — please give details: |

**Arrangements if appointed**

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| Please give details below of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed. |

End of form.