Application for Employment

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| Personal Details | Position applied for |  |
| Where did you see the vacancy? |  |
| First Name |  | Address and Postcode |  |
| Last Name |  |
| Telephone (mobile) |  |
| Email Address |  |
| Are you registered by the DfE as a qualified teacher | Yes/ No |

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| Current/most recent position | Job Title  |  | Employer |  |
| Address of Employer |  |
| Dates *(to/from)* |  | Current Salary  |  |
| Date available to start |  |
| Key responsibilities *(and subject taught if applicable)* |  |
| Reason for Leaving |  |

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| Previous Employment |
| Job Title |  | Employer |  |
| Dates (to/from) |  | Reason for leaving |  |
| Summary of duties |  |
|  |  |
| Job Title |  | Employer |  |
| Dates (to/from) |  | Reason for leaving |  |
| Summary of duties |  |
|  |  |
| Job Title |  | Employer |  |
| Dates (to/from) |  | Reason for leaving |  |
| Summary of duties |  |
|  |  |
| Job Title |  | Employer |  |
| Dates (to/from) |  | Reason for leaving |  |
| Summary of duties |  |

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| Please account for all gaps in your employment history |
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| Education and Training | Name of school/college/University | Dates *(to/from)* | Course/Subjects | Qualification and Grade |
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| Professional memberships | Name of Professional Body | Grade of membership |
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| Supporting Statement | Please show, using examples, how your knowledge, skills and experience match the requirements of the role. |
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|  | Yes  | No |
| Additional Information | We are committed to interviewing people with a disability who meet the essential criteria for the role. Do you have a disability? |  |  |
| Are you eligible to work in the UK? |  |  |
| Do you, partner or family have any interests (financial, professional etc) that may conflict with your employment? |  |  |
| If yes, please give details |  |
| Are you related to any member of staff/governor or pupil in the Trust? |  |  |
| If yes, please give details |  |
| **Please ensure references cover a period of at least 5 years and include your most recent employer or training provider (a minimum of two references are required for all positions)** |

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| Reference 1 | Name  |  | Tel Number |  |
| Email |  | Relationship to you |  |
| Company/Organisation |  | Postal Address |  |
| How long have they known you? |  | I agree to this reference being taken up before interview | Yes | No |

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| Reference 2 | Name  |  | Tel Number |  |
| Email |  | Relationship to you |  |
| Company/Organisation |  | Postal Address |  |
| How long have they known you? |  | I agree to this reference being taken up before interview | Yes | No |

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| --- | --- | --- | --- | --- |
| Reference 3 | Name  |  | Tel Number |  |
| Email |  | Relationship to you |  |
| Company/Organisation |  | Postal Address |  |
| How long have they known you? |  | I agree to this reference being taken up before interview | Yes | No |

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| Please include details of any additional references below. Please also provide details or any issues that may be raised in any references. If there are none, please write ‘none’. |
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| Safeguarding 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 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. You will also be required to provide details if you are subject to sanctions imposed by a regulatory body, e.g. the National College of Teaching and Leadership (NCTL). |

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| Data Protection | Information from this application may be processed for any purposes registered by the academy under data protection legislation. individuals have the right of access to personal data held about them by the academy. This information will be disclosed only to those persons authorised to see it, will be used for the selection process and, for successful candidates will be retained on their personnel file, used for payroll and administrative purposes and may be disclosed to government departments where there is a legal obligation to do so. Information held about unsuccessful candidates will be destroyed after 12 months. Our privacy notice can be found [here](https://www.tedwraggtrust.co.uk/wp-content/uploads/2018/05/Privacy-Notice-Staff.pdf). |

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| Declaration | I declare that the information given is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the academy 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. |
| Name |  | Date |  |

*Thank you for applying to join the Ted Wragg Trust.*

*Your completed application should be sent to the address/email as specified in the application pack.*