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| CONFIDENTIAL  |  |
| **APPLICATION FORM FOR APPOINTMENT TO A POST** **AT MAYFLOWER SPECIALIST SCHOOL ACADEMY TRUST** |
| Please complete clearly in black ink or typescript. This application form must be completed in full. A personal curriculum vitae will not be accepted as a replacement for any part of this form. |
| We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment. |
| **\*** ***For non-teaching posts you can disregard the boxes shaded in green if these are not relevant to you***. |
| **Please return this form to Mrs G Mimms, Trust Human Resources Officer, by email:** **gina.mimms@msat.education** |
| *If you have not been invited for an interview within 4 weeks of the closing date, please assume that your application has not been successful on this occasion*. |
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| Details of Position |
| **Post Applied for** |   |
| Personal Details |
| **Title** *(optional)* |   | **First Name** |   | **Surname** |   |
| **Previous Names** |   |
| **Address****and** |    |
| **Post Code** |   | **Email Address** |   |
| **Mobile phone number**  |  |  **Home phone number** |  |
| **Work phone number** *(optional)* |  |  **NI Number** |  |
| \* DfE Reference Number *(Formerly DCSF/DfES/DFEE)*  |  |
| Referees |
| Please give details of two referees. If you are, or have recently been employed, one must be your current or last employer. If you have worked with children in the past, one of your referees must be able to make reference to your work with children. If your current or last employment was within a school, one referee must be the head teacher. If you are a student, one should be a senior staff member from your place of study. Your referees must not be a relative or partner. *Please mark with an X the relevant box for current or last employer for referees 1 and 2* |
| **1) Current Employer** |  | **Last Employer** |  | **2) Current Employer** |  | **Last Employer** |   |
| **Name** |   | **Name** |   |
| **Job Title** |   | **Job Title** |   |
| **Address** |   | **Address** |   |
| **Daytime phone number** |   | **Daytime phone number** |   |
| **Email** |   | **Email** |   |
| **Capacity in which known to you** |   | **Capacity in which known to you** |   |
| **References will be taken up after shortlisting and before interview. We may request additional referees.** |

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| Present or last employment |
| *If you have more than one post please provide details of the most relevant post here and include your other post/s under 'Previous Employments.'* |
| Present Post Title |  |
| Date Appointed |  | Current Salary |  | Scale Point/TLR |  |
| Part time / Job Share *(mark with an X)* | **Yes** |  | **No** |  | **Notice required** |  |
| Name of Company/Employer / School  |    |
| Type of School *(e.g Primary/Secondary/ Single/Mixed Sex)* |  |
| Address of Workplace |    |
| Telephone Number |  | LEA *(if applicable)* |  |
| Number on Roll |   |   Age Range Taught |    |
| Key Duties and Responsibilities  |
| Reason for wanting to leave  |

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| Previous Teaching/Leadership PostsPlease list in chronological order. Be explicit about the type of school or college and the length of time that the post was held. Please give reasons and duration for any gaps when you have not been in employment. |
| **Name of Local Authority** | **Name, contact details and type of school/college and whether single/mixed sex** | **Approx. Number on Roll** | **Age Range Taught** | **Post Title, Grade or Scale, Full or Part Time** | **Dates (month and year)** | **Reason for Leaving** |
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| If necessary continue on a separate sheet at the end of this form. |
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| Previous Employments (other than teaching)Please include any voluntary work, giving reasons and the duration of any gaps when you have not been in employment. |
| **Name and contact details of previous employers** | **Position and Responsibilities** | **Dates (month and year)** | **Reason for leaving** |
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| *If necessary continue on a separate sheet or use the sheet provided at the end of this form.* |

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| Education, Training, Qualifications and Professional MembersPlease list in chronological order. Documentary evidence of relevant qualifications / memberships must be presented at interview; these must be originals. |
| **Secondary, Higher and Further Education / Organising Body / Professional Association** | **Qualification/s Achieved**If relevant, include key stage training, subject specialism specialist training or special studies (publications or research dissertations) | **Level and Grade** | **Date From *(Month and Year)*** | **Date To *(Month and Year)*** |
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| *If necessary continue on a separate sheet or use the sheet provided at the end of this form.* |

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| Age group for which trained(Mark with an X in the relevant box) | **Pre KS1** |  | **KS1** |  | **KS2** |  | **KS3** |  | **KS4** |  | **KS5** |  |

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| **LA where probation/induction was completed** |  |

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| Personal Statement*While referring to the Job Description and Person Specification, explain how you would relate your education, training and experiences (including those not related to employment) to the requirements of the post for which you are applying.* |
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| *If necessary continue on a separate sheet or use the sheet provided at the end of this application.* |

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| Asylum and Immigration Act, 1996Can you provide evidence of your legal right to work in the UK? (You will be required to produce this evidence at interview.) *Mark with an X in the box* |
| **Can you provide evidence of your legal right to work in the UK?** *(You will be required to produce this evidence at interview.)* | **Yes** |  | **No** |  |

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| Disabled People |
| Mayflower Specialist School Academy Trust welcomes applications from disabled people. We are committed to ensure that disabled people are supported and treated fairly at every stage of their selection, employment and career development.We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for. Please tick the box below if you consider yourself to have a disability\*. In addition please advise us of any reasonable adjustments which are needed to ensure the interview is accessible to you. *\*For this purpose, disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months, or is likely to last for the rest of a person's life.* |
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| **Do you consider yourself to have a disability?** |  | **Yes** |  | **No** |  |
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| **Do you have any special requirements in relation to your interview arrangements?**  | **Yes** |  | **No** |  |
| ***If 'Yes' please give details below*** |
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| Are you, to the best of your knowledge, related to Senior Staff or Members of the Trust Board of Mayflower Specialist School Academy? |
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|   | **Yes** |   |  | **No** |   |   |
| *If you have answered yes to the above please state their name and position below* |
| **Name** |    |
| **Position** |    |
| *A candidate who fails to disclose their relationship to a member of the Senior Staff or Trust Board of Mayflower Specialist School Academy Trust may have their application rejected. If appointed they may be subject to disciplinary action or dismissal.* |

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| Criminal convictions - Rehabilitation of Offenders Act 1974 |
| All applicants are required to provide full details about any criminal record they may have. The successful applicant will be required to make an application to the Disclosure and Barring Service (DBS) for disclosure under the provisions of the Policy Act (1977). Mayflower Specialist School Academy Trust will ask for proof of identity at the interview and submit the application to the DBS, paying the necessary fee.The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving working with children, vulnerable adults or other positions of trust. The post you are applying for is subject to an enhanced disclosure and you must provide details of all convictions, either in the UK or abroad, including those 'spent' under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, cautions and bind-overs, reprimands, warnings, investigations or prosecutions pending. You must also inform us if you are on the children's barred list of individuals barred from working in education under section 142 of the Education Act 2002, (previously List 99), or subject to sanctions imposed by a regulatory body, for example, The General Teaching Council.Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background of our offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for.Failure to disclose any information required of you may result in your application being rejected, disciplinary action or dismissal.  |
| Do you have any criminal record information to disclose? | **Yes** |  | **No** |  |   |
| *If Yes, please give details below including the nature of the offence / alleged offence, date and full name at the time of the offence.* |
| If you are a foreign national or a UK resident who has lived or worked abroad you must obtain a Certificate of Good Repute from that country(ies) Embassy in the UK. For example, if you have worked in France, you must obtain a Certificate of Good Repute from the French Embassy in the UK. |
| CONVICTIONS |
|   |
| PROSECUTIONS PENDING |
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| DISQUALIFICATION ORDER |
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| *GOVERNMENT DEPARTMENT LISTS including DCSF Lists, Disclosure and Barring Service, Department of Health (DoH) Protection of Children Act List (PoCA), or Department of Health (DoH) Protection of Vulnerable Adults (PoVA).* |

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| General Teaching Council for England |
| It is a legal requirement for qualified teachers teaching in a maintained school, non-maintained school or pupil referral unit in England to be registered with the General Teaching Council for England (GTC). This includes supply teachers and centrally employed teachers who spend any proportion of their time teaching in these schools. You need to be aware that if appointed, a check will be carried out by Mayflower Specialist School Academy Trust with the GTC to ensure that you are registered with them. The check will also cover any disciplinary sanctions that may have been imposed by the GTC(E) in respect of an individual teacher through their own disciplinary process. |

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| Where did you see this vacancy advertised?*(Please be specific, for example, Link line / Gainsborough Standard / Lincolnshire Echo / Job Centre / Word of mouth / Other)* |
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| Declaration |
| **The information I have given on this form is true and accurate to the best of my knowledge**.* I have read or had explained to me and understand all the questions on this form.
* I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
* I understand that satisfactory references, DBS disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.
 |
| **Signed** |   | **Date** |   |
| *If submitting this form via email you are declaring that the information stated is true and accurate. You will be asked to sign this form if you are invited to an interview.* |

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| All information provided on this form will be dealt with in accordance with the Data Protection Act 1984, Amended 1998. This information may be computerised and used for administrative purposes within Mayflower Specialist School Academy Trust. All personal information computerised by the Academy has to be registered and may only be used and disclosed as described in the Data Protection Register. |

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| Recruitment Monitoring |
| Mayflower Specialist School Academy Trust is committed to achieving fairness and quality in employment as contained within their Equality and Diversity policy. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form you will be supporting the Academy in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This page will be detached from your application form, stored securely and confidentially and will not be taken into account when making the appointment. |
| **Title** |  | **Surname** |  | **First Names** |  |
| **Nationality** |   | **Date of Birth** |   |
| **Are you** | **Male** |  | **Female** |  |    |
| **Post Applied For** |   | **Full Time** |   | **Part Time** |   |
| **What is your ethnic group?**Choose ONE section from A to F, then tick the appropriate box to indicate your cultural background |
| **White** |  | **Black, Black British** |  |
| British |  | Caribbean |  |
| Irish |  | African |  |
| **Any other White background, please state below** | **Any other Black background, please state below** |
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| **Mixed** |  | **Chinese, Chinese British** |  |
| White and Black Caribbean |  | Chinese |  |
| White and Black African |  |  |  |
| White and Asian |  |  |  |
| **Any other Mixed background, please write in** | **Any other background, please write in** |
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| **Asian, Asian British** |  | **Gypsy / Traveller** |  |
| Indian |  | Romany Gypsy |  |
| Pakistani |  | Irish Traveller |  |
| Bangladeshi |  |  |  |
| **Any other Asian background, please write in** | **Any other Traveller background, please write in** |
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| **I prefer not to disclose** |  |

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| **To which age band do you belong?** | 16-19 |  | 20-24 |  | 25-29 |  | 30-34 |  | 35-39 |  |
| 40-44 |  | 45-49 |  | 50-54 |  | 55-59 |  | 60+ |  |

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| CONTINUATION SHEET / Employment History*If necessary, please use this additional area to record any further employment history.**Previous Employments (other than teaching) Please include any voluntary work, giving reasons and the duration of any gaps when you have not been in employment.* |
| **Name and contact details of previous employers** | **Position and Responsibilities** | **Dates (month and year)** | **Reason for leaving** |
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| CONTINUATION SHEET / Qualifications*If necessary, please use this additional area to record any further information regarding qualifications* |
| **Secondary, Higher and Further Education / Organising Body / Professional Association** | **Qualification/s Achieved** | **Level and Grade** | **Date From (Month and Year)** | **Date To (Month and Year)** |
| **If relevant, include key stage training, subject specialism specialist training or special studies (publications or research dissertations)** |
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| CONTINUATION SHEET *If necessary, please use this additional area to record any further details.* |
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