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**Application for Employment**

**DATA PROTECTION NOTICE**

Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:-

* You have given us your consent
* We must process it to comply with our legal obligations
* We need to process it for our legitimate interests

**Office Use Only**

**App No: Shortlisted: Interviewed:**

**Successful: Accepted: Date Accepted:**

|  |  |
| --- | --- |
| **JOB TITLE** | **JOB REFERENCE NO** |
| **CLOSING DATE** |  |
| Disclosure and Barring and childcare disqualification | |
| The Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren’t “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  We’ll use the DBS check to ensure we comply with the Children Disqualification Regulations.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and The Trust privacy statement.  **Do you have a DBS certificate yes no** Date of check:  If you’ve live or worked outside of the UK in the last 5 years The Trust may require additional information in order to comply with “safer recruitment” requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years? Yes no** | |

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| **Right to work in the UK** |
| The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested.  **Sign and date:** |

**Instructions:-** Please complete all sections of this form using black ink or type.

The sections of this application form that include your personnel details including equalities monitoring information will be detached prior to the shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full. Applications can be returned via post marked private and confidential to **the HR Officer – Abbeyfield Primary Academy, Orphanage Road, Sheffield. S3 9AN** or via email to [applications@abbeyfield.sheffield.sch.uk](mailto:applications@abbeyfield.sheffield.sch.uk)

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Preferred title |  |
| Previous surname |  |
| If you prefer to be called by a name other than the one listed above, please specify |  |
| **CONTACT DETAILS** | |
| Address |  |
| Postcode |  |
| Home phone |  |
| Mobile phone |  |
| Email address |  |

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| **Disability and accessibility** |
| The Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  Are you registered disable YES / NO \*delete as applicable  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you’re called for an interview, please state the arrangements you require: |

**Relationship to The Trust/School**

Please list any personal relationships that exist between you and any of the following members of The Trust/school community:-

* Trustees
* Staff
* Pupils

If you are in a relationship with a trustee or employee, this does not necessarily prevent them from acting as a reference for you.

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| **Name** | **Relationship** | **Role at school/Trust** |
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**APP NO**

**CURRENT EMPLOYMENT**

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| --- | --- | --- | --- | --- | --- |
| **Current employment details (non-teaching roles)** | | | | | |
| **Job title** | **Employer details – name, address, email and phone no** | **Dates employed** | **Permanent or temporary**  **Full/part time** | **Salary details** | **Description of responsibilities** |
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**PREVIOUS EMPLOYMENT** – please provide details of previous employment. List the most recent employment first.

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| --- | --- | --- | --- | --- |
| Job title | Name and address of employer | Dates employed | Description of responsibilities | Reason for leaving |
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| **GAPS IN EMPLOYMENT** – please use the space below to explain any gaps in your employment | | | | |

**EDUCATION AND TRAINING**

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| **Education and qualifications** | | |
| Please provide details of your education from secondary school onwards.  You’ll be required to produce evidence of qualifications | | |
| **Dates attended (month & year)** | **Name and location of**  **School/college/university** | **Qualifications gained**  **(including grades)** |
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| **Training and professional development** | | | | |
| Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application | | | | |
| **Course dates** | **Length of course** | **Course title** | **Qualifications obtained** | **Course provider** |
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| **Teacher status (if applicable)** | |
| Teacher reference number |  |
| Do have a QTS? |  |
| QTS certificate number (where applicable) |  |
| Date of qualification |  |
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct? |  |
| Are you subject to a General Teaching Council sanction or restriction? |  |

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| **Additional information –** please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests. |

**REFERENCES** – please give the names of 2 people who are able to comment on your suitability for this post. One must be your present or last employer. If you are a teacher or have working in a school previously, the referee must be the Headteacher. If you have not previously been employed, please provide details of two other suitable references – these may be character references from someone that knows you but not family members or anyone with whom you have a close personal relationship.

The Trust/school reserves the right to seek any additional references we deem appropriate.

Please let your referees know that your referee know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted.

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Relationship to you** | **Address and postcode** | **Contact number** | **Email address** | **Is this your current employer?** |
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If either of your referees knows you by a different name, please state:

If you do not wish us to contact your referees without your prior agreement, please tick this box