|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *The Omnia Learning Trust is committed to ensuring that its workforce is representative of the community it serves. We expect our workforce to include people with disabilities, women, black and ethnic minority people and lesbians and gay men. We are looking for applicants, particularly from the local community, who are committed to our Equal Opportunity Policies.* | | | | | | |
| **Post applied for:** |  | | | | | |
| 1. **Personal Details** | | | | | | |
| Last name: |  | | First name |  | | |
| Email address: |  | |  |  | | |
| Home address:  House number and street |  | | | | | |
| Town |  | | Postcode |  | | |
| Home phone number |  | | Mobile phone number |  | | |
| DFE number |  | | Date when free to start |  | | |
| 1. **Current or most recent Post** | | | | | | |
| Position held: |  | | | | | |
| Name of school or company where position is held | |  | | | | |
| Address of school or company | |  | | | | |
| Current Salary | |  | | | | |
| Start date | |  | | | Leaving date if applicable |  |
| Reason for leaving: (if appropriate) | |  | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Employment History** Previous posts held | | | | | | | | | | |
| *Please give details of ALL previous posts held, full or part time in chronological order. Please account for ALL gaps in employment history. You must account for all time since leaving full time education (or gaps in between education if applicable). You will be asked about gaps should you be shortlisted for interview. If you are an ECT please include your placement schools. Please continue on a separate sheet if necessary.* | | | | | | | | | | |
| *School or other employment. Include address and size of school* | *Position held* | *Start date* | *Leaving date* | | *Full or part time (give hours)* | | | *Year groups taught* | *Reason for leaving* | |
|  |  |  |  | |  | |  | | |  |
|  | | | | | | | | | | |
| 1. **Education History** | | | | | | | | | | |
| *Please give details in chronological order from most recent education experience to secondary school. Proof of qualifications will be required prior to confirmation of appointment.* | | | | | | | | | | |
| School/University/College | Start date | Leaving date | Qualifications and grades obtained | | | | | | | |
|  |  |  |  | | | | | | | |
| 1. **Courses attended** | | | | | | | | | | |
| **Course** | | **Organising body** | | **Qualification (if appropriate)** | | **Date** | | | | |
|  | |  | |  | |  | | | | |

|  |  |  |
| --- | --- | --- |
| 1. **Statement of Application** | | |
| You are advised that shortlisting will be undertaken with reference to the criteria given in the person specification and job description. Please restrict your statement to the available space. | | |
| Please write your statement here: | | |
| *If you need further space please continue in the box on the following page* | | |
| *Personal statement continued….* | | |
|  | | |
|  | | |
| 1. **Reference details** | | |
| At least two references will be taken up in respect of your present/most recent employment. This MUST include your current **headteacher or (line manager if you are not a teacher). (**if you are an ECT please use the headteacher of your last placement as your first referee). A second reference should relate to current or previous employment or training. References will usually be taken up PRIOR to interview. | | |
| **Referee 1:** | | |
| Name: |  | |
| Post held |  | |
| Business/school address |  | |
| email |  | |
| Phone number |  | |
| **Referee 2:** | | |
| Name: |  | |
| Post held |  | |
| Business/ school address |  | |
| email |  | |
| Phone number |  | |
| **Referee 3:** | | |
| Name: |  | |
| Post held |  | |
| Business/ school address |  | |
| email |  | |
| Phone number |  | |

|  |
| --- |
| **Declarations:** |
| This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check.  If you are shortlisted for interview you will be required to declare any cautions, convictions, reprimands or final warnings which are not protected (i.e. that are not filtered out\*, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). You will also be required to disclose any pending criminal proceedings against you or current police investigations, including those relating to other employment or matters outside work. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, for example through the DBS check, then this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to the ROA and data protection legislation.  Any cautions, convictions, reprimands or final warnings (as per above) must be disclosed at interview.  As per KCSIE 2023 guidance, the Trust will instruct “Verifile” to carry out an online social media search (to help identify any incidents or issues that have happened or are publicly available online) for all successful candidates as part of its due diligence and Safer Recruitment procedure. Please disclose in the box below anything that may show up on your social media footprint that could bring your character in to disrepute. Should you not declare anything of relevance and this is subsequently revealed, this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to data protection legislation.  \* Amendments to the Exceptions Order 1975 provide that certain spent convictions and cautions are ‘protected’ meaning that they are not subject to disclosure to employers and cannot be taken into account.  All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering collection of the Gov.uk website and further information on disclosing a criminal record can also be obtained from Nacro: **www.nacro.org.uk** |
| **YOU WILL BE ASKED TO COMPLETE A SELF DECLARATION FORM SHOULD YOU BE SUCCESSFULLY SHORTLISTED.**  **YOU WILL ALSO BE ASKED TO SIGN A COPY OF YOUR APPLICATION FORM AT INTERVIEW**  **PLEASE COMPLETE THE EMPLOYMENT DECLARATION FORM OVERLEAF** |
| **PLEASE SAVE THIS EMAIL WITH YOUR NAME IN THE TITLE AND THEN EMAIL THIS APPLICATION TO: admin@omnialearningtrust.org**  **If you have not heard from us within 4 weeks of the closing date, you should assume that your application has not been successful for this particular appointment. In the meantime, thank you for your interest in the post.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Declaration Form for Employment** | | | | |
| Name: |  | | | |
| Post applied for |  | | | |
| National Insurance number |  | | | |
| **Applicants with Disabilities** | | | | |
| If you are a disabled person, do you require assistance either at interview or to meet some of the job requirements specifically because of your disability? If yes please state your requirements: | | | | |
|  | | | | |
| Are you a member of Omnia Learning Trust | | YES | | NO |
| Are you related to, or partner of, any Omnia Learning Trust member? | | YES | | NO |
| If YES, please state their name and the position they hold. | | Name: | | Position held: |
| ***Canvassing of employees or Trustees directly or indirectly will disqualify candidates from appointment*** | | | | |
| Are you a UK or EU/EEA Citizen | | | YES | NO |
| If NO, it is possible that you may not be eligible to work in the UK without a work permit/visa. Please indicate if you will require a work permit. | | | YES | NO\* if ‘no’ please indicate the basis on which you are eligible to work in the UK. |

|  |  |  |
| --- | --- | --- |
| This free school is under a duty to protect the public funds it administers, and to this end may use the information you have provided in your application within the Trust for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. I declare that the information on my form and any additional documentation is correct and agree that they form part of the basis of my engagement and may be used for registered purposes under the Data Protection Act 1998. I authorise the Omnia Learning Trust to check the information supplied. I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed may lead to dismissal. | | |
| Digital signature | Date: |  |
| Signature at interview: | Date |  |

Thank you for completing the form.