



PART ONE

APPLICATION FOR EMPLOYMENT

Please read the applicant guidance notes before completing this application form

Post applied for:		School:
Teacher Reference Number (if applicable)		Do you have Qualified Teacher Status ☐ Yes ☐ No
Title:	Forename(s):	Surname:
Address:		Telephone No: Mobile No: E- mail address: Note: We may use this email address to communicate with you both during and after the recruitment process. Please confirm you are happy for us to communicate using this email address. ☐ Yes ☐ No

Current/most recent Employment

Post Title:	
Name and address of employer:	Start Date: Leave Date (if applicable): Current Earnings: Scale or Grade:
Tel. No:	Period of Notice Required:

Previous Employment (from leaving school including unpaid/voluntary work)

Please list all employment (most recent first) and give reasons for all gaps in employment

Dates Employed From - To				Employer name, address and telephone no.	Post Title	Salary	Reason for Leaving
MM	YYYY	MM	YYYY				

Qualifications (including secondary education qualifications)					
Subject e.g. English, Business Studies, ICT etc	Level e.g. GCSE, CSE, Degree, NVQ Level 1, NVQ Level 2 etc	Grade	Date of Award		Awarding Body (if known) e.g. RSA, OCR, City & Guilds, BTEC etc
			MM	YYYY	

Non-qualification courses and further training	
Details:	Date:

Are you a member of any Professional/Technical Bodies?			
Professional/Technical Body	Class of Membership	Date obtained	Registration no./reference

Personal Statement

This is your opportunity to tell us why you are suitable for the post. Please read the job description and person specification carefully to see what skills and experience you have that relate to those required by the job. Please continue on a separate sheet if necessary.

References:

Please give **full** contact details of two independent referees, one of which must be your current or most recent employer:

Title:	Title:
Name:	Name:
Occupation/Status:	Occupation/Status:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
E-mail address:	E-mail address:
Can we contact prior to interview? ☐ Yes ☐ No	Can we contact prior to interview? ☐ Yes ☐ No

Disclosure Information (only required if a DBS check is required for the post applied for)

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Do you hold a DBS Certificate? ☐ Yes ☐ No

Have you subscribed to the update service? ☐ Yes ☐ No

If yes:

Please indicate level of check: Standard ☐ Enhanced ☐

Please indicate workforce: Child ☐ Adult ☐ Child and Adult ☐ Other ☐

Disqualification from Caring for Children Regulations (DCCR) 2002

Have you ever been disqualified under Disqualification from Caring for Children Regulations 2002?
☐ Yes ☐ No

Online checks for shortlisted applicants (KCSIE)

Do you consent to the trust doing an online check of your presence online? ☐ Yes ☐ No

Driving Ability

Do you hold a current driving licence in accordance with the requirements of the post? ☐ Yes ☐ No

Have you had any endorsements in the last five years? ☐ Yes ☐ No

Data Protection Information

The personal information supplied by you on this application form will be used only to consider your application for employment with this Trust. Certain anonymised data could be passed to other candidates should a request for information be made.

If you are shortlisted, contact will be made with the referees you supply on the application form and a confidential reference will be sought from them.

The information you supply on the Recruitment Equality Monitoring Form will be used for those purposes stated only and will be retained in an anonymous form so that it cannot be linked to individual applicants. The information you supply will be retained only as long as necessary for the purposes of recruitment and monitoring.

PART TWO

Recruitment Equality Monitoring Form

Please complete this form and return it with your completed application form

Date of Birth: Age:	Country of birth: Nationality: Dual Nationality (if yes, please specify):
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Are you currently pregnant or on maternity leave? ☐ Yes ☐ No

Disability

We are positive about disability and welcome applications from disabled people. Please answer the section on disability which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and/or establish that you have a disability where this is an occupational requirement (Section 60 of the Equality Act 2010 refers.) As a Disability Symbol User, the Trust undertakes to interview any applicant who declares a disability as detailed on the Application for Employment and who meets the essential (minimum) criteria for the Job.

Do you consider yourself to be a person with a disability as described by the Equality Act 2010?

☐ Yes ☐ No

THIS PAGE WILL BE REMOVED BEFORE THE SELECTION PROCESS COMMENCES

Are you currently employed by the Trust?

☐ Yes ☐ No

Where did you see this post advertised?

Eligibility to Work in the United Kingdom

To ensure the Trust complies with legislation, you will be required to provide documentary evidence showing that you are entitled to work in the United Kingdom.

National Insurance Number:

Are there any restrictions regarding your right to work in the UK? ☐ Yes ☐ No

If yes, please give details:

Have you ever lived or worked abroad? ☐ Yes ☐ No

If yes, please give details:

Relationships: (This question must be completed)

Are you related to any member of the Board of Trustees or member of staff within the Trust? ☐ Yes ☐ No

If Yes, please give details:

Name:

Position:

Declaration

I declare that the information given in this application is true, and that I have not canvassed directly or indirectly any member of the Board of Trustees or member of staff within the Trust, nor will I do so. I understand that any falsification of information will be judged as serious misconduct and may result in dismissal.

Signed:

Date:

Please return completed application form to the email address provided on the advert