



SHARE Multi academy trust Application Form

Confidential

Information for Applicants:

Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**.

Please return your completed form to:

Ref. No.
(Office Use Only)

The deadline for receipt of applications is:

Details of Post Applied For:

Name of School

Position Applied For

Please confirm the date you would be able to start work, if successful

Where did you hear about this position?

Personal Details:

Title

First Names

Surname

Date of Birth¹

If you have previously been known by another name, please specify:

Address

Contact Details

Please only include contact numbers or email addresses that you are happy for us to use.

Daytime Contact Number:

Evening Contact Number:

¹ The Governing Body complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants to meet the recommendations of the DfE statutory guidance "Safeguarding Children and Safer Recruitment in Education" (ref: DfES2006); these are used for identification purposes and to verify that a full education and employment history has been provided.

	Mobile (if different):		
	Email Address:		
National Insurance Number			
Do you currently have the right to work in the UK?	YES	NO	If no, please specify your circumstances below:

Education and Qualifications:			
Please also include any relevant professional qualifications.			
Name of Institution (e.g. School, College or University)	Dates Attended		Courses/Subjects Taken and Examinations Results or Award
	From (month/year)	To (month/year)	

Employment History:
Please give details of all periods of employment you have undertaken. List the information in reverse chronological order (i.e. with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary.

Employer's Name and Address	Dates Employed (month/year)	Position Held/ Role responsibilities	Salary and Benefits	Reason for Leaving

Employer's Name and Address	Dates Employed (month/year)	Position Held/ Role responsibilities	Salary and Benefits	Reason for Leaving

Periods When Not Working:

Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education.

Date From (month/year)	Date To (month/year)	Reason

Statement of Application:

You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:

- The reasons why you are applying for this post;
- The personal qualities and experience that you feel are relevant to your suitability for the post;
- Key responsibilities and achievements in your present or most recent job which are relevant to this application;
- Details of any relevant interests or activities.

Referees:

- References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.**
- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee **must** be that employer.
- Your referees must be able to answer questions concerning your employment history and suitability for the post which includes any details of any investigations and/or disciplinary action – this forms part of the requirements under “Safeguarding & Safer Recruitment in Education”.
- Please do not name relatives or people acting solely in their capacity as friends as referees.
- **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**

Referee 1		Referee 2	
Name		Name	
Occupation		Occupation	
Organisation		Organisation	
Email Address * compulsory		Email Address * compulsory	
In what capacity do you know the referee?		In what capacity do you know the referee?	

Reasonable Adjustments to the Shortlisting Process:

The School welcomes applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.

Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities.

Declarations:

The Rehabilitation of Offenders Act 1974 provides that certain criminal convictions become 'spent' after the passage of time, that is the law will treat them for most purposes as if they had never happened and it is not necessary to disclose them on Application Forms. However, the rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 contains certain classes of employment where a person can be asked to disclose spent convictions. The job for which you are now applying falls within that order and you are therefore required to detail below previous convictions, cautions, reprimands or warnings, whether or not they are spent.

For jobs that are subject to disclosure, please note that a criminal record will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of the offence.

If you fail to disclose that you have been convicted of criminal offence or received a caution, reprimand or warning this may lead to dismissal or disciplinary action by the school. Any information given will be treated in the strictest confidence and will be considered only in relation to an application for jobs which the order applies.

Please give details of all offences of which you have ever been convicted. If you have none, please write in the box below 'no convictions, cautions or bind-over's.

<u>Date</u>	<u>Details of Convictions, Cautions or Bind-overs</u>	<u>Penalty</u>
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N/A

Are there any matters pending?	Yes/No (please delete as appropriate)
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If Yes please give details.

Declaration of Relationships:

Please answer YES or NO below:

Are you related to, or have a close personal relationship with, a member of staff or governor of the appointing school?	
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If yes, please provide below his/her name and role, and state your relationship:

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.

Signature of Applicant		Date	
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If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.

Thank you for your application. In the interest of public economy, only shortlisted applicants will receive further notification.

Retention of Application Forms: It is the trust's policy to retain all application forms, including for unsuccessful applicants, for a period of twelve months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. If you **do not** wish us to use your application form in this way, please tick this box:

Equality Monitoring Form



SHARE MAT aims to select staff on merit, irrespective of race, sex, disability or age. In order to monitor the effectiveness of the School's Single Equality Policy and recruitment procedures, we ask that all applicants complete this form and return it with their application. In accordance with the Data Protection Act 1998, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. The form will be separated from your application upon receipt and will **not** be shared with the selection panel. Thank you.

Name:		Position applied for:	
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Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.

Gender: Female Male

Age: 16-24 25-34 35-44 45-54 55-64 65+

Disability: Do you consider yourself to have a disability? Yes No

Marital status:			
Single		Civil partnership	
Married		Partnership	
Divorced		Other (specify if you wish)	
Widowed			

Ethnicity: Please tick **one** category below. The categories are based on the population census.

Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:		Mixed:	
Bangladeshi		White and Asian	
Indian		White and Black African	
Pakistani		White and Black Caribbean	
Any other Asian background (specify if you wish):		White and Chinese	
		Any other mixed background (specify if you wish):	
Black, Black British, Black English, Black Scottish or Black Welsh:		White:	
African		British	
Caribbean		English	
Any other Black background (specify if you wish):		Irish	
Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group:		Scottish	
Chinese		Welsh	
Any other ethnic background (specify if you wish):		Any other White background (specify if you wish):	

Sexual orientation:

Bisexual			Transgender	
Heterosexual			Prefer not to say	
Homosexual			Other (specify if you wish)	

Religion:

Buddhist			Muslim	
Christian			Sikh	
Hindu			No religion	
Jewish			Other (specify if you wish)	