

The Mast Academy Trust

Application Form

This application for:

Job Title	
Job Number	
School or Trust	

Please complete the form and provide your written evidence as to how you meet the requirements of the job either on the questionnaire if one has been provided or on separate sheets of paper.

Complete all sections of the application as indicated below.

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SECTION A – Personal Details

Title	Dr	Mr	Mrs	Miss	Ms
	Other (please specify)				
Surname(s)					
First name(s)					
Previous surname(s)					
Address					
Post Code					
Email Address					
Telephone	Home				
	Mobile				
	Work				
Where did you find out about this job?					
National Insurance No*					
Date of Birth*					

* This information is required to ensure correct identification of candidates

If you are related to any councillor or employee of The Mast Academy Trust or a member of one of The Mast Academy's Trust school governing body please give details.

If none please tick the box

Name	
Job Title	
Relationship to you	

Teachers Only

DFE number				GTC registered	YES	NO
NQT	YES	NO	Date induction completed			
Induction assessments completed			1	2	3	

If the job requires you to have a driving licence please tick which type of licence you hold:

Full HGV PSV None

SECTION B – References

One reference must be from your current employer or your most recent employer. Please ask your referees for permission before you give their name.

Reference 1

Name		
Email Address		
Address		
Post Code		
Telephone		
Occupation		
Relationship		

Reference 2

Name		
Email Address		
Address		
Post Code		
Telephone		
Occupation		
Relationship		

References will be requested as part of the recruitment process and they will form part of the decision making process. 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 give the names of friends or family.

After a conditional offer has been made your referee will be asked for information regarding your sickness absence record during the past 24 months.

If you are applying for a Headship your Local Authority will be required to provide representation.

SECTION C – Work History

Present Employment

Job title		
Date employment started		
Date employment ended (if applicable)		
Reason for leaving/looking for other employment		
Notice required (if applicable)		
Name of employer/school		
Name of Local Authority/Agency		
Employer address		
Postcode		
Current salary		
Grade		
Briefly describe your duties		

Previous Employment

Start with the most recent and please include any part-time, casual or voluntary work. We need details of previous employment (paid or unpaid), and also periods of non-employment e.g. child care, unemployment etc. If you use additional sheets please remember to put your name and the post applied for on each extra page and number it.

Job Title					
Main Duties			Name and Address of Employer		
From		To		Salary	
Reason for leaving					
<hr/>					
Job Title					
Main Duties			Name and Address of Employer		
From		To		Salary	
Reason for leaving					
<hr/>					
Job Title					
Main Duties			Name and Address of Employer		
From		To		Salary	
Reason for leaving					
<hr/>					
Job Title					
Main Duties			Name and Address of Employer		
From		To		Salary	
Reason for leaving					

If you need more space, please attach additional sheets and tick this box

SECTION D – Education and Qualifications

This section deals with school education/further. Please include the dates when you started and finished each level of education. (Sight of original certificates would be required if you are successful).

Name of Schools/ College/ University Attended					
Full time	Part time	From		To	
Qualification achieved					
Detail	Subject	Grades	Date of award		

Name of Schools/ College/ University Attended					
Full time	Part time	From		To	
Qualification achieved					
Detail	Subject	Grades	Date of award		

Name of Schools/ College/ University Attended					
Full time	Part time	From		To	
Qualification achieved					
Detail	Subject	Grades	Date of award		

If you need more space, please attach additional sheets and tick this box

SECTION E – Breaks / Gaps in Employment / Education

Please explain any breaks in your educational attainment and/or employment history in the following space.

If you need more space, please attach additional sheets and tick this box

SECTION F – Relevant Information

Please read this section carefully as this is the most important part of your application

Using the following page and if needed additional paper, demonstrate your ability to meet the requirements of the job by giving clear, concise examples of each criterion in the Employee Specification in the following order or by completing the questionnaire if attached:

Relevant Experience, Education and Training Attainments, General and Special Knowledge, Skills and Abilities, Additional Factors including continual Professional Development.

Relevant Information

If you need more space, please attach additional sheets and tick this box

SECTION G – Criminal Convictions

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 the most purposes as if they have never happened and it is not necessary to disclose them on Application Forms. The Rehabilitation of Offenders Act 1974 (Exceptions) 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.

However, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

For details of what criminal convictions must be declared please refer to the following guidance:

<https://www.gov.uk/government/news/disclosure-and-barring-service-filtering>

It is your responsibility to read this information in full and complete the application form accurately.

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

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

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? Please give details below.

Date	Details of conviction, caution reprimand or warning	Penalty

Are there any matters pending?

YES	NO	If yes please give details

I declare that the particulars given are correct and I have not withheld any facts which might unfavourably affect my application. I am aware that to withhold or falsify information could result in dismissal or disciplinary action.

Last Name		
First Name		
Signature	<i>If you have manually completed this form please sign below</i>	
	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
	<i>If you have electronically completed this form please tick the box to confirm the declaration above</i>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
Date		

N.B. If you fail to complete this section of the application form you may not be shortlisted or invited to attend an interview.

We will treat all information provided on this form in the strictest confidence - you may provide additional information in writing and in confidence or indicate that you wish discuss in more detail if invited for interview.

SECTION H – Importance Notice to Applicants

The Mast Academy Trust takes its duty of care to the people who receive services from us very seriously.

To ensure all reasonable care is taken, references will always be taken from your current employer and we reserve the right to take up references from any previous employers, or places where you have carried out voluntary work.

It is important, therefore, that you give exact names and current addresses of previous employers/voluntary work areas. Please also advise us of any change to your name relevant to previous employment, i.e. known by your maiden name. Failure to provide this information may result in any offer of appointment being delayed.

You may also be offered the job subject to an Enhanced DBS check and other relevant checks. **However, you may not be able to commence work, until these checks have been received.**

This intensive procedure can take some time; however, I am certain you will appreciate the reasons why such stringent checks are made, and ask you to bear with us whilst they are completed.

I have not canvassed (either directly or indirectly) employee of The Mast Academy Trust and will not do so.

Data Protection Act 2018 applies. We will treat all information relating to your application in confidence. If you are unsuccessful, your form will be destroyed 6 months after the closing date although the Trust reserves the right to add your details to our database of suitable candidates for other similar jobs. We may also contact job seekers for recruitment research.

I declare that the information I have given on this form is complete and accurate and that I am not barred or disqualified from working with children and / or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Disclosure and Barring Service. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.

Please sign the form

Signature	<i>If you have manually completed this form please sign below</i>	
	<i>If you have electronically completed this form please tick the box to confirm the declaration above</i>	
Print Name		
Date		

If you submit electronically you will be asked to provide a true signature if you are shortlisted.

SECTION I – Additional Information for Applicants

Please read before completing the form

Retain for your reference.

Induction (Teachers)

The Education (Induction Arrangements for School Teachers)(England) Regulations 2008 require newly qualified teachers to complete successfully an induction period before being confirmed into employment. For a full-time teacher the length of the induction is one year (3 terms) and for a part-time teacher the period of time it would take to complete a full year of service. Information explaining about the induction year will be provided upon appointment to a post.

Qualifications (Teachers)

If applying for a teaching post you must hold a qualification recognised for qualified teacher status under the terms of the Education (Specified work and Registration) (England) Regulations 2003 or any subsequent regulations.

What Happens Next?

Shortlisted candidates will be contacted after the closing date. If you do not hear from us within 4 weeks, please assume that on this occasion your application has been unsuccessful. However do not let this stop you from applying for other vacancies.

Please contact us if you require special arrangements or adjustments for the interview.

