

## Application for employment

1. Post applied for: .....

Where did you see this job advertised: .....

### 2. Personal details

Title: .....

Surname: .....

Forename(s): .....

Previous name(s): .....

Gender: Male . Female .

Current address: .....

..... Postcode: .....

Telephone: Home: ..... Work: ..... Mobile: .....

Email: .....

National Insurance Number: .....

Date of Birth\* .....

\*This information is required to ensure correct identification of candidates

Are you related to an existing governor or an employee of the Trust? Yes . No .

If you have answered yes, please give details:

Name: .....

Capacity/relationship: .....

Have you previously been employed by the Trust? Yes . No .

3. Employment since leaving secondary education (starting with the most recent):

From - To	Job Title	Employer Name and Address	F/T or P/T	Salary	Reason for Leaving

4. Qualifications (starting with the most recent):

Examinations Taken	Date Taken	School, College, University	Grade/Result

- 5.** Please list any job related training courses/seminars you have attended in the last five years:  
If you need more space, please attach additional sheets and tick . here .

- 6.** Membership of professional bodies:

## 7. Personal Statement

**8.** Have you been subject to any investigations, concerns, allegations or disciplinary procedures?  
Yes . No .

If yes, please give details:

**9.** 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 . here .

**10.** Additional Information

If you are in receipt of a pension following early retirement, please indicate the grounds on which you were retired:

Interest of efficiency/Redundancy/Ill health (delete as appropriate)

Date of retirement: . . . . .

If you have received a redundancy payment in respect of a previous employment with a local authority, please give details.

Name of Authority: . . . . . Date of Redundancy: . . . . .

**11. References.** Please give details of 2 referees and this must also cover the last two years of your employment:

Name: .....

Position: .....

Address: .....

.....

Postcode: .....

Telephone: .....

Fax: .....

Email: .....

In what capacity do you know the referee? .....

.....

Name: .....

Position: .....

Address: .....

.....

Postcode: .....

Telephone: .....

Fax: .....

Email: .....

In what capacity do you know the referee? .....

.....

Please give names of referees to cover the last two years of your employment (please attach to your application form if additional space is needed). One referee should be your current or most recent employer. If you are not currently working with children but have done so in the past, you must provide a referee from the employer by whom you were most recently employed in work with children. In the case of applicants leaving full-time education or not having worked since doing so, the Head of School, College, University etc should be named as one of the referees.

References will be sought on shortlisted candidates and previous employers may be approached for information to verify particular experience or qualifications, before interview.

If you are currently working with children, on either a paid or voluntary basis, your current employer with children will be asked about disciplinary offences relating to children, including any in which the penalty is 'time expired' (i.e. where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been subject to any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

## Criminal Convictions

### Rehabilitation of Offenders Act (Exemptions) Order 1975

NOTE: 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 purpose as if they had ever 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 a 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 a criminal offence or received a caution, reprimand or warning, this may lead to dismissal or disciplinary action by the Academy. Any information given will be treated in the strictest confidence and will be considered only in relation to an application for jobs for which the order applies.

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: .....

Signed: ..... 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.

## Important Notice to Applicants

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 Criminal Records Bureau and other 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.

Data Protection Act 1998 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.

## Relevant Information

**Please read this section carefully**, using additional sheet(s) demonstrate your ability to meet the requirements of the job by giving clear, concise examples of each criterion in the Employee Specification/Job Description.

**I declare that the information I have given on this form is complete and accurate and that I am not banned 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 such as the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership) 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. I have not canvassed (either directly or indirectly) any governor, trustee or member of staff of the Trust.**

Please Sign this form

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

Signed: .....

Print Name: .....

Date: .....



## Application for Employment

### Equal Opportunities Monitoring

Post Applied For: .....

The information that you provide as an applicant is **confidential** and will only be used to produce statistics for equality and recruitment monitoring, and will not be shared with the Recruitment Panel.

**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 to discuss in more detail if invited for interview.**

### Information about you

Name: .....

Gender: Male . Female .

Date of birth: .....

### Disability monitoring

Do you consider yourself to have a disability or a long-term health condition?

Yes . No .

What is the effect or impact of your disability or health condition?

.....

. Prefer not to say

### Sexual Orientation

How would you describe your sexual orientation? (tick . one . box only)

Heterosexual / Straight .

Gay man .

Lesbian / Gay woman .

Bisexual .

I am not prepared to say .

None of these .

### Religion

What is your religion, even if not currently practising? (tick . one . box only)

Buddhist .

Christian .

Hindu .  
 Jewish .  
 Muslim .  
 Sikh .  
 No religion .  
 I am not prepared to say .  
 Any Other . Please Specify: .....

## Ethnicity

How would you describe your ethnic origin? (tick . one . box only)

White: English / Welsh / Scottish / Northern Irish / British .  
 Irish .  
 Any other White background . Please Specify .....

Asian or Asian British: Indian .  
 Pakistani .  
 Bangladeshi .  
 Kashmiri .  
 Chinese .  
 Any other Asian background . please specify.....

Black or Black British: Caribbean .  
 African .  
 Any other Black background . please specify.....

Mixed: White and Black Caribbean .  
 White and Black African .  
 White and Asian .  
 Other Mixed background . please specify.....

Other Other Ethnic background .  
 Not known .  
 Information refused .