SHARE
MULTI-ACADEMY TRUST

**Application Number (to be completed by Admin only):**

# APPLICATION FORM

## Section One - Information and Personal Information

Thank you for considering applying to Share Multi Academy. Please do read the application form carefully, seeking advice from the School/Academy as required.

Please complete all sections of this form either by typing or using black ink. CVs will not be accepted. Please note that this application is split into two sections, this first section which includes your personal details and equal opportunities information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

By completing and submitting this form you are:-

- giving your consent for the personal data contained in this application form to be processed in line with recruitment procedures; Your data will be processed in accordance with data protection legislation. The processing of your data will take place because you consent to your data being processed; processing is necessary to evaluate your application for the position for which you have applied; processing is necessary for complying with legal obligations; processing is necessary for our legitimate interests. For further information, please see our privacy notice on our website;
- of the understanding that if you are appointed and it is later discovered that you withheld or falsified relevant information, disciplinary action may be taken and you may be summarily dismissed;
- confirming you can produce original documents of the qualifications essential for the post and that you are happy to undergo a medical assessment if required;
- giving your consent for us to contact your referees listed as you understand we will not be seeking your prior agreement;
- confirming you do / do not have a relationship (either director, governor, staff or student and understand that canvassing directly or indirectly will be a disqualification from employment. (In the event of there being a relationship please declare here the name and nature of the relationship):-
- confirming that you are not on the relevant barred lists (a Department for Education list of people whose employment has been barred or restricted on grounds of misconduct or on medical grounds
- confirming you are not disqualified from work with children, have no convictions, cautions or bind overs and not subject to sanctions imposed by a regulatory body (for example the DfE)
- agreeing you will inform the Headteacher immediately in the event of any of the above clauses becoming applicable during the course of my employment in the Academy;
- confirming if you are in receipt of a teachers pension you are eligible to undertake paid work;
- declaring the information supplied below is correct to the best of my knowledge and that you have fully read and understood the above.

A true signature must be provided after shortlisting stage if this form is submitted electronically.

**Print Name:** **Signature:**

**Date:**

| Personal details | |
|---|---|
| **First name** | |
| **Surname** | |
| **Preferred title** | |
| **Previous surnames** | |
| **If you prefer to be called by a name other than the one listed above, please specify** | |
| **Contact Details** | |
| **Address** | |
| **Post code** | |
| **Home phone** | |
| **Mobile phone** | |
| **Email address** | |
| **National Insurance Number** | |
| **Vacancy information** | |
| What date are you available to begin a new post?<br><br>Please can you confirm where you first heard about this job? | |

## Disclosure and Barring and childcare disqualification

Share Multi Academy Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

For our Schools that have pupils aged 8 and below we will use the DBS check to ensure we comply with the Childcare Disqualification Regulations

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the MAT's privacy statement.

**Do you have a DBS certificate?:** ☐Yes ☐No Date of check:

If you have lived or worked outside of the UK in the last five years, the MAT may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last five years?:** ☐Yes ☐No

## Right to work in the UK

Share Multi Academy Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

## Disability and accessibility

Share Multi Academy Trust is committed ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

## References

You must provide two referees who are able to comment on your suitability for this post. One must be your present or previous Head teacher and not a Head of Department. If you have not previously been employed, please provide details of another suitable referee, seeking advice from our Central HR team as required.

Please note SHARE MAT reserves the right to seek any additional references it deems appropriate.

| Name | Position/ relationship to you | Address and post code | Contact number | Email address | Is this your current employer? |
|---|---|---|---|---|---|
| | | | | | |
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## Equalities monitoring information

We are bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective and whether we are complying with relevant legislation, we need to know the information requested below.

This information will **not** be used during the selection process. It will be used for monitoring purposes only.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **What is your date of birth?** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
| | | | | | | | | |

| | |
|---|---|
| **What is your sex?** | ☐Male ☐Female |
| **What gender are you?** | ☐Male ☐Other<br>☐Female ☐Prefer not to say |
| **Do you identify as the gender you were assigned at birth?** | ☐Yes ☐No<br>☐Prefer not to say |

**How would you describe your ethnic origin?**

| | | |
|---|---|---|
| **White** | **Black or Black British** | **Other Ethnic groups** |
| ☐British | ☐African | ☐Arab |
| ☐Irish | ☐Caribbean | ☐Any other ethnic group |
| ☐Gypsy or Irish Traveller | ☐Any other Black background | |
| ☐Any other White background | | |
| **Asian or British Asian** | **Mixed** | ☐Prefer not to say |
| ☐Bangladeshi | ☐White and Asian | |
| ☐Indian | ☐White and Black African | |
| ☐Pakistani | ☐White and Black Caribbean | |
| ☐Chinese | ☐Any other mixed background | |

**Which of the following best describes your sexual orientation?**

| | | |
|---|---|---|
| ☐Heterosexual/straight | ☐Homosexual woman | ☐Homosexual woman |
| ☐Homosexual man | ☐Bisexual | ☐Other |
| ☐Prefer not to say | | |

**What is your religion or belief?**

| | | |
|---|---|---|
| ☐No religion | ☐Christian | ☐Hindu |
| ☐Buddhist | ☐Jewish | ☐Agnostic |
| ☐Pagan | ☐Muslim | ☐Atheist |
| ☐Jain | ☐Sikh | ☐Other |
| | | ☐Prefer not to say |

**Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?**

☐Yes ☐No ☐Prefer not to say

**If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.**

| | |
|---|---|
| ☐Physical impairment | ☐Long-standing illness |
| ☐Sensory impairment | ☐Learning disability/difficulty |
| ☐Mental health condition | ☐Developmental condition |
| ☐Other | |

## Section Two – The Application Form

| Application Number (to be completed by Admin only): |
|---|

### Current employment details

| Job title | Employer/School name and address inc email contact details | Dates employed | Age range taught | Number of pupils on roll | Perm or temp | Part-time or full-time |
|---|---|---|---|---|---|---|
| | | | | | | |
| Reason left / or Leaving: | | | Present or most<br>Recent Salary inc. TLR payment:<br>(please note this will be verified) | | | |
| Brief Summary of duties and responsibilities : | | | | | | |

## Previous employment

Please provide details of previous employment. List the most recent employment first.

| Job title | Name and address of employer | Description of responsibilities | Dates employed | Reason for leaving |
|---|---|---|---|---|
| | | | | |

## Gaps in employment

Please use the space below to explain any gaps in your employment, please declare “no gaps” if you have been continuously employed.

## Education and qualifications

Please provide details of your education from secondary school onwards.

You will be required to produce the original copies as evidence of your qualifications.

| Dates attended (month and year) | Name and location of school/college/university | Qualifications gained (including grades) |
|---|---|---|
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## Training and professional development

Please give details of training or professional development courses undertaken in the last three years that are relevant to your application.

| Course dates | Length of course | Course title | Qualification obtained | Course provider |
|---|---|---|---|---|
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## Teacher status – To be completed by Teacher Applicants only

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|---|---|
| **Teacher reference number** | |
| **Do you have QTS?** | |
| **QTS certificate number (where applicable)** | |
| **Date of qualification** | |
| **Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the Secretary of State, as a result of misconduct?** | |
| **Are you subject to a General Teaching Council sanction or restriction?** | |

## Information to Support your Application

Please ensure you refer to the job description, and describe what particular experience, skills and abilities you can bring to this job, gained through either work, education, home or voluntary activities. Please attach additional sheets as required.

This is your opportunity to tell us about yourself and why you are applying for a post within Share Multi Academy Trust. Take care to explain what you might have done in your present and previous jobs, or outside work and how it is relevant to this post. You may attach extra sheets if necessary but please remember not to include any personal details as this will not be forwarded to the selection panel.

*Shortlisting normally takes place within one week of the closing date. If you do not hear from us, please assume you have been unsuccessful. Thank you for your interest in Share Multi Academy Trust.*