



# APPLICATION FORM



ENHANCE ACADEMY TRUST

**Private and Confidential**

## Application Form

**Main Location:**

**Post:**

**Surname: (CAPITALS)**

**Title:**

**Other names in full:**

**National Insurance Number**

**Permanent address:**

**Home telephone no:**

**Office telephone no:**

**Email address:**

**Mobile telephone no:**

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SHORT-LISTING PROCESS**

## EDUCATION & PROFESSIONAL QUALIFICATIONS

(Include in this section all the relevant qualifications, examination results and any relevant professional registrations or memberships. For teaching posts please state the age range of children for which you were trained)

**From:**

**To:**

## CPD IN LAST 3 YEARS

**Course/Qualification**

**Provider**

**Duration**

## EMPLOYMENT HISTORY

### Present or Most Recent Employment

**Name & Address of Employer**

**Nature of Business:**

**Job Title:**

**Date Started:**

**Salary/Wage:**

**Notice Required:**

**Date Left (if relevant)**

**Describe your present appointment in terms of its responsibilities and relationships:**

Summary of Previous Employment					
Dates		Name and address of employer	Position held	Brief description of responsibilities	Reason for leaving
From	To				
<p>Please explain any break in your continuity of employment:</p>					

**Leisure interests, hobbies etc:**

**Any other information which you wish to give to support your application:** (additional pages may be attached)

**Additional Information** *(continued)*



**References will usually be taken up before interview in the strictest confidence for short-listed candidates unless you indicate otherwise below.** Please give the name, full address position, relationship and email address of two referees. One of these should be your current or (if you are unemployed) most recent Manager, from whom references can be requested.

**Reference 1:**

Your connection or relationship with this person:

Name:

Address:

Email:

**Reference 2:**

Your connection or relationship with this person:

Name:

Address:

Email:

If appointed, when would you be available to take up the post?

Where did you see this vacancy advertised? If you saw the advert on the internet, please specify which website.

If you consider yourself to have a disability, please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process?

Do you have any relationships (personal business or financial) with any governors or senior members of the Trust that may conflict with the duties of the post for which you are applying? Failure to declare such relationship may lead to disqualification for appointment or dismissal if employed.

Yes ☐ No ☐

If yes please provide details below

Are you a British subject or a national of any EU country?

Yes ☐

No ☐

If not, do you have the right to work in the UK and a current work permit?

If so, please state the expiry date of your right to work in the UK and/or your work permit:

**FOR TEACHING POSTS ONLY:**

Are you recognised by the DfE as a qualified teacher?

Yes ☐

No ☐

DfE Number:

## Declaration

Enhance Academy Trust is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children. If it is discovered that any information you have given during this recruitment process is false or if you have knowingly omitted or concealed any relevant facts about your eligibility for employment, then you will be withdrawn from the list of candidates. If such a discovery is made after you have been appointed disciplinary action may be taken and you may be summarily dismissed.

To the best of my knowledge and belief I declare that the information supplied by me on this form and during the recruitment process is correct and gives a fair representation of my qualifications and employment history.

I consent to Enhance Academy Trust processing the personal data in the application form and other relevant data which the Trust may obtain from me or other people as part of this recruitment procedure.

Signed:

Date:

## Data Protection Act

The information detailed in this application form will be used in line with the Trust's Recruitment and Selection process. It will also be used to monitor the effectiveness of the Trust's policies and practices, and in particular it's Equal Opportunities Policy.

Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.

I hereby consent to the recording and processing of sensitive personal data detailed in this application form, as defined in the GDPR, involved in the consideration of this application.

My consent is conditional upon Enhance Academy Trust complying with their obligations under the Data Protection Act 1998.

Signed:

Date:

Please return the completed application form to:

**Sally Titherington**  
Head of School  
Diamond Wood Community Academy  
North Road  
Ravensthorpe  
WF13 3AD

E: Mail: [office@diamondwoodacademy.co.uk](mailto:office@diamondwoodacademy.co.uk)



## Disclosure and Barring Service (DBS)

### Self Declaration Form for New Applicants

Enhance Academy Trust is committed to Safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory enhanced level DBS check and satisfactory references. The position is exempt from the Rehabilitation of Offenders Act of 1974. If you are shortlisted for interview, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the Act. In addition, we now require all applicants to complete a self-disclosure form when submitting their application. During your employment with the Trust, should you be subject to criminal investigations, convictions, bind-over orders, cautions, reprimands and warnings, prohibition or interim prohibition orders you are required to access a copy of this form and submit it to the Trustees at your earliest opportunity and without undue delay. Failure to do so may in itself lead to formal disciplinary action being taken against you. Our recruitment policy is available on request.

I declare the following information:

Do you have any criminal convictions; bind over orders, cautions, reprimands or warnings recorded against you?	Yes / No
Do you have any prohibition or interim prohibition orders in place or on record?	Yes / No
Do you know of any reason why you would not be considered suitable to work with young people?	Yes / No

If "Yes"

I have the following criminal convictions, bind-over orders, cautions, reprimands and warnings recorded against me:		
	Date	
	Date	
	Date	
	Date	
	Date	
	Date	

DECLARATION	
Signed:	Name:
Date:	
Please return this form with your application	