

Application Form – Great Heights Academy Trust



PART 1 - PERSONAL INFORMATION

CONFIDENTIAL

FOR OFFICE USE ONLY

Post Ref No	Applicant No	Date Received

Please complete this form fully using black ink or type.

Post Applied for:

Post Ref N^o:

Section 1.1 Personal Details

Title: Date of Birth (dd/mm/yy):

Last Name: First Name:

Previous Names:
(if applicable)

Address:

Town/City:

Postcode:

Daytime Telephone N^o:

Evening Telephone N^o:

Mobile Telephone N^o:

E-mail address:

National Insurance N^o:

Are you entitled to work in the UK? Yes ☐ No ☐



Email is our preferred method of communication and candidates will receive all communication via the email address provided. We would advise you to check your emails on a regular basis.

Section 1.2 References

First Reference (most recent employer)	Second Reference
Name: <input style="width: 90%;" type="text"/>	Name: <input style="width: 90%;" type="text"/>
Position (job title): <input style="width: 90%;" type="text"/>	Position (job title): <input style="width: 90%;" type="text"/>
Address: <input style="width: 90%;" type="text"/>	Address: <input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Postcode: <input style="width: 10%;" type="text"/>	Postcode: <input style="width: 10%;" type="text"/>
Telephone N ^o : <input style="width: 90%;" type="text"/>	Telephone N ^o : <input style="width: 90%;" type="text"/>
Email address: <input style="width: 90%;" type="text"/>	Email address: <input style="width: 90%;" type="text"/>
May we contact this referee prior to the interview? Yes <input style="width: 30px;" type="checkbox"/> No <input style="width: 30px;" type="checkbox"/>	May we contact this referee prior to the interview? Yes <input style="width: 30px;" type="checkbox"/> No <input style="width: 30px;" type="checkbox"/>
Reference Type (tick as appropriate) Employer <input style="width: 30px;" type="checkbox"/>	Reference Type (tick as appropriate) Employer <input style="width: 30px;" type="checkbox"/>
Academic <input style="width: 30px;" type="checkbox"/>	Academic <input style="width: 30px;" type="checkbox"/>
Personal/Character <input style="width: 30px;" type="checkbox"/>	Personal/Character <input style="width: 30px;" type="checkbox"/>

For posts which have substantial access to children or vulnerable adults, Senior Management/Governors reserve the right to approach any previous employer.

Section 1.3 Criminal Convictions

Have you ever been convicted or cautioned in relation to a criminal offence, have you been bound-over, or subject to formal warnings or are you at present the subject of any criminal proceedings or police investigation?

Yes ☐ No ☐

Please specify dates of summons, charges, cautions, reprimands, final warnings or convictions, court, nature of offence and sentence or order imposed.

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Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post

Section 1.4 Disabled People

Any applicant with a disability who meets the essential criteria for a job vacancy will be guaranteed an interview and considered on their abilities.

Do you consider yourself to have a disability? **Yes** ☐ **No** ☐

If you have answered yes to the above question, please give details of any assistance you may need at interview (e.g. sign language interpreter, wheelchair access)

Section 1.5 Additional Information

Are you related to a staff member or governor at The Greetland Academy Trust?

Yes ☐ **No** ☐

If YES please give name, position and relationship:

I understand that canvassing, directly or indirectly in connection with this appointment or knowingly failing to disclose a relationship will disqualify me.

To be completed for Teacher positions only:

**Teacher Reference
Number (TRN)**

Do you hold Qualified Teacher Status? **Yes** ☐ **No** ☐

Advertising Media Please state where you saw this post advertised

Calderdale Council
Website

☐

Calderdale Council Job
Sheet

☐

Leeds Council
Website

☐

Association of Greater
Manchester Authorities
website

☐

TES On Line

☐

LG Jobs

☐

National Press

☐

Kirklees Council Website

☐

Other - *please state*

Section 1.6 Declaration

In submitting this application (whether signed or not) I declare that I am the person referred to on the form and can confirm that the information I have provided in Parts 1, 2 and 3 of this application is true, complete and correct.

I understand that if I provide incorrect information or a false statement this will lead to the withdrawal of any job offer, or if I am given the job this will result in disciplinary action which is likely to result in my dismissal from employment.

I understand canvassing (seeking support from) any senior staff member of Great Heights Academy Trust in connection with this appointment or knowingly not disclosing a pre-existing relationship will disqualify me.

I authorise senior management of Great Heights Academy Trust to contact any current or former employers at the appropriate stage to confirm the details provided.

I understand that any job offer may be conditional upon references, DBS or other checks and that employment cannot commence until such checks have been completed satisfactorily.

In accordance with the Immigration, Asylum and Nationality Act 2006 I am entitled to work in the United Kingdom. I shall produce such original documentation as may be requested to evidence my right to work.

I agree to the information contained in this application being processed under the Data Protection Act 1998, for the purposes of recruitment monitoring and in relation to forming any contract of employment. I also agree to this information being used to monitor local employment targets.

Signed:

Date:

This marks the end of section 1

PART 2**EQUAL OPPORTUNITIES MONITORING DATA****FOR OFFICE USE ONLY****Post Ref No****Applicant No****Date Received****Application for the post of:****Post Ref N°**

Please note that all the following information will be separated from your application and will not be available to anyone involved in shortlisting or selection for appointment to this position. This data is collected in order to enable us to effectively monitor our recruitment and selection processes and ensure equality of opportunity for all candidates.

Which age category do you fall into?16-19 years ☐20-24 years ☐25-29 years ☐30-34 years ☐35-39 years ☐40-44 years ☐45-49 years ☐50-54 years ☐55-59 years ☐60+ years ☐Rather not state ☐**What is your Ethnic Origin?**

Please choose ONE section from 1 to 6, then tick the appropriate box to indicate your cultural background.

1. White(a) White British ☐(b) White Irish ☐(c) White Other ☐**2. Mixed**(a) Mixed White & Black Caribbean ☐(b) Mixed White & Black African ☐(c) Mixed White & Asian ☐(d) Mixed Other ☐**3. Asian or Asian British**(a) Asian Indian ☐(b) Asian Pakistani ☐(c) Asian Bangladeshi ☐(d) Asian Other ☐**4. Black or Black British**(a) Black Caribbean ☐(b) Black African ☐(c) Black Other ☐**5. Chinese or Other**(a) Chinese ☐(b) Other ☐**6. Undefined**(a) Rather not state ☐

Gender

Male ☐

Female ☐

Rather not state ☐

For the purpose of this question, transgender is defined as an individual who lives, or wants to live, in the gender opposite to the one that they were assigned at birth.

Is your gender identity the same as the gender you were assigned at birth?

Yes ☐

No ☐

Do you live and work full time in the gender role opposite to that assigned at birth?

Yes ☐

No ☐

Disability

Do you consider yourself to have a disability?

Yes ☐

No ☐

Sexual Orientation

Heterosexual ☐

Bisexual ☐

Gay man ☐

Rather not state ☐

Gay woman or lesbian ☐

Religious Belief/Faith

Christian Denominations ☐

Jewish ☐

Buddhist ☐

Other ☐

Hindu ☐

No Religion ☐

Muslim ☐

Rather not state ☐

Sikh ☐

This marks the end of section 2

PART 3 APPLICATION FOR EMPLOYMENT

FOR OFFICE USE ONLY

Post Ref No	Applicant No	Date Received

Application for the post of:

Post Ref N^o

Section 3.1 Current or Most Recent Employment

If you are not currently employed, please give details of your most recent employment. If you have just left education or have not been employed before then please leave this section blank.

Job Title:

Grade:

Salary:

Other allowances/benefits:

Date of Appointment:

Date employment ended:
(if applicable)

Notice period (if applicable):

Employer:

Address:

Postcode:

Tel no:

Status:

e.g. Part Time/ Full Time/ Casual/ Temp:

Responsible to:

Nature of business:

Brief description of duties:

Reasons for leaving.
(If currently in
employment please
give reasons for
wishing to leave):

Section 3.2 Previous Employment

Previous Employment (please put your most recent employer first)

Name and Address of Employer	Job Title	Salary	Date From (dd/mm/yy)	Date To (dd/mm/yy)	Reason for Leaving

Please give reasons for any gaps between jobs, e.g. unemployment, study, childcare etc. (specify dates and reasons):

If you are successful will this be your only job?

Yes

☐

No

☐

If no, please state the weekly hours and nature of the additional work?

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Section 3.3 Education and Qualifications

Type e.g. school, college, university, workplace	Qualifications gained (state level and grade)	Date

Section 3.4 Personal Development & Additional Learning

Learning & Development Activity/Course Details	Date

Section 3.5 Professional Membership

Relevant Institute/Body	Class of Membership e.g. Associate, Member, Student, Fellow etc.	Expiry Date	State if Examination

Section 3.6 Driving Licence Details

Note: This section should only be completed if driving is an essential requirement of the post for which you are applying

Do you hold a full, current driving licence valid in the UK?

Yes

☐

No

☐

If YES, state class: e.g. Full UK
Car, HGV, PSV, LGV etc.

Section 3.7 Personal Statement

Details of experience, knowledge, skills, abilities and other relevant information – please refer to the person specification when completing this section. Your application (supporting statement) should be no longer than 2 sides of A4 with a minimum font of Arial 11 and should address the selection criteria detailed in the person specification giving examples to support your application.

Section 3.7 - Personal Statement continuation sheet

Returning your application

Your completed application form should be e-mailed to j.firth@greetlandacademy.org.uk.

Acknowledgement of receipt of applications

We do not acknowledge receipt of paper applications. Applications submitted by email will however, receive an acknowledgement upon request.

Shortlisted Candidates

Shortlisted candidates will be contacted shortly 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.