**APPLICATION FORM**

|  |  |
| --- | --- |
| **Post Title:** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | | | | | | | | |
| Title: |  | | | | | | | | | | | | |
| Surname: |  | | | | | | | | | | | | |
| Forename(s): |  | | | | | | | | | | | | |
| Address: |  | | | | | | | | | | | | |
|  | | | | Postcode: | |  | | | | | | | |
| Telephone (Home): | |  | | Telephone (Mobile): | | |  | | | | | | |
| Telephone (Work): | |  | | Email: | |  | | | | | | | |
| Can we contact you on your work number? (Tick as appropriate) | | | | | | | Yes | |  | No | | |  |
| NI Number: | |  | | | | | | | | | | | |
| **For Teaching Posts Only** | | | | | | | | | | | | | |
| Do you have Qualified Teacher Status? (Tick as appropriate) | | | | | Yes (Recommended) | | | |  | No | | |  |
| Teacher Reference No.: | |  | | | | | | | | | | | |
| Between what dates did you serve your induction? | | \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_ | Did you pass the induction? | | | | | Yes |  | | No |  | |
| Do you have any period left to serve on your induction? If yes, please attach copies of the induction reports for the periods you have served so far. | | | | | | | | Yes |  | | No |  | |
| Please confirm how many terms you have served so far: | | | | | | | |  | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you lived abroad for six months or more within the last 5 years?  (Tick as appropriate) | |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   If yes, please specify which country(ies): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employment History** | | | | | | | | | | | | |
| Present/Most Recent Employment | | | | | | | | | | | | |
| Job Title: | | |  | | | | | | | | | |
| Name of Employer: | | | |  | | | | | | | | |
| Address of Employer: | | | |  | | | | | | | | |
| Start Date: | |  | | | End Date: |  | Pay Grade / Salary: | |  | | | |
| Is this post your sole regular employment? (Tick as appropriate) | | | | | | | | Yes |  | | No |  |
| If ‘No’ to the above, please name your other employer(s) here: | | | | | | | | | | | | |
| Reason for Leaving / Wishing to Leave: | | | |  | | | | | | | | |
| Notice Required: | | | |  | | | | | | | | |
| Outline of Main Duties: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Previous Employment | | | | | | | | | | | | |
| Start Date | End Date | | | Job Title / Main Duties | | | Employer | Salary | | Reason for Leaving | | |
|  |  | | |  | | |  |  | |  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Education & Qualifications** | | | | | | | |
| Please give details of your education and qualifications (most recent first) | | | | | | | |
| Education | | | | | | | |
| Start Date | End Date | | School, College, University etc. | Subject(s) Studied | | | Qualification, Certificate, Grade etc. |
|  |  | |  |  | | |  |
| Work related or professional qualifications/membership & NVQ’s etc. | | | | | | | |
| Start Date | End Date | | Name of Association / Institute / Qualifications | | | Level/or Grade of Membership | |
|  |  | |  | | |  | |
| Relevant Training | | | | | | | |
| Start Date | | End Date | Title of Course | | Details | | |
|  | |  |  | |  | | |

|  |
| --- |
| **If there are any gaps in your employment or education please explain them here:** |
|  |

|  |
| --- |
| **Where did you see this post advertised?** If seen on the internet, please specify website: |
|  |

|  |
| --- |
| **Are you related to, or the partner of, any member or employee of the Skinners’ Academies Trust?** If so, please specify (failure to disclose such information shall disqualify the candidate concerned): |
|  |
| **Supporting Statement** |
| Please use this section to support the information that you have already provided regarding your suitability for this post and how you meet the requirements of the post. Include everything that is relevant (such as training and experience gained through out-of-work activities) as concisely as possible. Continue on a separate sheet(s) if necessary. |
|  |

|  |
| --- |
| Please list any interests you have in and beyond education |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Referees** | | | |
| One reference **must be your present or most recent employer**, the other a previous employer. All references from an educational establishment must be from the Headteacher/Principal. References will be requested after the shortlisting process, prior to interview. | | | |
| First Referee | | | |
| Full Name: |  | | |
| Job Title: |  | Company: |  |
| Address: |  | | |
| Telephone: |  | Email: |  |
| Relationship: |  | | |
| Second Referee | | | |
| Full Name: |  | | |
| Job Title: |  | Company: |  |
| Address: |  | | |
| Telephone: |  | Email: |  |
| Relationship: |  | | |

|  |  |
| --- | --- |
| Please list any dates on which you will NOT be available for interview: |  |

Please tick boxes as appropriate in the following sections:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Other Details** | | | | | | | |
| Do you have the legal right to live and work in the UK? | | | | Yes |  | No |  |
| Is this subject to having a work permit? | | | | Yes |  | No |  |
| You will need to produce photographic ID and proof of the above if appointed | | | | | | | |
| Disabilities | | | | | | | |
| Do you have a disability as defined by the Equality Act 2010? | | | | Yes |  | No |  |
| If ‘yes’ please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job. | | | | | | | |
|  | | | | | | | |
| **Personal Declarations** | | | | | | | |
| The position you are applying for involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England & Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions, including any that would otherwise be considered ‘spent’ under the act. | | | | | | | |
| Convictions | | | | | | | |
| Have you ever been convicted of any offence or bound over or given a caution | | | | Yes |  | No |  |
| If ‘Yes’ please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘Confidential Disclosure’.  *It will be a condition of your employment that you inform the Academy if you are convicted of any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment.*  If you are provisionally offered this post, you will be required to undergo a (DBS) Disclosure & Barring check. Please refer to the DBS Code of Practice for further information. Having a criminal record will not necessarily be a bar to obtaining a position at the Academy. | | | | | | | |
| **Prohibition from Teaching**  In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education (DfE)to ensure that you are not subject to a prohibition order or an interim prohibition order. | | | | | | | |
| Your data will be processed in line with our privacy notice that can be found on our website | | | | | | | |
| Data Protection Act | | | | | | | |
| Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee of £10 the right of access to personal data held about them.  I hereby give my consent to Skinners’ Academies Trust to process and retain the data supplied in this application form for an appropriate period of time for the purpose of recruitment, selection and employment. | | | | | | | |
| Signed: |  | Dated: |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration** | | | |
| 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 nor subject to any sanctions or conditions on my employment imposed by the DBS, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.  I hereby authorise you to carry out checks on all and any of my qualifications from any establishment or employer. I also authorise you to take up references from my present employer, my previous employer(s) or the people that I have submitted as personal referees, once I have been notified of an invite to interview. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate, including online searches as part of due diligence checks which may be explored with applicants at interview. | | | |
| Signed: |  | Dated: |  |
| All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview. | | | |