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| cid:image001.png@01D5C600.24119790    **Application for Employment** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If you would like this document in an alternative format e.g. audio, braille, or in a different language, please contact HR on 01362 696884 or email: hr@engagetrust.org.uk  **Instructions:-**   * Please complete all **sections** as well as the **Recruitment Monitoring Form** * Please write in **black ink** and **block letters** so the form can be photocopied * Put your **name**, the job title of the **post applied for** and job **reference number** at the top of any additional sheets you use * **Sign and date** the declaration at the back of this form and also sign the Recruitment Monitoring Form.   **Any fields marked with an asterix(\*) are mandatory.**  Where options are outlined below please indicate which applies to you by inserting ‘X’. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Post applied for \*** | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Reference number\* | | | | | | |  | | | | | | | | | | School/Academy/Trust | | | | | | | |  | | | | | | | |
| 1. **Personal details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mr |  | | Mrs | |  | | | Ms | |  | | | Miss | | | | |  | | Other (please state) | | | | | | | | | | | | |
| First name(s)\* | | | | | | | |  | | | | | | | | Surname\* | | | | | | |  | | | | | | | | | |
| Have you ever used any other names\* | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | No | |
| If yes, please state | | | | | | | First name(s) | | | |  | | | | | Surname | | | | | | | | |  | | | | | | | |
| Address (including postcode)\* | | | | | | |  | | | | | | | | | Email address\*  This will be used to send all future correspondence about this job | | | | | | | | |  | | | | | | | |
| Can we contact you by telephone? | | | | | | | | | | | | Yes | | | | | Telephone number | | | | |  | | | | | | | | | No | |
| Preferred start date | | | | | | | | | | | | **/  /** | | | | | | | | | | | | | | | | | | | | |
| National Insurance Number | | | | | | | | | | | |  | | | | Date of birth\* | | | | | | | | | **/  /** | | | | | | | |
| If the duties of the job include travel, which could be to venues not accessible by public transport, are you able to meet this requirement? | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | No | |
| If the job requires you to travel and you intend to use a motor vehicle, do you hold a driving licence valid in the UK? | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | No | |
| If you do have a driving licence, please tell us what type | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full | |  | | | Provisional | | | | |  | | | | Other (please specify) | | | | | | |  | | | | | | | | | | | |
| On what basis are you applying for the job?\* | | | | | | | | | | | | | Full time | | | | |  | Part time | | | |  | | | Job share | | | | |  | |
| If you are not applying to work full time, how many hours would you wish to work per week? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| Are you related to, or in a close relationship with any Governor/Trustee or anybody already employed by the school/academy/Trust?\* | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | No | |
| If yes, please state their position. | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| How did you hear about this job?\* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Current or most recent employment/self-employment/voluntary work** (If self-employed enter the name and address of your business) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employer’s name and address including postcode | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Job title/nature of self-employment/voluntary work | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| If a school, name, group size and number on roll | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Current or last salary and scale | | | | | | | | | | |  | | | | | | | | | | | Weekly hours | | | | | | | | | |  |
| Date started | | | | | | **/  /** | | | | | | | | | | Date of leaving (if relevant) | | | | | | | | | | | | **/  /** | | | | |
| Notice required | | | | | |  | | | | | | | | | | Reason for leaving | | | | | | | | | | | |  | | | | |
| Brief description of job/services provided | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| If you have more than one job, please complete the sections below. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Other current employment** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name and address | | | | Date from | | | | | | | Date to | | | | | Job title (if teaching include the age range taught) | | | | | | | | Weekly hours | | | | | Reason for leaving | | | |
|  | | | | **/  /** | | | | | | | **/  /** | | | | |  | | | | | | | |  | | | | |  | | | |
| 1. **Employment history** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please list all employment, starting with the most recent, including self-employment and periods of voluntary work since leaving full time education.  Although not all jobs you have held may seem relevant to your application, it is important for you to give as much information as you can as you may have developed transferable skills in the job which you can highlight later in your application. Also, many jobs are subject to a Disclosure and Barring Service (DBS) check and it is important to demonstrate that there are not unexplained gaps in your career, | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employer’s name and address | | | | | | | Date from | | | Date to | | | | | Job title (if teaching include the age range taught) | | | | | | | | | Weekly hours | | | | | Reason for leaving | | | |
|  | | | | | | | **/  /** | | | **/  /** | | | | |  | | | | | | | | |  | | | | |  | | | |

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| 1. **Breaks in employment history** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If you have had any breaks in employment since leaving school, please give dates and details of your activities during these times e.g. unemployment, raising a family, study, foreign travel etc. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date from | | | | Date to | | | | | | Reason for break | | | | | | | | | | | | | | | | | | | | | |
| **/  /** | | | | **/  /** | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| 1. **Secondary school education** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If you are shortlisted for interview you will be asked to provide evidence of your qualifications relevant to the role. **Please start with the most recent.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School(s) | | | | Dates from | | | | | | Dates to | | | | | | | Qualification/subject obtained and awarding body | | | | | | | Grade | | | | | Dates | | |
|  | | | | **/  /** | | | | | | **/  /** | | | | | | |  | | | | | | |  | | | | | **/  /** | | |
| 1. **Continuing education** (University/College/Apprenticeships etc) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If you are shortlisted for interview you will be asked to provide evidence of your qualifications relevant to the role. **Please start with the most recent.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Educational establishments | | | | Dates from | | | | | | Dates to | | | | | | | Qualification/subject obtained and awarding body | | | | | | | Level/ Grade | | | | | Dates | | |
|  | | | | **/  /** | | | | | | **/  /** | | | | | | |  | | | | | | |  | | | | | **/  /** | | |
| 1. **Professional qualification** (including details of professional association membership) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you hold Qualified Teacher Status (QTS)? | | | | | | | | | | | | | | | | Yes | | | | No | | | DfE number | | | | | | | | |
| If yes, please complete the following: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you completed an induction year? | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | No | | | | |
| **Name of Professional Body** | | | | | | | | **Level/Type of Membership** | | | | | **Reg. Number** | | | | | | | | | **Renewal Date** | | | | | | | | | |
|  | | | | | | | |  | | | | |  | | | | | | | | |  | | | | | | | | | |
| 1. **Other training relevant to the job (e.g. short courses, personal development, special projects)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | | | Organising body | | | | | | | | | Brief description of course content | | | | | | | | | | | | | | | | | | | |
| **/  /** | | |  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| 1. **Supporting information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| You must provide clear and concise evidence in this section of how you meet the essential and desirable criteria set out in the person specification.  To demonstrate you meet the criteria you may wish to tell us about relevant things you have been responsible for or involved in, what you have achieved and any feedback given. You can include examples from paid or unpaid work or other activities you have undertaken in your personal life that are relevant to the job you are applying for.  It is only information contained in this application which will decide whether you are shortlisted for interview (unless documents have been specifically requested in the recruitment information). Any additional information provided where this is not required will be disregarded.  If you consider that you have a disability as defined by the Equality Act 2010 (see Appendix 1) and you provide evidence in your supporting information that you meet the minimum (essential) criteria for the job, you will be invited for interview. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **References** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If you are shortlisted, referees **will be** contacted prior to interview.  Please give details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. In the case of applicants leaving full time education or not having worked since doing so, the Head of School, College or University should be one of the named referees. We do not accept references from friends or family members. To ensure your application is processed without undue delay, we will be contacting your referees by email - please provide full details of your referees including email address.  **If your previous employer will only provide a standardised/corporate reference, please provide a third referee.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Referee 1 details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Referee type\* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current employer | | | | |  | | Previous employer | | | | | | | | | | |  | | Academic | | | | | | | | | | |  |
| Title\* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mr |  | Mrs | | |  | | | Ms |  | | Miss | | | | |  | | | Other (please specify) | | | | | | | | |  | | | |
| First name\* | | | | | |  | | | | | | | | Surname\* | | | | | | | | |  | | | | | | | | |
| Organisation\* | | | | | |  | | | | | | | | Position held\* | | | | | | | | |  | | | | | | | | |
| Address (including postcode)\* | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Telephone number\* | | | | | |  | | | | | | | | Business email address\* | | | | | | | | | | |  | | | | | | |
| **How do they know you?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Referee 2 details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Referee type\* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Previous employer | | | | | |  | | | | | | | | | Other (please specify) | | | | | | | | |  | | | | | | | |
| Title\* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mr |  | Mrs | | |  | | | Ms |  | | Miss | | | | |  | | | Other (please state) | | | | | | |  | | | | | |
| First name\* | | | | | |  | | | | | | | | Surname\* | | | | | | | | |  | | | | | | | | |
| Organisation\* | | | | | |  | | | | | | | | Position held\* | | | | | | | | |  | | | | | | | | |
| Address (including postcode)\* | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Telephone number\* | | | | | |  | | | | | | | | Business email address\* | | | | | | | | | | |  | | | | | | |
| **How do they know you?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Referee 3 details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Referee type\* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Previous employer | | | | | |  | | | | | | | | | Other (please specify) | | | | | | | | |  | | | | | | | |
| Title\* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mr |  | Mrs | | |  | | | Ms |  | | Miss | | | | |  | | | Other (please state) | | | | | | |  | | | | | |
| First name\* | | | | | |  | | | | | | | | Surname\* | | | | | | | | |  | | | | | | | | |
| Organisation\* | | | | | |  | | | | | | | | Position held\* | | | | | | | | |  | | | | | | | | |
| Address (including postcode)\* | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Telephone number\* | | | | | |  | | | | | | | | Business email address\* | | | | | | | | | | |  | | | | | | |
| 1. **Arrangements for people with disabilities** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you consider that you have a disability as defined by the Equality Act 2010? (See Appendix 1)\* | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | No | |
| If you consider that you have a disability as defined by the Equality Act 2010 (see Appendix 1) and you provide evidence in your supporting information that you meet the minimum (essential) criteria for the job, you will be invited for interview.  If you are shortlisted for interview you will have the opportunity to advise us of any reasonable adjustments needed for you to participate effectively in the selection process. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Asylum and Immigration Act 1996** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you require a visa to work or study in the UK?\* | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | No | |
| For further information on the visa requirements to work in the UK see www.ukba.homeoffice.gov.uk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Please confirm the following statements are true by signing the box below.

**Declaration**

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise individuals involved in the recruitment process to make any appropriate checks which may be necessary in relation to the job I have applied for.

False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.

**Disclosure of Criminal Convictions and Rehabilitation of Offenders Act 1974 and Barred List Checks**

The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to a satisfactory disclosure being issued by the Disclosure and Barring Service (DBS). Where a post meets the eligibility criteria under the Protection of Freedoms Act 2012 for an Enhanced check for regulated activity, this check will be required. An Enhanced DBS check will be required where the criteria of Schedule 4 under the Safeguarding and Vulnerable Groups Act 2006 is met.

Where jobs are exempt from the Rehabilitation of Offenders Act 1974 all cautions and bind overs, including those regarded as ‘spent’, must be declared.  However, the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>. The presence of a criminal record will not necessarily prevent employment.

Please make the following declaration and tick the appropriate box.

|  |  |  |
| --- | --- | --- |
| **I have information to declare\*** | Yes | No |
| **If yes, please provide the date(s) and the detail of the criminal conviction(s) on Appendix 4. If you are applying by post, place this in a separate envelope to your application form and write your name, post you are applying for and job reference number on the envelope before attaching it to your application form. If you are returning your application by email, send the conviction information in a separate email using the details on the advert.** | | |

**Safer recruitment**

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.

**Data Protection**

I understand that the personal information I have provided as part of this application will enable the recruiting organisation to manage the recruitment process, assess my suitability for employment, decide whom to offer the job and keep a record of the process. I understand the personal information I have provided will be held on a computer or other relevant filing system and will be shared with other accredited organisations or agencies only in accordance with the General Data Protection Regulations. The organisation may also need to process data from job applications to respond to and defend against legal claims. I understand the recruitment monitoring data I have provided will be used to monitor, analyse and report on equalities and only used in assisting the employer to take action to prevent inequality.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I have read and understand above declarations\*** | | | | Yes |
| **Signature** |  | **Date** | **/  /** | |