

**APPLICATION FORM**

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| Academy Name: | Closing date: |
| Post applying for: | |
| Where did you see this post advertised? | |

**Personal Details**

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| First Name: | Surname: |
| Address: | Title: |
| National Insurance No: |
| Home phone No: |
| Mobile phone No: |
| Postcode: | Email address: |
| Are there any dates you would be unavailable for interview? | |

**References**

Please provide two references, one of which should be from your current or most recent employer. As the post you are applying for requires a DBS disclosure we will wherever possible take up these references prior to interview.  If you are applying for a job that means you will be working with children, and you have previously worked with children either on a paid or voluntary basis, one reference should be from the person or organisation that employed you, even if it is not your most current or recent employer

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| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Postcode: | Postcode: |
| Phone No: | Phone No: |
| Email: | Email: |
| Job Title: | Job Title: |
| Relationship to you: | Relationship to you: |
| Are we able to contact this reference if you are selected for interview? Yes  No | Are we able to contact this reference if you are selected for interview? Yes  No |

**Agency Work**

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| Have you worked for an agency within the last 2 years? Yes  No | |
| Have you worked for School Partnership Trust Academies (SPTA) through an agency in the last 2 years?  Yes  No | |
| If yes to either of the above, please give the last date you were employed by an agency: |  |

**Current/Most Recent Employment**

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| Job Title: | |
| Name & Address of Employer: | |
| Date of appointment: | Date of Leaving: |
| Current Salary: £ | Notice period required: |
| Please give a brief outline of your current duties and responsibilities: | |
| Please give details of your main achievements in this post: | |
| Why are you leaving this post? | |

**Previous Employers**

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| --- | --- | --- | --- | --- | --- |
| Job Title & salary | Employers Name & Address | Dates | | Main duties | Reason for leaving |
| From | To |
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Please continue onto an additional sheet if necessary. Ensure you include your name and the post you are applying for on any additional sheets.

**Education**

Please give details of all education from secondary school level, include any courses attended for Personal/Professional Development

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| --- | --- | --- | --- | --- |
| Institution attended | Course | Dates | | Qualifications gained |
| From | To |
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**Additional Information** (required from teachers only)

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| DCSF/GTC No: |
| Qualified Teacher status: Yes  No  Initial Teacher Training programme (please tick): School Direct  PGCE (University only)  Teach First  Other (please state) ……………………………………………………………………………………… |
| Are you registered with the General Teaching Council? Yes  No  Have you been prohibited from teaching or placed under Yes  No  any restritcions by the NCTL or any other regulatory body?' |

**Criminal Convictions**

This post is exempt from the Rehabilitation Offenders Act (1974)(amended 2013). You are, therefore, required to provide details of any **unspent** convictions, cautions, reprimands and final warnings you may have and any **unprotected spent** convictions or cautions.

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 on the Disclosure and Barring Service website. <https://www.gov.uk/government/collections/dbs-filtering-guidance>

Do you have any convictions, cautions, reprimands or final warnings that are not  "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order  1975 (as amended in 2013) by SI 2013 1198’?:

If yes please see guidance below**\*** Yes  No

Please state if you have any unspent convictions: Yes  No

If yes please see guidance below**\***

**\***If you are invited for interview, a statement of any spent convictions that are not protected and any unspent convictions should be sealed in an envelope marked ‘Private and Confidential’ and handed to the chair of the interview panel only. The information you disclose may be discussed with you during the interview.

**Skills, Knowledge and Experience**

Please explain why you believe you are suitable for this post. Include any skills, knowledge and/or experience you have that would support your application:

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**Equal Opportunities**

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| Applicants will not be unfairly discriminated against on the grounds of their gender, marital status, disability, race, nationality or ethnic origin, sexuality or age. To ensure the effectiveness of the policy and to assist in its development, please complete the following. All answers will be treated in the strictest confidence.  Are you: male  female  non-binary  How would you describe your ethnic origin? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Data Protection Act**  The information detailed in this application form will be used in the Organisation’s Recruitment and Selection Process. It will also be used to monitor the effectiveness of the Organisation’s policies and practices, and in particular it’s Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, personal details contained in your application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.  Your information may also be disclosed to the following third parties: Local Government Authorities, Central Government Authorities, Law Enforcement Authorities, organisations that handle or investigate the proper use of public funds, Survey and Research organisations (for monitoring purposes only).    Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed.  **Declaration**  I consent to School Partnership Trust Academies recording and processing the information detailed in this application form. I understand that the information may be used by the Organisation in pursuance of its business purposes and my consent is conditional upon the organisation complying with their obligations under the Data Protection Act 1998.  I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history. If you are sending this form to the Recruitment Team by email then you should note that, in the absence of a signature, the emailing of this application constitutes your personal certification that the details are correct.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |