

EMPLOYMENT APPLICATION FORM

Post Applied for (Job Title):	
Deadline for receipt of form:	

*Please read the guidance notes at the end of this document before completing this form.
Please type or write clearly in black ink.*

Personal Details		
Title	First Name(s):	Last Name:
Address:		Tel No:
		Mobile No:
Post Code		Email:
Do you have the legal right to live and work in the UK?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this subject to having a work permit?		Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>You will need to provide photographic identification and proof of the above if you are called to interview</i>		
National Insurance Number :		
Have you successfully completed a period of induction as a qualified teacher in this country? (For teachers only)		
<i>If yes, please give details of completion</i>		
Are you registered with the DfE? (For teachers only)		Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes, please give details of your Teacher Reference number (e.g. 12/34567)</i>		
Are you subject to any conditions or prohibitions placed on you by the DfE? (For teachers only):		Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes, please give details</i>		
Do you have Qualified Teacher Status? (For teachers only):		Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes, please give date of award</i>		
QTS Certificate Number (For teachers only):		

Current (or most recent) Employment

Job Title/Post Held:

Name of Employer:

Address:

Post Code

Telephone No:

Date Started:

Date Left (where applicable)

Grade/spine point:

Current Salary:

Notice Required:

Reason for leaving / wishing to leave:

Brief description of main duties/responsibilities:

Previous Employment

Please provide details of your full employment history, detailing any periods of unemployment and unpaid/voluntary work (most recent first). Continue on a separate sheet or insert more rows if necessary.

Dates		Name and address of organisation	Job/Role and brief description of duties	Reason for leaving
From	To			

Education, Qualifications and Training

Please list qualifications below in order, with most recent first

School/College/University

From	To	Qualification results with grades	University/College/School

Professional Qualifications

From	To	Qualification results with grades	Professional body

Other training courses attended e.g. in-house training

From	To	Qualification results with grades	Training provider

Please continue on a separate sheet if necessary

Personal Statement

Please use this section to set out how your experience meets the requirements of the role, referring to the Job Description and Person Specification (if applicable).

Please continue on a separate sheet if necessary

References

Please supply the names and addresses of two referees:

- One should be your current or most recent employer
- The other should be your previous employer (someone who knows you in a professional or training/education context). Please refer to Application Form Guidance before completing.

Please note that under the DfE Keeping children safe in education and Safer Recruitment guidance Sept 2016, references will be required prior to interview for **all** Academy Based posts, teaching and non-teaching.

Referee No 1 Current/most recent Employer	Referee No 2 Previous Employer
Referee Full Name:	Referee Full Name:
Job Title:	Job Title:
Company Name:	Company Name:
Address:	Address:
Telephone Number:	Telephone Number:
Email:	Email:
Relationship:	Relationship:

I hereby authorise you to take up references from my current/most recent and previous employers once an invite for interview has been confirmed. In addition, I hereby authorise you to take up any other employment checks deemed appropriate.

Signed:	Dated:
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Health

Please note that the successful candidate may be required to complete a medical questionnaire and may be asked to attend for a medical examination.

Additional Information

Do you have a disability as defined by the Equalities Act 2010	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job:	
Have you ever been dismissed from employment for a reason other than redundancy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give reasons:	
Have you ever been suspended or subject to disciplinary action in any employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give reasons:	

Safeguarding Statement

E-ACT is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and all appointments are subject to enhanced Disclosure & Barring Service (DBS) checks and satisfactory references. E-ACT is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Declarations

Declaration of criminal convictions

The Rehabilitation of Offenders 1974(Exceptions) (Amendment) Order 1986 does not apply to posts where there is access to children. This means that applicants for employment, which involves working with children and young people, **must** disclose **any** criminal record. This will include any spent convictions or sentences.

Applicants should note that providing false information to obtain employment is a criminal offence. Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in summary dismissal.

Enhanced Disclosure and Barring Service (DBS) checks will be carried out on all successful applicants. Disclosure of a criminal record will not necessarily debar you from employment with E-ACT; this will depend upon the nature of the offence(s), frequency and when they occurred.

Please answer the following:

Have you previously used, or do you currently use, any other surname(s)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, state the other surname(s) you use(d):	
Do you have any criminal records to declare? (This includes criminal convictions or police cautions, spent or otherwise)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, when did this take place?	
Are there any current criminal proceedings against you? (This includes any cautions, bind-overs, police warnings or pending prosecutions)	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you answer yes to any of the questions on the previous page, you will be expected to provide details of the conviction(s) or offence(s) in a sealed envelope marked 'Private and Confidential'. If you are not shortlisted, the envelope will be securely destroyed.

Please note that it is a condition of your employment that you inform E-ACT 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.

Declaration of interests

Are you related to, or the partner of, any employee, Trustee or volunteer of E-ACT?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, please provide:	
Their full name:	
Their job title:	
Which Academy/Region/National Team they are employed by:	
Relationship to you:	

Data Protection

I understand that the information contained in this form is personal data, which will be held on computer, and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Act 1998.

I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with regard to this application shall disqualify me from such appointment, or if discovered after employment, may lead to my dismissal.

Signed:

Date:

Guidance on completing this application form

The decision to shortlist you for an interview will be based solely on the information you provide on the application form. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job. Please complete your application form in black ink or type.

Personal Details

Complete this section fully and clearly. If you do not know your National Insurance Number, you can obtain this from HMRC. They will only confirm this in writing. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK. Verification of identity is required before confirmation of appointment.

Education, Qualifications and Training

Ensure that you provide all the information requested. Proof of relevant qualifications will be requested if required for the role.

Personal Statement

This is an important part of the application form and is your opportunity to explain why you are a suitable candidate. You should demonstrate your skills, knowledge and experience and provide short examples to support this. Describe how you match the requirement of the job; include experience gained from previous roles, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. If you do not complete this section of the form, you will not be considered for short listing. **Please note CVs will not be accepted.**

References

For all Academy based employees, your referees will be contacted prior to interview under the DfE Keeping children safe in education, safer recruitment. Your first referee should be your current or most recent employer. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from your most recent previous employer where you were working with children.

Additional Information

If you have a disability, please let us know the help you require and we will ensure that any reasonable adjustments are made.

Declaration: Disclosure of a criminal record

All positions within E-ACT will be exempt from the Rehabilitation of Offenders Act 1974. You must declare all cautions and convictions including those that are 'spent', and you will be subject to a Disclosure and Barring Service (DBS) check if you are successful. You must provide details of any conviction(s) or offence(s) in a sealed envelope marked private and confidential with your application form.

If you do have a spent conviction, this will not automatically disqualify you from employment.

E-ACT operates a Disclosure procedure in line with DBS guidelines. If you are successfully selected for a position within the Academy, you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. All Academy based posts will require an Enhanced Disclosure.

In the event of a successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a senior member of staff. As a minimum, the following will have been taken into account:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidate's age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances

*No decision will be made until your explanation and the above issues have been considered.
If you believe the disclosure information is inaccurate, you would need to contact the DBS directly.*

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. The disclosure forms are not kept on personnel files.

Declaration of interests

If this applies to you, please give the name of the employee, the department they work in and the relationship e.g. partner, daughter.

Equal Opportunities Monitoring Form

Please complete the accompanying Equal Opportunities monitoring form. This form will be kept separate from your application form.

Before you submit your completed application form, please read through it
to ensure all sections of the application have been fully completed.

EQUAL OPPORTUNITIES RECRUITMENT MONITORING FORM

Please complete this monitoring form and return with your application form. Diversity and equality are at the heart of every activity in E-ACT. E-ACT is committed to equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us achieve this aim we ask you to complete this monitoring form. This information will be used to monitor the effectiveness of our Diversity and Equality Policy and for no other reason. The request for this information and how it is used is within the scope of the Data Protection Act 1998 which allows for the collation and reporting of sensitive data for monitoring purposes.

This information will be kept separate from your application form to ensure that none of the information you have provided is used in the selection decision.

POST APPLIED FOR

HOW TO COMPLETE THIS FORM:- Please mark your response by putting an 'X' in the box.

Ethnic Origin: I would describe my racial or cultural origin as:

White:	British <input type="checkbox"/>	Irish <input type="checkbox"/>	Other <input type="checkbox"/> Please specify	
Black or Black British:	African <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Other <input type="checkbox"/> Please specify	
Asian or Asian British:	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Other Please specify
Dual or Multiple Heritage:	White and Asian <input type="checkbox"/>	White and Black African <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	Any other dual or multiple heritage <input type="checkbox"/> Please specify
Chinese or Other Ethnic Group:	Chinese <input type="checkbox"/>	Any other Ethnic Background <input type="checkbox"/> Please specify		

Monitoring Disability:

Do you consider yourself to have a disability as defined in the Equalities Act 2010? The Act defines disability as: "a physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day to day activities". Please mark with an "x"

YES ☐ NO ☐ If yes please give a brief description of your disability below :

Monitoring Gender:

FEMALE

MALE

☐

Sexual Orientation:

How would you describe your sexual orientation ?

Heterosexual ☐ Gay ☐ Lesbian ☐ Bisexual ☐ Prefer not to say ☐

Monitoring Media:

Name of Media or where you found out about this job?

Marital Status :

I am : Married ☐ In a civil partnership ☐ Divorced ☐ Single ☐
Separated ☐ Prefer not to say ☐

Monitoring Age:

I am aged: Years Months

Date of Birth

Monitoring Religion: I am a member or follower of the following religious group:

None/No religion ☐

Buddhist ☐

Christian ☐

Hindu ☐

Jewish ☐

Muslim ☐

Sikh ☐

Other
Please specify

Consent:

I hereby give my consent to E-ACT processing the information given on this form in accordance with the purposes stated above:

SIGNED:

DATE:

NAME:

Thank you for completing this form. Please return it with your application.