



Internal use only

Ref . No. \_\_\_\_\_ Date Received \_\_\_\_\_

# Arden Multi Academy Trust

## Employment Application Form

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink. CV's are not accepted.

Vacancy Job Title	
Academy/School	

### 1 INFORMATION FOR SHORTLISTING AND INTERVIEWING

Initials \_\_\_\_\_

Surname or Family name \_\_\_\_\_

### 2 LETTER OF APPLICATION

Please enclose a letter of application. *Please refer to the applicant information pack which may include instructions on completion of the letter of application.*

### 3 PRESENT / LAST APPOINTMENT: IF TEACHING

Name, address and telephone number of school	
1 Type of school	Boys      Girls      Mixed      Age range      Number on Roll
2 Type of school	<i>eg Community, Aided, Foundation, Academy, Free School, Independent etc</i>
Job title <i>Please enclose a copy of your current job description</i>	
Subjects/age groups taught	
Date appointed to current post	
Current salary & grade eg. Leadership/UPS/MPS	
Date available to begin new job	

### 4. PRESENT / LAST APPOINTMENT: IF NON-TEACHING

Name address and telephone number	
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of employer	
Job title <i>Please enclose a copy of your current job description</i>	
Date appointed to current post	
Current salary	
Date available to begin new job	

- 5 **FULL CHRONOLOGICAL HISTORY** Please provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name and address of school, other employer, or description of activity	Number on roll and type of school, if applicable	F/T or P/T	Dates				Reason for leaving
				From		To		
				Mth	Yr	Mth	Yr	
1								
2								
3								
4								
5								
6								
7								
8								

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Please briefly provide an explanation(s) for any gaps in your employment history

Gaps in Employment History	
Dates (From and To)	Reason for gap

Please enclose a continuation sheet if necessary

**6 SECONDARY EDUCATION & QUALIFICATIONS**

Name of School/College	From	To	Qualifications Gained with Date(s) and grades

**7 HIGHER EDUCATION**

Names and Addresses of University or College and/or University Education Department	Dates From To	Full or Part-time	Courses/subjects taken and Passed	Date of Examination and Qualifications Obtained	Age Groups for which Trained

**8 PROFESSIONAL COURSES ATTENDED AS A TEACHER** Please list relevant courses attended in the past 3 years.

Subject	Organising Body	Date(s)	Duration

**9 OTHER RELEVANT SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE** (please complete this section in conjunction with the person specification and job description and do not duplicate information that you have already included in your letter of application).

## 10 REFEREES

Give here details of two people to whom reference may be made. We would expect the first referee to be your present or most recent headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In accordance with Keeping Children Safe in Education requirements, we will seek references on all shortlisted candidates before interview to enable us to raise any referee concerns at interview’.

### First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

### Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

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This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

## 11 PERSONAL INFORMATION

1. Surname or family name	
2. All previous surnames	
3. All forenames	
4. Title	
5. Current Address	
6. Postcode	
7. Resident at this address since	
8. Home telephone number	
9. Mobile telephone number	
10. Date of birth	
11. Email address	
12. DfE reference number	
13. National Insurance Number	
14. Have you ever been subject to a child protection investigation by your employer or any other organisation?	<p>Yes                  No</p> <p>If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called for interview.</p>
15. Are you subject to any legal restrictions in respect of your employment in the UK?	<p>Yes                  No</p> <p>If YES please provide details separately</p>
16. Do you require a work permit?	<p>Yes                  No</p> <p>If YES please provide details separately</p>
17. Do you have a current full driving licence?	<p>Yes                  No</p>
20. Are you related to or have a close personal relationship with any pupil, employee, or governor?	<p>Yes                  No</p> <p>If YES give details separately under confidential cover</p>
21. NQTs ONLY: Have you provided evidence of passing the Skills Tests? <i>Please tick or cross</i>	<p>Numeracy</p> <p>Literacy</p>
22. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?	<p>Yes                  No</p> <p>If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).</p>

**12 COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS**

Jobs in schools are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. **You must** therefore declare, whether spent or not, any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

Do you have any convictions, cautions or reprimands, warnings or bind-overs?  
Please tick the relevant box

Yes ☐

No ☐

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application. In accordance with statutory requirements, an offer of employment will be subject to satisfactory DBS clearance. A copy of this notice will be sent to your referees.

**13 DATA PROTECTION**

As part of our recruitment process, Arden Multi Academy Trust collects and processes personal data relating to job applicants. The Academy is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Before completing and submitting this form please read our Recruitment Privacy Notice which can be viewed on the vacancy section of our website or by contacting the Academy directly.

**14 NOTES**

- a) When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant's information pack.
- b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- c) Candidates recommended for appointment will be required to complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

**15 DECLARATION**

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form

Signature of Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**For monitoring purposes only please indicate where you saw this vacancy advertised**

\_\_\_\_\_

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## PART 3 EQUALITY AND DIVERSITY MONITORING

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

### Ethnic Group

	Workforce Census Code		Please tick
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	OOTH	Irish Traveller	
	OOTH	Gypsy	
	WOTH	Other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Other Asian background	
Black or Black British	BCRB	Caribbean	
	BAFR	African	
	BOTH	Other Black background	
Other ethnic group	OOTH	Arab	
		Write in:	
Prefer not to say	REFU		

### Religion

	Please tick
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion write in	
Prefer not to say	

### Disability

Do you consider that you have a disability? Please tick

Yes Please complete the grid below	
No	
Prefer not to say	
My disability is: Please tick	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

### Sexual Orientation

	Please tick
Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

### Gender

	Please tick
Female	
Male	
Transgender	
Prefer not to say	

Personal relationship

*Please tick*

Single	<input type="checkbox"/>
Living together	<input type="checkbox"/>
Married	<input type="checkbox"/>
Civil Partnership	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>