|  |
| --- |
| Application for the post of: |
| At: (school) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Details** | | | |
| Surname: | | Former surname (s) if any: | |
| Forename(s): | | Title (Mr, Mrs, Miss etc) | |
| Address: | Home Telephone Number: | |  |
| Daytime Telephone Number: | |  |
| Mobile Telephone Number: | |  |
| Email: | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employment Record** | | | | | | |
| **Present or Most Recent Employer:** | | Dates Employed From (MM/YY): | | | To (MM/YY): | |
| Employer's Name and Address: | | Annual Salary: | | | | |
| Other Benefits: | | | | |
| Reason for Leaving: | | | | |
| Notice Period: | | | | |
| Position Held & Brief Description of Duties: | | | | | | |
|  | | | | | | |
| **Previous Employers**  **Please**  list **all** previous employers from leaving school, most recent employer first)  Please account for **all** gaps in employment  Include voluntary work if applicable to the post | | | | | | |
| Employer’s Name and Address | Position(s) Held | | Dates | | | Reason for Leaving |
| From  (MM/YY) | To  (MM/YY) | |
|  |  | |  |  | |  |
|  |  | |  |  | |  |

**Continue on a separate sheet if necessary**

|  |  |  |
| --- | --- | --- |
| **Education and Training** | | |
| **Education** | | |
| Qualification(s) Gained Including Grade | Date(s) Awarded | School / College, University or Institute of Further Education |
|  |  |  |
|  | | |
| Details of any Membership(s) of Professional Associations/Bodies | | |
| Membership Details | | Date Awarded |
|  | |  |
|  | | |
| Education Qualification(s) currently being undertaken | | |
| Qualification(s) Being Undertaken | Expected Date of Completion | College/University or Institute |
|  |  |  |
|  | | |
| Training (relevant work related courses) | | |
| Course Title & Subjects Covered | Date and Duration | Training Organisation |
|  |  |  |
|  | | |
| **Relevant Experience and Skills** | | |
| Please indicate how you satisfy each criterion set out in the Person Specification drawing on evidence from your personal and work experience (paid or unpaid) education and training. Particular attention should be given to providing examples against each competency listed. Please continue on a separate sheet if necessary | | |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **References** | | | |
| References will be taken up if you are short listed prior to interview. Please give the names of two people who are able to comment on your suitability for this post. One should be the Head Teacher of your current school. You should note that we do not accept references from family members or from people writing solely in the capacity of friends. | | | |
| **Current/Most Recent Employer** | | Previous Employer | |
| Name: | | Name: | |
| Job Title: | | Job Title: | |
| Address: | | Address: | |
| Tel: | Fax: | Tel: | Fax: |
| E-mail: | | E-mail: | |

|  |  |
| --- | --- |
| **Rehabilitation of Offenders Act - Declaration of Criminal Offences** | |
| Having a criminal record will not necessarily prevent you from gaining employment.  **This post is also subject to satisfactory Disclosure and Barring Service Check.** | |
| Have you ever been convicted of a criminal offence or are you currently undergoing criminal investigation? If Yes please give details of conviction(s) and date(s) on a separate sheet | Yes/No |
| Are you on the Children’s barred list or disqualified to work with children? | Yes/No |
| Have you any cautions or bind-overs? | Yes/No |
| If Yes please attach details of your record in a sealed envelope marked ‘confidential’. | |

|  |  |
| --- | --- |
| **Dismissal or Disciplinary Action** | |
| Before completing this section please read the guidance notes attached carefully. This will not necessarily prevent you from gaining employment with Trinitas Academy Trust | |
| Have you ever been dismissed or resigned from a position pending disciplinary investigations taking place? If Yes, please give details on a separate sheet. | Yes/No |

|  |
| --- |
| **Asylum and immigration Act 1996** |
| Do you have the legal right to live and work in the UK? Yes/No |
| Please give your National Insurance Number: |
| Have you lived outside of the UK during the last 5 years for a period of 6 months or more? Yes/No |
| If Yes, please state which countries and give dates: |

|  |
| --- |
| Declaring an Interest |
| Are you, to your knowledge, related to any member of the Governing Bodies of the Trinitas Academy Trust or Rochester Diocesan Board of Education, or any holder of senior office in these bodies? |
|  |

|  |  |
| --- | --- |
| Data Protection Declaration | |
| Under the terms of the Data Protection Act 1998 the information you provide in this application form and recruitment monitoring form will only be used for the purpose of assessing your suitability for employment, for monitoring Trinitas Academy Trust’s policies and procedures and human resource management purposes.  If you are unsuccessful this information will be retained on file for at least 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and / or to defend Trinitas Academy Trust against a legal challenge to the fairness of the selection process from any interested party.  Trinitas Academy Trust is under a duty to protect the public funds it administers and to this end it must use the information you have provided on this form within its authority for the prevention and detection of crime and fraud. It may also share this information with other bodies administering public funds solely for this purpose.  I understand the information above and hereby   1. Declare that the information provided in this application form and monitoring form is correct to the best of my knowledge and belief. I understand that any false statements on this form will justify withdrawal of an offer of appointment or my dismissal from Trinitas Academy Trust’s service. 2. Agree that the information I give Trinitas Academy Trust in connection with this application for employment may be stored and processed for the purposes stated above. 3. Consent to Trinitas Academy Trust undertaking any checks it may deem necessary in connection with my application. 4. Agree to Trinitas Academy Trust asking my previous employers questions regarding my disciplinary record and give my consent for my previous employers to disclose this information. | |
| Signed: | Date: |

|  |  |
| --- | --- |
| Recruitment Monitoring Form | Post Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Trinitas Academy Trust is committed to a policy of equality and diversity for all staff regardless of race, religion, sex, sexual orientation, disability or any other factor. Our Diversity Policy demonstrates a commitment to all job applicants. With this is mind; all stages of the recruitment process will be monitored.

This sheet will be separated from your application form upon receipt and will not be made available to those involved in the selection process.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Personal Details | | | | |
| **A. Sex** | Male | | Female | |
| **B. Age** | Date of birth: | | Age: | |
| **C. Ethnic Group** | **a.** | **White** | **b.** | **Mixed** |
|  |  | British |  | White and Black Caribbean |
|  |  | Irish |  | White and Black African |
|  |  | Any other White background |  | White and Asian |
|  |  | Please give details: |  | Any other Mixed background |
|  |  |  |  | Please give details: |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **c.** | **Asian or Asian British** | **d.** | Black or Black British |
|  |  | Indian |  | Caribbean |
|  |  | Pakistani |  | African |
|  |  | Bangladeshi |  | Any other Black background |
|  |  | Any other Asian background |  | Please give details: |
|  |  | Please give details: |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **e.** | **Chinese or other ethnic group** |  |  |
|  |  | Chinese |  |  |
|  |  | Any other, please give details: |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| D. Nationality: |  | | | |
| E. Religion |  | Christian |  | Muslim |
|  |  | Hindu |  | Sikh |
|  |  | Jewish |  | None |
|  |  | Jehovah Witness |  | Any other religion |
|  |  | Buddhist |  |  |

|  |
| --- |
| **Disability** |
| Would you describe yourself as having a disability or medical condition that affects your day-to-day activities?  Yes  No |

|  |
| --- |
| **Advertising Monitoring** |
| How did you find out about this vacancy? |
| Please list which publication or internet site: |

|  |  |
| --- | --- |
| I understand that the Data Protection Declaration applies to this monitoring form as well as the main application form. | |
| Signed: | Date: |

Thank you for completing this application form; please see advertisement for return address and contact details.