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| **POST TITLE:** | | **CLOSING DATE:** | | | | | | |
| **APPLICATION FORM** | | | | | | | | |
| *Please complete this form and return by e-mail to* [*beverly.glanville@slougheton.com*](mailto:beverly.glanville@slougheton.com) *or by post to: Beverly Glanville, HR Advisor, Slough and Eton Church of England Business and Enterprise College, Ragstone Road, Chalvey, Slough, SL1 2PU. Please use blue or black ink.* | | | | | | | | |
| Surname | | Other Names | | | | | | |
| Previous Surnames | | Preferred Title (eg Mr, Miss, Mrs, Ms) | | | | | | |
| Home Address  Postcode | | Home Telephone | | | | | | |
| Mobile Telephone | | | | | | |
| Email Address | | Work Telephone (if it is convenient for contacting you) | | | | | | |
| DfE Number (Teaching posts only) | | N.I.  Number | |  |  | |  |  |
| Do you hold Qualified Teacher Status ?(Teaching posts only) | | | | | | Yes | | No |
| If Yes, Please give date of award/Certificate No (if available) | | | | | | | | |
| Do you need a certificate of sponsorship? | | | | | | Yes | | No |
| Do you hold a full current driving licence? | | | | | | Yes | | No |
| Do you have the daily use of a car? | | | | | | Yes | | No |
| Have you previously sought employment with Slough and Eton School?  If YES, please give details | | | | | | Yes | | No |
| **PRESENT EMPLOYMENT**  *(if currently unemployed please give details of last employer and date of leaving****)*** | | | | | | | | |
| Name, address and telephone number | | | | | | | | |
| Date of commencement | | | Job Title | | | | | |
| Please give a brief description of your duties | | | | | | | | |
| Present basic salary | Notice required | | | | | | | |
| Additional payments or benefits | | | | | | | | |
| If last employer please state reason for leaving and leave date | | | | | | | | |

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| **EMPLOYMENT HISTORY**  *Please list your work experience since leaving full time education. Start with the most recent employer*  *Please use separate sheet if necessary*. | | | | | | | |
| **Dates**  **DD/MM/YY** | | **Employer’s Name & Address** | | | **Job Title**  **Brief summary of duties and reason for leaving** | | |
| **From** | **To** |  | | |  | | |
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| **Voluntary/Unpaid Activities** | | | | | | | |
| **From** | **To** | **Position** | | **Brief details of duties** | | | |
|  |  |  | |  | | | |
| **Periods when not employed**  *Please provide details of periods of unemployment and reasons for these* | | | | | | | |
| **From** | **To** | **Reason** | | | | | |
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| **SECONDARY EDUCATION**  *(you may be asked to produce certificates****)*** | | | | | | | |
| **From** | **To** | **Name & Address of School** | **Examinations Passed** | | | | |
| **Awarding body** | | | **Qualification** | **Grade** |
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| **FURTHER EDUCATION**  *(you will be asked to produce certificates****)*** | | | | | |
| **Dates**  **DD/MM/YY** | | **Name & Address of College or University** | **Examinations Passed** | | |
| **Awarding Body** | **Qualification** | **Grade** |
| **From** | **To** |  |  |  |  |
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| **Other Qualifications held including vocational qualifications** | | | **Dates Awarded** | | |
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| Are you a member of a professional body? Yes  No  If yes, please specify | | | | | |
| Please give details of special areas of teaching interest. | | | | | |
| **Rehabilitation of Offenders Act 1974** | | | | | |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These 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.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.  *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)”?*  ****Yes ****No  If yes, please provide details in a separate, sealed envelope  Disclosure of convictions will not necessarily be a bar to employment but failure to disclose this information could result in dismissal if subsequently discovered. | | | | | |
| Do you have a personal relationship and/or related with any employees of the school or a member of the Governing Body of the School ? Yes  No  If yes, please give details | | | | | |
| Have you been referred to this vacancy by any employee of any of the schools within SEBMAT?  Yes  No  If yes, please give details | | | | | |
| What are your general interests? | | | | | |
| People with disabilities, please note - People with disabilities are guaranteed an interview if they meet all of the essential requirements of the person specification. If you consider yourself to have a disability to be taken into account during the recruitment and selection process, please explain what assistance you would like to receive:  Would you require any type of adjustments to working arrangements or the work environment to assist you in overcoming any disadvantage or disability?  Yes  No  If yes, please give details | | | | | |
| **REFERENCES** | | | | | |
| Please give the names and addresses of two referees, one of which **MUST** be your present or last employer (if you are a school or college leaver please include your Headteacher/tutor).  If you are **presently employed in a school** one reference **MUST** be from the Headteacher.  If your work does not currently involve working with children however you have worked with children in the past, please provide details of a suitable referee from the organisation where you most recently worked with children. | | | | | |
| **Current Employer Referee:** | | | **Second referee:** | | |
| Telephone Number | | | Telephone number | | |
| Email address | | | Email address | | |
| Relationship to you | | | Relationship to you | | |
| **Please be advised that if you are shortlisted references will be requested prior to interview.** | | | **Please be advised that if you are shortlisted references will be requested prior to interview** | | |
| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.  In accordance with the requirements of GDPR and Data Protection Act 2018, I agree that the school may use and process the information on this form as necessary, and for any legitimate purposes of the School. | | | | | |
| **Signed: Date:**  (I declare that a typed or scanned signature confirms that the information given is correct) | | | | | |

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| **PERSONAL STATEMENT** |

Please give your reasons for applying for this position. Outline the skills, experience and personal qualities that are relevant to your suitability for the advertised post, and how you meet the person specification.

You also may wish to supplement your application with a covering letter.

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| **RECRUITMENT MONITORING FORM - STRICTLY CONFIDENTIAL** |

**This sheet will be separated from your application form upon receipt and does not form part of the selection process.**

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| **Application for the post of:** **\*** | \*This field must be completed. |

Slough and East Berkshire CofE Multi-Academy Trust (SEBMAT) aims to be an equal opportunities employer, and selects staff on merit, irrespective of race, colour, nationality, ethnic or national origins, gender, marital status, family responsibility, age, disability, sexual orientation, trade union activity, or religious belief. In order to monitor the effectiveness of our equality policy, the Trust requests that all applicants complete this form. In accordance with GDPR and Data Protection Act 2018, the information you have provided will only be used for the purposes of equality monitoring. The information will be used in summary form only and may inform improvements to our equality policy.

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| **What is your Ethnic Group?** Choose ONE section from A to F, then tick the appropriate box. | |
| **A. White**    British  Irish  Any other White background, please write in:    **B. Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background, please write in:    **C. Asian or Asian British**  Indian  Pakistani    Bangladeshi  Sikh  Any other Asian background, please state:  …………………………………………………………………. | **D. Black or Black British**  Caribbean  African  Any other Black background, please write in:  **E. Chinese or other ethnic group**  Chinese  Other, please write in    **F. I do not wish to provide this**  **information.** |

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| **Gender**  Male  Female |

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| **Disability –** Do you have a disability? Please tick one box. | | | |
| 00 - None. |  | 06 - You have mental health difficulties. |  |
| 01 - You have a specific learning difficulty  (for example dyslexia). |  | 07 - You have a disability that cannot be seen, for example diabetes, epilepsy or a heart condition. |  |
| 02 - You are blind or partially sighted. |  | 08 - You have two or more of the above. |  |
| 03 - You are deaf or hard of hearing. |  | 09 - You have a disability, special need or medical condition that is not listed above. |  |
| 04 - You use a wheelchair or have mobility  difficulties. |  | 10 - I do not wish to provide this information. |  |
| 05 - You have Autistic Spectrum Disorder  or Asperger Syndrome. |  |  | |

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| **Present Status**  Internal Applicant  External Applicant |

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| **Date of Birth**        (dd/mm/yyyy) Age |

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| **Media**  Please state where you saw this post advertised: | | |
| TES website |  |  |
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| Slough & Eton website |  |  |
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| e-teach website |  |  |
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| Other website, please state: |  |  |
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| National newspaper, please state: |  |  |
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| Local newspaper, please state: |  |  |
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| Professional/trade journal, please state: |  |  |
|  |  |  |
| Other, please state: |  |  |