

**Job Application Form**

**Pioneer Academies Community Trust**

*For Office Use Only:*

**Applying for the position of:**

**Name of Academy/site:**

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| **Section 1: Personal Details** | |
| **Title:** Choose an item.  **Forename(s):** Click to enter text.  **Surname:** Click to enter text.  **Any other names you have been known by:** Click here to enter text. | |
| **Address:** Insert House Name/Number Insert Street Insert City Insert County  **Postcode:** Click here to enter text.  **Date moved to this address:** Click here to enter text..  **If you have lived anywhere else other than the address above within the past five years, please inform us of the full address in the space below along with the dates you resided at each address:** | **Mobile Number:** Click here to enter text.  **Home Number:** Click here to enter text.  **Email Address:** Click here to enter text.  **NI Number:** Click here to enter text. |
| |  |  | | --- | --- | | **Section 1a: Only applicable for teaching and leadership roles.** | | | **DfE Reference Number:** Click here to enter text. | | | **Date of Award of Qualified Teaching Status:** Click here to enter text. | | | **Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the Secretary of State, as a result of misconduct?** |  | | **Are you subject to a General Teaching Council sanction or restriction?** |  | | **Have you successfully completed a period of induction?**  **Yes  No**  **If yes;**  **Date Commenced:** DD/MM/YYYY  **Date completed/ due for completion:** DD/MM/YYYY | |  |  |  | | --- | --- | | **Section 2: Your current or most recent employment.** | | | **Name of Employer:** Click here to enter text.  **Name of School/Authority/Trust (if applicable):** Click here to enter text.  **Job Title:** Click here to enter text.  **Date Employment Commenced:** DD/MM/ YYYY  **Date Continuous Service began (If applicable):**  DD/MM/ YYYY  **Salary Details (Include Grade / Scale if applicable):** Click here to enter text.  **Any additional allowances?** (Include UPR/TLR if applicable): Click to enter text. | **Is this your current role?** Yes  No  **If no, please specify date employment ceased;**  DD/MM/YYYY  **Employers Address:**  Click here to enter text.  **Postcode:** Click here to enter text.  **Contact Number:** Click here to enter text. | | **Brief outline of your responsibilities in this position:**  Click here to enter text. | | | **If the role you are applying for is within a School/Teaching capacity then please give details of your specific experience, if it is not then please leave blank and continue with the Application Form.**  **Number of Pupils on Roll:** Click here to enter text. **Age Range:** Click here to enter text. | | | **Reason for looking for a new position?**  Click here to enter text.  **Would you consider part time/job share? (If the position you are applying for is part time please tick yes)**  Yes  No | **Notice period:** Click here to enter text.  **Or**  **Date employment ceased:** DD/MM/ YYYY |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Section 2a: Employment History** | | | | | | **Please list below your employment history in chronological, with the most recent being at the top.**  **(Add additional rows if applicable)**  **Please note:** should you be invited for interview that any gaps within employment may be queried by your interviewer. If there are gaps where you were not in employment but participating in activities, then please do outline this and the applicable dates. i.e. educational gaps, travelling, volunteering etc. | | | | | | **From**  **MM/YYYY** | **To**  **MM/YYYY** | **Title & brief outline of responsibilities** | **Name and Address of Organisation** | **Reason for leaving** | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |  |  | | --- | | **Gaps in Employment:** Click here to enter text. |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Section 3: Education History** | | | | | | **Education Establishment**  **Name and Address** | **Qualification Type** | **Dates attended**  **MM/YYYY-MM/YYYY** | **Subject(s)** | **Outcome/ Grade Achieved** | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |  |  |  |  | | --- | --- | --- | | **Section 4: Professional Training and Development Courses Completed (tab for additional boxes)** | | | | **Training Provider** | **Detail of the Course Completed** | **Dates attended MM/YYYY- MM/YYYY** | | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. |  |  |  | | --- | --- | | **Section 5: References** | | | Please provide two referees below, one of whom should be your present or most recent employer. Referees should be strictly Work or Academic – we are unable to accept character references. Please supply official work email addresses rather than personal email addresses. **Note:** References will be taken prior to interviews if you have been successfully shortlisted for the role. They will be destroyed responsibly 6 months after the date of interview. Please give explicit consent for us to contact your referees prior to interview. | | | **Name:** Click here to enter text.  **Occupation:** Click here to enter text.  **Capacity known (work or academic):** Click here to enter text.  **Address:** Click here to enter text.  **Postcode:** Click here to enter text.  **Email address:** Click here to enter text.  **Contact number:** Click here to enter text. | **Name:** Click here to enter text.  **Occupation:** Click here to enter text.  **Capacity known (work or academic):** Click here to enter text.  **Address:** Click here to enter text.  **Postcode:** Click here to enter text.  **Email address:** Click here to enter text.  **Contact number:** Click here to enter text. | | **Can we contact your referee before your interview?**  **Referee 1 Yes:  No:**  **Signed: Date:** | **Can we contact your referee before your interview?**  **Referee 2 Yes:  No:**  **Signed: Date;** |  |  | | --- | | **Section 6: Personal Statement** | | **Please provide below your personal statement to assess suitability for this position.**  **You should refer to the Job Description and Person Specification.** | | ***Use a separate sheet if required and attach with your complete application***  Click here to enter text. |  |  | | --- | | **Section 7: Disclosure and Barring and childcare disqualification** | | The Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trusts privacy statement.  Do you have a DBS certificate?:  **Yes:  No:**  Date of check: DD/MM/YYYY  If you have lived or worked outside of the UK in the last 5 years, the Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  Have you lived or worked outside of the UK in the last 5 years**? Yes:  No:** | | **Right to work in the UK** | | The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application in Section 9, you agree to provide such evidence when requested. | | |

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| **Section 8: Other Declarations** |
| 1. **Relationships:** Are you related to or in a significant relationship to any member of Pioneer Academies Community Trust (any canvassing direct or indirect will disqualify) Yes  No   If yes, please give details:  Click here to enter text.   1. **Equality**: Pioneer Academies Community Trust is an Equal Opportunity Employer.   Do you consider yourself to be disabled?  Yes  No  If you have answered ‘Yes’ above, please give details below the assistance or requirements you will need, should an interview take place for this role: Click here to enter text   1. **Working Time:** Please give details of any other employment, which if you should be successful in this post, you would be working on average more than 48 hours per week. (Beyond the EU Working Time Directive)   Click here to enter text.   1. **Data Protection GDPR:** The personal information supplied by you on this application form will be used only to consider your application for employment with the Trust. If you are shortlisted, contact will be made with the references you supply on the application form and a confidential reference will be sought from them. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.   The information you supply on the Equal Opportunities Monitoring Information Form will be used for those purposes stated and will only be retained in an anonymised form so that it cannot be linked to individual applicants.  Please see Recruitment Privacy Notice on the Trust website for more details. <http://www.pioneeracademies.co.uk/gdpr/> |

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| **Section 9: Safeguarding and Signed Declaration** |
| 1. **Safeguarding:**  I am not barred or disqualified from working with vulnerable groups, children or young people   I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.  Yes  No   1. **GDPR:** I have read and Consent to my personal data, as detailed above being held and utilised by Pioneer Academies Community Trust for the purposes stated on the recruitment privacy notice.   Yes  No   1. **Declaration:** To the best of my knowledge and belief, the information on this application form is true and correct. I understand that if I provide false information or fail to provide full, accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of offer of appointment, or by my dismissal, without notice, if I have been appointed.   Yes  No  Signed: Click here to enter text Date: DD / MM / YYYY  **Note: Candidates using electronic signature will be required to sign Section 9 at the interview stage.**  **IF YOU HAVE HEARD NOTHING WITHIN 2 WEEKS OF THE CLOSING DATE, PLEASE ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.**  **Please note: Pioneer Academies Community Trust has a safer recruitment policy, to adhere to this, each Offer of Employment is subject to satisfactory Reference Background checks, an Enhanced DBS Check and evidence of the Right to Work in the UK.**  ***Please return the completed Application form to:***  ***Mrs Kim Wood,***  [***k.wood@pioneeract.org.uk***](mailto:k.wood@pioneeract.org.uk) |

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| **Equal Opportunities & Monitoring**  **Private and Confidential** | |
| Pioneer Academies Community Trust values the diversity of the communities we serve. All individuals can expect to receive equal access to employment, promotion & training.  This policy is based on the recognition that we live & work in a diverse society in which everyone has individual abilities & needs.  We ask you to assist us in monitoring our policies & practises by completing the recruitment monitoring form. | |
| Date of Birth: Click to enter a date. Age: Gender: Choose an item. | |
| Ethnic Origin:  Asian or Asian British  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background,  please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Mixed background  White & Black Caribbean  White & Black African  White & Asian  Any other mixed background  please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| White  English  Other British  Irish  Any other white background,  please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Black or Black British  Caribbean  African  Any other Black background,  please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Religion (Optional)**  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  None  Other  Prefer not to say  **Sexual Orientation (Optional)**  Bisexual  Gay/Lesbian  Heterosexual/Straight  Other  Prefer not to say  **Disability**  PACT welcomes applications from disabled people. Please answer the section on disability, which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned &/or establish that you have a disability where this is an occupational requirement (section 60 of the Equality Act 2010 refers). The Academy undertakes to interview any applicant who declares a disability detailed on the Application for Employment & who meets the minimum essential criteria for the job.  Do you have any of the following long-standing conditions?  Deafness or severe hearing impairment?  Blindness or severe visual impairment?  A condition that limits one or more basic physical activities such as walking, climbing stairs, lifting/carrying  A learning difficulty  A long standing psychological or mental health illness  Other, including long standing illness  No, I do not have a long standing condition  Do you have any specific requirements for interview that you wish us to know about? Click here to enter text. | |