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**JOB APPLICATION FORM**

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| Application for the Post of: |  | Based at: |  |

**Personal Information**

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| First Name(s): |  | Last Name: |  |
| Previous Name(s):(if applicable) |  |
| Address: |  |
| Email address: |  | Home Telephone Number: |  |
| Mobile Telephone Number: |  | Work Telephone Number: |  |

\*To be completed if the job requires driving or requires you to be mobile across sites.

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| Do you have a full current driving licence? |  Yes [ ]  No [ ]  |
| Do you have daily use of a vehicle? |  Yes [ ]  No [ ]  |
| Do you have any penalty points on your licence? |  Yes [ ]  No [ ]  |
| If yes, please further information(specify the number of points, reason, and date issued) |  |

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| The organisation welcomes applications from disabled people. Do you require any adjustments because of a disability to participate in the selection and interview process?  |
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| How did you find out about this job? |  |
| Are you applying on a Job Share basis? |  Yes [ ]  No [ ]  |
| If so, please state the proportion of full-time you are willing to work: |  |

**Employment History**

**Present or Most Recent Employment**

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| --- | --- |
| Job Title: |  |
| Start Date: |  | End date:(if applicable) |  |
| Employer’s name, address and telephone number: |  |
| Grade/Salary: |  | Allowances:(please specify) |  |
| Notice required: |  | Reason for leaving: |  |

Please provide a brief description of the duties and achievements of the post:

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**Previous Employment**

Beginning with the most recent, all periods since leaving full-time education should be accounted for e.g. unemployment, voluntary work, raising a family or any part-time work undertaken whilst in education. (Continue on a separate sheet if necessary).

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| --- | --- | --- | --- | --- | --- | --- |
| Job Title | Employer’s Name, Address & Telephone Number | Start Date | End Date | Salary | Duties & achievements | Reason for Leaving |
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| --- | --- | --- | --- | --- | --- | --- |
| Job Title | Employer’s Name, Address & Telephone Number | Start Date | End Date | Salary | Duties & achievements | Reason for Leaving |
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**Qualified Teacher Information**

**\*To be completed for Teacher positions only**

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| Date Qualified Teacher Status gained: |  |
| Teacher Registration number: |  |
| If you qualified after 7th May 1999, have you completed your induction year? | Yes [ ]  No [ ]  | If yes, give date: |  |

\*For Trainees only

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| --- | --- | --- | --- |
| Have you passed your skill tests? | Numeracy [ ]  | Literacy [ ]  | ICT [ ]  |
| If not, when do you expect to complete them? |  |

Successful applicants will be required to provide evidence of their registration with the Teaching Regulation Agency

**Professional Qualifications**

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| --- | --- | --- |
| Name of Professional Association | Professional Qualifications/Membership & Date Obtained | By Award or Examination |
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**Education History**

Please give details of all nationally recognised qualifications awarded / results awaited, from GCE Advanced Level to Further Degree Level or their equivalents in chronological order.

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| --- | --- | --- | --- | --- |
| Name of School/College | Qualification | Subject | Grade/Level | Date Gained |
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| --- | --- | --- | --- | --- |
| Name of School/College | Qualification | Subject | Grade/Level | Date Gained |
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Copies of essential qualifications will be required on appointment.

**Training / Continuing Professional Development**

Please list any relevant course or training you have attended in the last five years, starting with the most recent. If applying for a headship, please include details regarding NPQH.

Please continue on a separate sheet if necessary.

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| --- | --- | --- | --- |
| Title of Course | Organising Body | Awards (if any) | Date of Attendance |
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**Supporting Information**

Please provide supporting information for your application, in particular any experience, skills, knowledge, training and qualifications relevant to the post applied for as detailed in the Job Description and Person Specification. Please continue on a separate sheet if necessary but must be no more than 2 sides of A4 in not less than 10 font.

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**References**

One reference should relate, if applicable, to your present job, or most recent employer, or a member of the School/University Academic Staff. For Teaching Staff this should be the Headteacher/Principal. Please state in what capacity the two referees are acting, e.g. current employer.

If you have recently left full-time education, please ensure you include a Head Teacher/College/University Principal as one of your references.

1st Referee

|  |  |
| --- | --- |
| Name and Address: |  |
| Telephone Number: |  | Capacity Known: |  |
| Email Address: |  |

2nd Referee

|  |  |
| --- | --- |
| Name and Address: |  |
| Telephone Number: |  | Capacity Known: |  |
| Email Address: |  |

**Teaching roles:** Please note your referees will be contacted should you be shortlisted for interview. The organisation reserves the right to request further references if required to satisfy the pre-employment checking process.

**Support Staff roles only:** Do you consent to your second referee being contacted if you are shortlisted for interview:

Yes [ ]  No [ ]

Please note your second referee will be contacted if you are shortlisted for interview and your first reference will be sought should you be made a conditional offer of employment. The organisation reserves the right to request further references if required to satisfy the pre-employment checking process.

**Right to Work**

Immigration, Asylum and Nationality Act 2006

All shortlisted applicants will be required to provide original material evidence of their Right to Work in the UK. With reference to the accompanying Guidance Notes, please confirm that you are able to provide the appropriate documents.

 Yes [ ]  No [ ]

**Declarations**

To your knowledge are you related to a member of staff, or Governor of the School?

Yes [ ]  No [ ]

 If yes, please state their name and position held:

**Disclosures**

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

Yes [ ]  No [ ]

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

Yes [ ]  No [ ]

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. <https://www.gov.uk/guidance/rehabilitation-periods>

The information given in this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 2018 the information you give us will be kept confidential and will only be used for the purposes of personnel management. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and/or electronically and if unsuccessful, your application will be disposed of after 6 months.

I declare that all the information I have provided is true, that I have not canvassed a member/officer of the Trust, directly or indirectly, in connection with this application and further, that I will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member/officer of the Trust or providing information which is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment, I may be liable to dismissal without notice. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signed: Date:

**Please return to the relevant email address**.

Barr Beacon School ldraycott@barrbeaconschool.co.uk

Bloxwich Academy (Primary) aseager@bloxwichacademy.co.uk

Bloxwich Academy (Secondary) aseager@bloxwichacademy.co.uk

Dame Elizabeth Cadbury m.dunn@decschool.co.uk

Etone College Ismith@etonecollege.co.uk

Matrix Academy Trust ldoidge@matrixacademytrust.co.uk