**IMPORTANT: Please complete the form in BLACK ink or type. Please complete EVERY section.**

**Application for the position of:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. PERSONAL DETAILS | | | | | | | | | | | |
| Surname: | |  | | | | **Forenames:** | | |  | | |
| Title: (Mr/Mrs/Miss/Ms/Other) | |  | | | | **Known as:** | | |  | | |
| Address for Correspondance: | |  | | | | **Permanent Address (if different)** | | |  | | |
| Home telephone no: | |  | | | | **Mobile telephone**  **no:** | | |  | | |
| Email address: | |  | | | | | | | | | |
| National Insurance No: | |  | | | | | | | | | |
| **2. PRESENT OR LAST EMPLOYER** | | | | | | | | | | | |
| **Name and address of employer:** | | |  | | **Name and address of establishment where employed (if different)** | | | | |  | |
| **Nature of business:** | | |  | | **Job Title:** | | | | |  | |
| **Present annual salary:** | | |  | | | | | | | | |
| **Date appointed:** | | |  | | **Notice required or leaving date if last appointment** | | | | |  | |
| **Reason for leaving or for seeking other employment** | | |  | | | | | | | | |
| **Brief description of duties:** | | |  | | | | | | | | |
| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **3. PREVIOUS EMPLOYMENT** | | | | | | | | | | | | Start with most recent first.  Include work/voluntary experience and any periods of unemployment. Continue on a separate sheet if necessary. | | | | | | | | | | | | **Employer’s name and address** | | | **Job Title** | | **Dates (month/year)** | | | | **Reason for leaving** | | |  | | |  | | **From** | | **To** | |  | | |  | | |  | |  | |  | |  | | |  | | |  | |  | |  | |  | | |  | | |  | |  | |  | |  | | | **4. SECONDARY EDUCATON** | | | | | | | | | | | | **Dates Attended**  **From To** | | | **Subjects passed** | | **Grade** | | | | **Date** | | |  |  | |  | |  | | | |  | | | **5. FURTHER/HIGHER EDUCATION** | | | | | | | | | | | | **Establishment** | | **Subject** | | **Type of class of award** | | **Dates Attended**  **From To** | | | | **Date of award** | |  | |  | |  | |  | |  | |  | | | | | | | | | | | | |
| 6. PROFESSIONAL OR VOCATIONAL QUALIFICATIONS | | | | | | | | | | | |
| **Organising body** | **Course title** | | | **Qualification or level gained** | | | **Dates attended.**  **From To** | | | | **Date of award** |
|  |  | | |  | | |  |  | | |  |

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| 7. INFORMATION IN SUPPORT OF YOUR APPLICATION |
| Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you coverall the essential points of the person specification. |
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| --- | --- | --- | --- |
| 8. REFEREES | | | |
| Please provide details of two referees below. Friends and relatives are not acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to them. The Two Counties Trust reserves the right to approach any previous employer. | | | |
| **Name (Referee 1)** |  | **Name (Referee 2)** |  |
| **Job Title:** |  | **Job Title:** |  |
| **Organisation:** |  | **Organisation:** |  |
| **Address:** |  | **Address:** |  |
| **Telephone No:** |  | **Telephone No:** |  |
| **Email address:** |  | **Email address:** |  |
| **How long known:** |  | **How long known:** |  |
| **Do you give consent to us contacting your present/most recent employer prior to interview?** | | YES  NO | |

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| 9. DECLARATION OF CONVICTIONS, CAUTIONS, REPRIMANDS, WARNINGS OR BIND OVERS |
| **Do you have any convictions, cautions, reprimands or final warnings, whether in the United Kingdom or in**  **another country exclude those defined as “protected” by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?** Please tick the relevant box.  YES  NO |
| 10. DATA PROTECTION |
| The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for matters relating to your employment. It will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so. This Trust has a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Your data will be managed in accordance with the principles of the GDPR and Data Protection Act 2018. For more information about how we manage data please see our Privacy Notices and Data Protection Policy on the website. |
| 11. WHERE DID YOU SEE THIS VACANCY ADVERTISED |
|  |
| 12. OTHER ROLE WITHIN OUR TRUST |
| The Two Counties Trust is a family of academies with a shared ethos, common values and collective goals. Would you be happy for your application to be passed on to other schools in the Trust to be considered if you are unsuccessful in being appointed to this role?  **Yes  No** |
| **13. DECLARATION** |
| I declare that, to the best of my knowledge and belief, the information given on all parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.  I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work. |
| **SIGNED:** |
| **DATE:** |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Please return your completed form to: [XX @twocountiestrust.co.uk](mailto:sian.buxton@twocountiestrust.co.uk%20)   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | EQUALITY AND DIVERSITY MONITORING FORM | | | | | | | | | | This part of the application form will not be used to shortlist candidates for interview and will not be viewed by the Recruitment Panel. The Two Counties Trust is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services.  In order to ensure that equal opportunities policy is effective, it is important to collect monitoring information. Your assistance in completing this section is greatly appreciated as it helps us to improve our policies and practices. | | | | | | | | | | **Your gender:** | Female | | Male | | Transgender | | | Prefer not to say | | **Your age:** | 16-25 | | 26-35 | | 36-45 | | 46-55 | 56 and over | | | **I would describe my ethnic origin as:** | | | | | | | | | | |  |  | | White British | | | White Other British | | White Irish | | | Other white background, please describe | | Black or Black British African | | | Black or Black British Caribbean | | Other black background, please describe: | | | | | Asian or Asian British Indian | Asian or Asian British Pakistani | | Asian or Asian British Bangladeshi | | Asian or Asian British Chinese | | | Other Asian or Asian British please describe | | Mixed (dual heritage) Asian and White | | | Mixed (dual heritage) Black African and white | | Mixed (dual heritage) Black Caribbean and white | | | Other mixed background, please describe: | | Other ethnic group, Arab | Other ethnic group, Gypsy | | Other ethnic group, Irish Traveler | | Other ethnic group, Romany | | | Other ethnic group, please describe: | | **What is your religion or belief?** | | | | | | | | | | No religion or belief | | Christian | Buddhist | Hindu | | Jewish | Muslim | Sikh | | Other religion, please describe: | | | | | Other belief, please describe: | | | | | **What is your sexual orientation?** | | | | | | | | | | Heterosexual | Bisexual | | Gay | | Lesbian | | Other | Prefer not to say | | | **Do you consider yourself disabled?** | | | | | | | | | | Yes | | | | | No | | | | | If you consider yourself disabled, please specify: | | | | | | | | | | Communication | | | Hearing | | Learning | | | Mental Health | | Mobility | | | Physical | | Visual | | | Other: | | |