

**Flying high but not solo, together we will achieve**

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**PART A**

**Application Number**

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**APPLICATION FOR POST OF:**

*Please use black ink or type*

1. **PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname**: | | | **Forenames**: |
| **Previous name/Maiden name** (if applicable): | | | |
| **Title** (Mr/Mrs/Ms/Miss/Other): | | **Date of Birth**: | |
| **National Insurance No:** | | **Teacher Ref No (Dfe No):**  (If applicable) | |
| **Address including postcode**: | | | |
| **Home Tel No**: | **E-mail**: | | |
| **Work Tel No**: | **Mobile No**: | | |

1. **RECRUITMENT MONITORING:** Please tick/highlight as appropriate

|  |
| --- |
| **I would describe my Ethnic Origin as:**  **Asian or Asian British Black or Black African**            **Chinese or Other Ethnic Groups Mixed**          **White**        **Other**    **Religion - I would describe my religion as:**            **Sexual Orientation – I would describe my sexual orientation as:** |
| **Gender:** | |
| **Marital Status:** | |
| **Disability**  Do you consider yourself to be disabled?    **If Yes:-**  What adjustments do you consider may be necessary in the application and recruitment process to take account of your disability?  Are there any arrangements we can make for you, should you be invited to interview? Please specify, e.g. the provision of an accessible interview location or an interpreter, aids, adaptations or equipment. | |
| **Where did you see this post advertised?** | |

**3. REFERENCES**

(One referee **must** be your present employer or if you are unemployed your most recent employer. For candidates currently working in schools/academies one referee **must** be your current Headteacher/Principal and the second referee a previous Headteacher/Principal if you have worked in more than one school/academy).

**Please note references will be requested prior to interview for shortlisted candidates.**

|  |  |
| --- | --- |
| Name: | Name: |
| Address:  Post Code: | Address:  Post Code: |
| Telephone No: | Telephone No: |
| Position: | Position: |
| Email: | Email: |

**PART B**

**Application Number**

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**4. EDUCATION & TRAINING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **QUALIFICATIONS OBTAINED** | **SUBJECT/COURSE STUDIED** | **QUALIFICATION/LEVEL** | | | **GRADES OBTAINED** |
| **Academy/Secondary School, College, Further Education:** |  |  | | |  |
| **Higher Education:** |  |  | | |  |
| **Further post graduate study:** |  |  | | |  |
| ***For Teaching posts only -***  Main teaching subjects offered: | Additional subjects offered: | | | | |
| **QUALIFICATIONS CURRENTLY BEING UNDERTAKEN:** | **SUBJECT/COURSE STUDIED** | | **QUALIFICATION/LEVEL** | **GRADES OBTAINED** | |
|  |  | |  |  | |
| **RELEVANT TRAINING & DEVELOPMENT UNDERTAKEN OR BEING UNDERTAKEN:** | **TITLE OF TRAINING PROVIDER** | | **TITLE OF COURSE/CPD** | **DATES/DURATION** | |
|  |  | |  |  | |
| **MEMBERSHIP OF PROFESSIONAL BODIES:** | Please specify the name of any professional bodies you are a member of (relevant to the post for which you are applying): | | | | |

**5. EMPLOYMENT DETAILS**

**PRESENT OR MOST RECENT POST:**

|  |  |
| --- | --- |
| **Name of Employer:**  **Address**:  **Post Code**: | **Post Title**: |
| **Date Appointed**:  **Date Left** (if applicable):  **Notice Required**: |
| **Grade /Point on Scale**:  **Actual Salary**:  **Additional Allowances**: |
| State briefly your main duties and responsibilities and your position within the organisation:  If you are no longer in this post, please state your reason for leaving: | |

**6. PREVIOUS EMPLOYMENT DETAILS**

**Please state the most recent first and include any part time, voluntary or temporary posts:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address employer / Academy / School or College** | **Post Title / Grade/Point on Scale, Salary details** | **Reason for Leaving** | **Dates of Employment** | |
| **From**  **Month/Year** | **To**  **Month/Year** |
|  |  |  |  |  |
| **Please explain any break in your continuity of employment:** |  | | | |

**7. PERSONAL STATEMENT TO SUPPORT YOUR APPLICATION**

Please refer to the job description and describe what particular knowledge, experience, skills and abilities you can bring to this post. Evidence how you have gained these through either work, education, home or voluntary activities.

This is your opportunity to tell us about yourself, what attracted you to the role and our Academy Trust and why you are applying for the post. Take care to explain what you might have done in your present and previous jobs, or outside work and how it is relevant to this post. You may attach extra sheets if necessary but please remember not to include any personal details as this will not be forwarded to the selection panel.

CV’s will not be accepted.

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**8. CANDIDATE DECLARATIONS**

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| **SAFEGUARDING REQUIREMENTS AND APPLICANT DECLARATION**  Applicants must disclose specific criminal convictions and cautions when applying to the Accord Multi Academy Trust. The amendments to the Exceptions Order 1975 (amended 2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and therefore 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 at [www.gov.uk/government/news/disclosure-and-barring-service-filtering](http://www.gov.uk/government/news/disclosure-and-barring-service-filtering).    Information supplied will be dealt with on a confidential basis, the Board of Directors of Accord will take account of those convictions or cautions pertinent to the nature and purpose of the post. You should also note that, as well as an enhanced DBS check, the Trust will also complete a Barred List and Prohibition Order (NCTL) check for all teaching candidates.  I have read and understood the above statement. If I have any convictions or cautions to declare I will supply written details of them, in a separate envelope marked ‘private and confidential’ on the RO2 form when requested to do so through the application process.  **GENERAL APPLICATION DECLARATIONS**  I give my consent for the personal data contained in this Application Form to be processed for the purposes set out in the Accord Application Form Guidance Notes (available on the Accord website, Vacancies page).  I understand that if I am appointed and it is later discovered that I withheld or falsified relevant information, that disciplinary action may be taken and I may be summarily dismissed.  I confirm I can produce original documents of my qualifications and that I am happy to undergo a pre-employment medical assessment.  I understand that the canvassing directly or indirectly of the Board of Directors and any academy governors or senior employees is strictly forbidden and will invalidate my application.  I declare that the information I have given in this application is correct to the best of my knowledge.  I do / do not have any relationships (personal/professional/financial) with a member of the Accord Multi Academy Trust Board of Directors, Members or central team; or any member of the Governing Bodies of our member academies or members of staff?  If you do, please provide name and relationship:  **Signed**:  **Date**: |
| **Shortlisting will normally take place within one week of the closing date. If you do not hear from us within four weeks of the closing date, please assume you have been unsuccessful.**  **Thank you for your interest in Accord.** |