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| **Office Use Only:** | Application no: | Date Received: |

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| Unity Multi Academy Trust  Job Application Form | | | |  |
| Please note:   * **All** sections of this form should be completed (state N/A where appropriate) * Please type or use **black** ink * CVs will not be accepted * Forms received after the closing date/time will not be considered * If you have not been contacted within 4 weeks of the closing date, please assume that you have not been shortlisted for the position | | | | |
| Completed forms should be returned to: | | Email: | | |
| Job Title: |  | | | |
| Location: |  | | | |
| Closing Date: |  | | Time: | |

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| SECTION 1: PERSONAL DETAILS | | | |
| Title: | | Email: | |
| First Name(s): | |
| Last Name: | | Telephone  Number | Home: |
| Home Address: |  | Mobile: |
| Work: |
| NI Number: | |
| Where did you hear about this vacancy? | |
| Postcode: |

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| **Teaching Posts Only** | | | |
| Do you hold Qualified Teacher Status? | Yes | | No |
| Teacher Reference Number: | | Date QTS Obtained: | |

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| SECTION 2: EMPLOYMENT HISTORY | | | | | | | | | | | | | |
| Provide details of your employment history, starting with your current or most recent employer. Any employment with temporary work agencies must show the agency as the employer as well as the business where the work was carried out. Please also include any breaks in your employment history together with the reason for the break. Please complete the following accurately and include all experience since the age of 16, or since leaving full time education.  If you have been previously employed by Unity MAT or one of its schools, details of your previous employment, including your reason for leaving, will be confirmed.  Continue on a separate sheet if necessary. | | | | | | | | | | | | | |
| **Current or most recent employment** | | | | | | | | | | | | | |
| Job Title: | | | | | | | | | | | | | |
| Employer  Name &  Address | | |  | | | | | | | | | | |
| Start Date: | | | | | | | | Grade/Scale: | | | | | |
| End Date: | | | | | | | | Current Salary: | | | | | |
| Are you still employed there? | | | | | | | | YES | | | NO | | |
| If YES, notice required: | | | | | | | | | | | | | |
| If NO, reason for leaving: | | | | | | | | | | | | | |
| Briefly describe your duties: | | | | | | | | | | | | | |
| **Previous Employment** | | | | | | | | | | | | | |
| Dates | | | | | Name & Address  of Employer  (or activity if not employed) | | | | Position held | | | Reason for leaving or for break in employment | |
| From  (mm/yyyy) | To  (mm/yyyy) | | | |
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| SECTION 3: EDUCATION, TRAINING AND QUALIFICATIONS | | | | | | | | | | | | |
| **Education** | | | | | | | | | | | | |
| Please provide details of your education history, starting with your most recent / current experience. Continue on a separate sheet if necessary. | | | | | | | | | | | | |
| From | | To | | Establishment | | | Qualification Level/Subject | | | Results/Grade | | |
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| **Qualifications and Training** | | | | | | | | | | | | |
| Please provide details of any qualifications and training which are relevant to the job role.  Continue on a separate sheet if necessary. | | | | | | | | | | | | |
| Date Completed | | Awarding  Body | | | | Subject/Course Title | | | | Result | | |
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| **Membership of Professional Bodies or Associations** | | | | | | | | | | | | |
| Please provide details of any professional bodies or associations of which you are a member: | | | | | | | | | | | | |

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| SECTION 4: SUPPORTING INFORMATION | | | | | | |
| Please provide any additional information or comments you wish to bring to the attention of the selection panel. You should review the Job Description and Personnel Specification, and indicate by means of examples how you meet each of the criteria of the post you are applying for including any experience, skills and abilities that you have gained. You may give examples from your employment, education, voluntary work or personal life.  Continue on a separate sheet if necessary. | | | | | | |
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| SECTION 5: REFERENCES | | | | | | |
| Please provide details of two referees who are able to comment on your suitability for the post. One referee must be your current or most recent employer. If you do not have an employment history, please provide a referee from an educational establishment (e.g. your school or college). Personal references will not normally be accepted, unless you do not have a sufficient employment history.  References for posts working directly with children will be taken up prior to an interview without seeking further permission from you. References for other posts will normally be sought if a conditional job offer is made. We reserve the right to approach your current and any previous employer. | | | | | | |
| **Referee 1** | | | | | | |
| Name of Referee: |  | | | | | |
| Organisation: |  | | | | | |
| Job Role: |  | | | | | |
| Relationship to you: |  | | | | | |
| Email: |  | Tele No.: |  | | | |
| May we contact this referee without further reference to you? | | | | Yes | | No |
| **Referee 2** | | | | | | |
| Name of Referee: |  | | | | | |
| Organisation: |  | | | | | |
| Job Role: |  | | | | | |
| Relationship to you: |  | | | | | |
| Email: |  | Tele No.: |  | | | |
| May we contact this referee without further reference to you? | | | | Yes | No | |

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| SECTION 6: ADDITIONAL QUESTIONS | | |
| Unity MAT positively encourages applications from disabled people. If you inform us that you are disabled and meet the minimum criteria for the job role you will be offered an interview. | | |
| Do you consider yourself to be disabled? | Yes | No |
| Do you require reasonable adjustments for your interview? | Yes | No |
| If YES, please provide details | | |
| SECTION 6: CONVICTIONS | | |
| All posts involving direct contact with children are exempt from the provisions of the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) 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 https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide  or [here](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide).  If you are asked to complete a Self-Disclosure Form alongside your application form, this will be removed for shortlisting purposes and will be accessed by the Interview Panel if you are to be invited for interview. 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. You may be asked for further information about your criminal history during the recruitment process.  If your application is successful, the information that you have self-disclosed will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. | | |

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| SECTION 7: CANVASSING | | |
| Are you related to, or do you have, a personal relationship with any employee, Trustee or Member of Unity Multi Academy Trust? | Yes | No |
| IF YES, please provide details: | | |
| Canvassing or the failure to make proper disclosure will disqualify you for the appointment, and if appointed, will render you liable to dismissal without notice. | | |

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| SECTION 8: DECLARATION | |
| With this application, I hereby consent to the information in this form being retained for recruitment, selection and employment related purposes.  I understand that any offer of employment is subject to the relevant pre-employment checks including but not limited to satisfactory a) Verification of identity b) References, c) DBS Certificate and check of the barred list/s (if applicable), d) Medical clearance  e) Proof of eligibility to work in the UK and f) Proof of qualifications and registrations.  I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information.  I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed. | |
| Signed: | Date: |
| Application forms submitted by email will be deemed as being signed. | |