

**Application Form**

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| **Post:** Exams and Data Officer  **Applicant No: *office use only*** |

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| **PERSONAL DETAILS** |  |
| **Last Name:**  | **Title:**  |
| **First Name:**  |  |
| **Home Address:** |  |
| **Home Telephone No:**  | **Work Telephone No:**  |
| **Mobile No:**  | **E-Mail Address:**  |
| **If currently employed may we contact you at work? Yes □ No □** |

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| **CURRENT OR MOST RECENT EMPLOYMENT** |  |
| **Employer’s Name and Address/Postcode:** | **Position held:**  |
| **Start date:**  | **Leaving date or notice required:**  |
| **Annual Salary:**  | **If Teacher – Scale and Point:**  |
| **Reason for leaving (if applicable):**  |  |
| **Main Areas of responsibility:** |

# previous Employment (starting with the most recent job list all previous employment)

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| **Employer’s name and address** | **Post(s) held** | **Dates** | **Reason for leaving** |
| **From** | **To** |
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| **As part of our commitment to safeguarding, we need to establish a full chronology of employment, training or other activities. Please provide full details that explain any gaps in your employment history above.** |
| **PERSONAL STATEMENT** |
| **Please attach to this application form a personal statement that demonstrates your ability to meet the person specification and explains why you are applying for this job. This should be provided on no more than 3 sheets of A4 paper using Ariel Font 11.****This is an essential part of the selection process and applications without a personal statement attached will not be considered.** |
| **EDUCATION/TRAINING & DEVELOPMENT****You will need to provide evidence of qualifications gained** |  | **Please include full details from secondary education onwards** |
| **Qualification(s) gained including grade** | **Dates awarded** | **School / Colleges, Universities or Institutes of Further Education** |
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| Any other relevant qualifications or courses attended, including membership and status of any relevant Professional or Technical Associations |
| **Details**  |  | **Dates** |
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| **OUTSIDE INTERESTS AND HOBBIES****Please provide a brief description of your outside hobbies and interests** |  |  |
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| **REFERENCE DETAILS** |
| Please give the details below of two persons willing to provide references. These should be from different organisations and one of these must be from your current or most recent employer. **If you are currently working in a school this must be your headteacher** |
| **CURRENT / MOST RECENT EMPLOYER** | **OTHER REFEREE** |
| **Manager’s Name:**  |  |  | **Name:**  |
| **Job Title:**  |  |  | **Job Title:**  |
| **Address:**  |  |  | **Address:**  |
| **Tel:**  | **Mobile:**  |  |  | **Tel:**  | **Mobile:**  |
| **E-mail:**  |  |  | **E-mail:**  |
| **Capacity in which they know you:****May this referee be contacted if you are short-listed?**  |  |  | **Capacity in which they know you:****May this referee be contacted if you are short-listed?**  |

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| **DECLARATION FORM** |
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| **You are required to declare any close relationship, personal or professional, to any existing Trinity Academy employee or Trustee. Please give details below.** |

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| **Criminal Background Disclosure**The nature of this post means that it is exempt from the Rehabilitation of Offenders Act (1974) and requires that all convictions (including spent convictions) have to be declared. A conviction is not necessarily a bar to employment. However, if you fail to disclose a criminal conviction prior to appointment, this could result in disciplinary action, including dismissal. All offers of employment with the school are subject to a satisfactory Disclosure and Barring Service clearance. Have you ever been convicted of a criminal offence or subjected to a caution/ reprimand / warning or bind over including any that would be regarded as “spent” under the Act in other circumstances? Yes □ No □ If yes, please give details, including dates and penalties:……………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………….Are you currently undergoing criminal investigation or have any pending prosecutions? Yes □ No □  If yes, please give details below:……………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………….. |

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| **Applicants with Disabilities** If you are a disabled person, do you require assistance either at interview or to meet some of the job requirements specifically because of your disability? Yes □ No □ If yes, please state your requirements.……………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………….. |

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| Driving Licence (please only answer this question if driving is a requirement of the post, detailed in the person specification)Do you hold a current, clean, valid driving licence? Yes □ No □ Please give details if you have answered no to the above question:Do you own or have use of a car? Yes □ No □  |

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| **Eligibility to work**  |
| Are you a UK or EU/EEA Citizen? Yes □ No □  |
| If not, it is possible that you may not be eligible to work in the UK without a work permit/visa.  |
| Please indicate if you will require a work permit Yes □ No □ If no, please indicate the basis on which you are eligible to work in the UK  |
| …………………………………………………………………………………………………………………….. |
| **National Insurance Number:**  |
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| **Data Protection Act and Declaration****Information you provide in this application form will be used for the purpose of assessing your suitability for employment at Trinity Academy. In completing this application form, you are giving your consent for the employer to hold and use personal information for this purpose.****Declaration:**I confirm that the information I have provided is true and accurate. If after appointment, the application is found to be misleading or inaccurate, I understand that this may lead to disciplinary action and could result in dismissal. I consent to the use of this personal data for recruitment and selection purposes. **Signed:** **Date:** N.B. As application forms will be submitted electronically, you will be asked to sign a copy of it at interview, if you are shortlisted. |

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| **Advertisement****Please indicate where you saw this post advertised or heard about this vacancy:** |

**Completed Application Forms, Personal Statements and Monitoring Forms should be submitted to:** **recruitment@trinityacademylondon.org**