**City of London Academies Trust**

PO Box 270

Guildhall

London EC2P 2EJ

**JOB APPLICATION FORM**

# Instructions

Please complete all sections of this form using black ink or type. To ensure that your application is dealt with objectively only relevant information will be provided to the shortlisting panel.

Applications will only be accepted if they are completed in full. CVs will not be accepted. Full details of how to complete and where to return your application to is stipulated in the advert and the Information for Candidates pack.

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| **Data Protection Notice** |
| This form requires you to enter your personal data. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons, permitted in law:   * You have given us your consent; * We must process it to comply with our legal obligations; * We need to process it for our legitimate interests.   You will find more information on our legitimate interests and how we use your personal data in our [privacy notice](http://www.cola.org.uk/contact2/1475.html) for job applicants. |

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# Personal details

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| **Details** | | | | | | | | | | | | |
| Legal Surname | | |  | | Legal First Name(s) | | | | | |  | |
| Salutation: Mr/Mrs/Miss/Ms/Dr/Other | | | |  | | | | Previous Surname | | | |  |
| Address |  | | | | | | | | | | | |
| Postcode |  | | | | | | | | | | | |
| Tel (home) |  | | | | | Mobile | | |  | | | |
| Email |  | | | | | | | | | | | |
| COLAT recognises continuous service in Local Government Employment for all staff. If you have continuous service, please confirm the date: | | | | | | | | | |  | | |
| DfE Reference Number **(for teaching posts)** | | | | | | | | | |  | | |
| Are you subject to any legal restrictions in respect of your employment in the UK?  Yes  No | | | | | | | | | | | | |
| Do you require a work permit?    Yes  No  If yes, please provide details: | | | | | | | | | | | | |
| If you are not a resident of the European Union and have permission from the Home Office to work in the UK, please specify the type of visa you are in possession of and when it expires. | | | | | | | | | | | | |
| Type of visa | |  | | | | | Expiry date | | | |  | |

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| **Teacher status – For Teachers and Leaders only** | |
| Teacher reference number |  |
| Do you have QTS? |  |
| QTS certificate number (where applicable) |  |
| Date of qualification |  |
| Are you subject to a National College for Teaching and Leadership sanction or restriction? | Yes  No |

# Employment Details

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| **Present or Last Employment** | | | | | |
| Post |  | | | | |
| Name, address and telephone number of Employer | |  | | | |
| Date appointed to current post | |  | | Total salary including TLR or allowances |  |
| Is your present post your sole regular employment? Yes  No  If No, please provide the name, address and telephone number of your other employer(s): | | | | | |
| Reason for leaving/wishing to leave | | |  | | |
| Notice required/Date left (if applicable) | | |  | | |
| Date available to commence post | | |  | | |
| Outline of main duties (please provide a summary below) | | | | | |
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| **Previous employment** |
| Please provide a full employment history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates with reason for living. Explanations for periods not in employment or education/training must be clarified. |

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| **Job Title**  **or Position** | **Name and address of school, other employer, or description of activity** | **Number on roll and type of school, if applicable** | **F/T**  **or P/T** | **Dates** | | | | **Reason for leaving** |
| **From** | | **To** | |
| **Month** | **Year** | **Month** | **Year** |
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Please enclose a continuation sheet if necessary.

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| **Gaps in Employment** |
| Please use the space below to explain any gaps in your employment. |
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# Education and Training

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| **Secondary/Further Education** | | | | | |
| Name of secondary school | Dates | | Qualifications gained | | |
| From | To | Subject | Level/ grade | Date |
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| **Higher education** | | | | | | |
| Name and addresses of colleges/universities | Dates | | F/T or P/T | Qualifications Gained | | |
| From | To |  | Date of exam | Subjects passed | Class/ qualifications obtained |
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| **Membership of Professional Bodies (if applicable)** | | | | |
| Name of professional body | Membership Grade | Was membership gained through examination? | Where | Date |
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| **Professional/Training courses attended in the last three years which may be relevant to this job** | | | |
| Course/Subject | Organising Body | Qualification Gained | Duration and Dates |
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| **Additional information** |
| Please provide any additional information you think is relevant to this application. You may wish to discuss additional skills or relevant special interests. |
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# Letter of application

Using no more than two sides of A4, please provide an accompanying letter explaining why you are applying for this post and how your experience, skills, training and personal qualities match the requirements of the role as set out in the job description and person specification.

As part of your letter of application we are interested in knowing your impact so please provide relevant evidence. For instance, if you are seeking a pastoral role provide relevant data on the reduction of exclusions. If seeking a teacher role provide progress and attainment data of classes taught.

Please also include your surname and the title of the post you are applying to as the filename for the attachment.

# References

Please provide details of two people who can comment on your suitability for this post. One must be your present or last employer. References will be obtained prior to interview, unless stated otherwise. If you are not currently working with children, please provide a referee from your most recent employment involving children as one of your references.

Please ensure you inform your referees that you have provided their details and they will receive a reference request if you are shortlisted. The Trust reserves the right to seek any additional references we deem appropriate.

Please note that both referees should be people able to comment on your professional record. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

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| **First Referee** | |
| Salutation and Name |  |
| Job Title |  |
| Address and Postcode |  |
| Telephone Number |  |
| Email Address |  |
| Relationship to Applicant |  |
| **Second Referee** | |
| Salutation and Name |  |
| Job Title |  |
| Address and Postcode |  |
| Telephone Number |  |
| Email Address |  |
| Relationship to Applicant |  |

**Please note that references will be sought prior to interview unless you notify us otherwise.**

**If either of your referees know you by a different name, please state the name:**

# Personal Data

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| **Data** | |
| Where did you hear about the vacancy? | COLAT/School Website  TES Online  TES Print  Teach First  eTeach  Other job board  Please give details:  Word of mouth |

# Declaration

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| **Relationships** | | |
| Please list any personal relationships that exist between you and any of the following members of the Trust and School community:   * Board Members * Local governors * Staff * Pupils   If you have a relationship with a board member, local governor or employee, this may not prevent them from acting as a referee for you. | | |
| **Name** | **Relationship** | **Role at the Trust or School** |
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| **Disability and accessibility** |
| The Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require. |
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| **Rehabilitation, Disclosure and Barring and childcare disqualification** | | | | |
| City of London Academies Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making confirmed appointments to relevant posts. The role you are applying for is considered an ‘excepted post’ under the Rehabilitation of Offenders Act 1974 (Exceptions) Order (1975). As such, if selected, you will be required to disclose any spent or unspent conviction, caution, reprimand or warning, other than those deemed ‘protected’ under the Exceptions Order 2013.  The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offences and when they occurred.  We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy statement. | | | | |
| I can confirm that I am not on the barred list, disqualified from working with children or subject to sanctions imposed by a regulatory body, where applicable. I also agree for an enhanced DBS check to be conducted if appointed to the position for which I have applied. | | Electronic Signature | |  |
| Date | |  |
| **Do you have a DBS certificate?** Yes  No  Date of check: | | | | |
| If you have lived or worked outside of the UK in the last five years, the Trust may require additional information in order to comply with safer recruitment requirements. If you answer Yes to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last five years?** Yes  No | | | | |
| **In submitting this form to City of London Academies Trust:**  I declare that to the best of my knowledge and belief, the details given by me on this application form are correct and can be treated as part of any subsequent contract of employment.  I understand that if I give any information which is false, or I withhold any relevant information, this may lead to my application being rejected, or, if appointed, to termination of employment.  By signing this deceleration I confirm I have read and understood the [privacy notice](http://www.cola.org.uk/contact2/1475.html) for job applicants and consent to my personal data being processed for the purposes of recruitment, in line with the General Data Protection Regulations. | | | | |
| Full Name |  | Date |  | |
| Signature  (to confirm agreement) |  | | | |