The University of Brighton Academies Trust is committed to being an equal opportunities employer. The aim of our policy is to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, disability, gender, religion, age, marital status, sexual orientation, medical condition or is disadvantaged by any conditions or requirements which cannot be shown to be justified. The University of Brighton Academies Trust is committed to the safeguarding and promotion of welfare of all children and young people. The information requested in this form is important in assessing your application. Please complete this form in full.

**Unless stated otherwise, CVs are not acceptable. Please write/type in black ink. Please ensure that you save this document before sending, otherwise all data may be lost.**

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| **1. Job Details** | | | |
| Job title |  | | |
| Department |  | | |
| Location |  | | |
| Reference number |  | | |
| Work arrangements (select as appropriate) | Full time  / part time  / job share | | |
| If the post is full-time, would you consider working on a job-share basis? | | | Yes  / No |
| If job-share, please state preferred working arrangements | |  | |

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| **2. Personal Details** | |
| Title: | Mr  / Mrs  / Miss  / Ms  / Other |
| First Name: |  |
| Family Name / Surname: |  |
| Home Address: |  |
| Correspondence Address (if different): |  |
| Email address: |  |
| Contact Number: |  |

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| **3. Current Employment** | |
| Job title |  |
| Name and address of employer |  |
| Start date of current post |  |
| Start date with employer |  |
| Salary / wage / benefits |  |
| Notice required |  |
| Briefly describe your present job; its main purpose and your responsibilities below: | |
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| **4. Previous Employment** | | | |
| Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work, work experience and previous service with University of Brighton Academies Trust. Please use exact dates. | | | |
| **Name & Address of Company** | **From / To** | **Position and Salary** | **Reason for leaving** |
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| **5. Education and Qualifications** | | | | | |
| From age 11 onwards, please state education history. | | | | | |
| **Name of School/College/University** | **From / To** | **Qualification Type** | **Subject** | **Grade** | **Year taken** |
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| **6. Initial Teacher Training** | | | | | |
| Only answer if a teaching qualification is an essential or desirable criterion for the role. | | | | | |
| University / College / Designated Recommending Body (DRB): | |  | | | |
| Qualification gained: |  | | | Date: |  |
| Date Qualified Teacher Status obtained: | | |  | | |
| Have you passed the QTS skill tests: | | | Yes  No | | |
| Age range(s) for which trained: | |  | | | |
| Principal Subject: | |  | | | |
| Subsidiary subject(s): | |  | | | |

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| **7. Training** | | |
| This includes government training schemes, apprenticeships and short courses. Please also include trade/professional training and give date of completion. | | |
| **Course Title** | **Organisation** | **From / To** |
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| **8. Professional Membership** | | |
| Please indicate whether membership is by examination | | |
| **Institute** | **Level of membership** | **Year of Award** |
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| **9. Other Related Experience** | |
| Please give details of any related experience e.g. projects, secondments or voluntary work. | |
| **Details** | **From / To** |
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| **10. Driving Licence** | |
| Only answer if a full driving licence is an essential requirement of the job. | |
| Do you hold a current Driving Licence? (select as applicable) | Yes  / No |
| If YES, please state the type of licence you hold |  |

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| **11. Supporting Statement** |
| Please mention any specific skills or experience that meet the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. (Please continue on a separate sheet if necessary or if completing online, please extend the box as needed). |
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| **12. References** | | |
| Under the ‘Keeping Children Safe in Education’ (September 2016) guidance, issued by the Department of Education, we require two references prior to interview.  Please provide two references. One must be your present or last employer (where applicable) and the other, a second employer. If you have not been employed previously, please provide an academic and character reference.  **A job offer is conditional to receipt of two references.** | | |
| **First Referee: Current/previous employer** | | |
| Name of Referee |  | |
| Position at Company / Relation to you |  | |
| Address |  | |
| Telephone number |  | |
| Email Address |  | |
| Can this referee by contacted prior to interview | | Yes  / No |
| **Second Referee: Previous employer / Character Referee / Course Tutor (if applicable)** | | |
| Name of Referee |  | |
| Position at Company / Relation to you |  | |
| Address |  | |
| Telephone number |  | |
| Email Address |  | |
| Can this referee by contacted prior to interview | | Yes  / No |

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| **13. Warnings and Disciplinary Issues** | |
| Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?(select as applicable) | Yes  / No |
| If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form. | |

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| 14. Rehabilitation of Offenders Act 1974 | |
| You are required to declare any criminal convictions (including bind over and cautions) which are not “spent” in accordance with the Rehabilitation of Offenders Act 1974. Some of our posts carry exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed.  **Please read the guidance notes before completing this section.** | |
| **For posts that are exempt under the Rehabilitation of Offenders Act 1974:** | |
| Have you ever been convicted of a criminal offence? (select as applicable) | Yes  / No |
| Are there any alleged offences outstanding against you? | Yes  / No |
| **For all other posts:** | |
| Do you have any criminal convictions which are not yet “spent”? | Yes  / No |
| If YES to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice. | |
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| **15. Declaration of Interests** | | |
| You are required to declare any relationships with Senior Officers or members or directors of the University of Brighton Academies Trust as canvassing, whether direct or indirect, will invalidate your application. (Please note Senior Officers are defined as CEO, Principal or Director of Resources.) | | |
| Are you a relative, partner or friend of anyone who currently works for or is a director of University of Brighton Academies Trust? | | Yes  / No |
| If ‘YES’, please give details (stating department and job title if quoting an employee): | | |
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| Do you undertake any activities and/or responsibilities in connection with management committees of voluntary organisations? | | Yes  / No |
| If YES, please give details: |  | |

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| **16. Declaration** | | |
| I declare that the information given both on this application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination. | | |
| Signed: |  | |
| Date: |  | |
| Print name: |  | |
| **If form has been completed electronically** please place an ‘x’ in this box to indicate your consent🡪 | |  |
| DPA logo  **General Data Protection Regulations**  University of Brighton Academies Trust will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.  Your details will be kept both electronically and in hard copy for a period of six months. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud. | | |

# Note to Candidates

Please send your completed application form, along with the Equal Opportunities form to the postal or email address shown in your application pack.

If you have not heard from the school/establishment within 4 weeks of the closing date, you should normally assume that on this occasion you have not been selected for interview.