# Employment application form

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| Position applied for: | Click or tap here to enter text. |

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| Personal details | | | | |
| **Title:** Click or tap here to enter text. | **First name:** Click or tap here to enter text. | **Surname:** Click or tap here to enter text. | | |
| **Previous surnames** *(Please list all previous surnames you have been known by)***:**  Click or tap here to enter text. | | | | |
| **Home address** *(including postcode)* | Click or tap here to enter text. | | | |
| **Telephone numbers** | **Work:** Click or tap here to enter text. | **Personal:** Click or tap here to enter text. | | |
| **Email** | Click or tap here to enter text. | | | |
| **National Insurance** | Click or tap here to enter text. | | | |
| **TRN** *(if applicable)* | Click or tap here to enter text. | | | |
| **Do you have the right to work in the UK?** | | | Yes | No |
| **Do you require a work permit or visa?** | | | Yes | No |
| **If ‘yes’, please provide details:**  Click or tap here to enter text. | | | | |

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| Current employment | | |
| **Name & address of employer** | Click or tap here to enter text. | |
| **Post held** | Click or tap here to enter text. | |
| **From (mm/yy):** Click or tap to enter a date. | | **To: (mm/yy)** Click or tap to enter a date. |
| **Main responsibilities** | Click or tap here to enter text. | |
| **Current salary** | Click or tap here to enter text. | |
| **Reason for leaving** | Click or tap here to enter text. | |

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| Previous employment  *(Please use additional sheets if required)* | | | | |
| **Name & address of employer** | **Position held and main responsibilities** | **From (mm/yy)** | **To (mm/yy)** | **Reason for leaving** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
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| **Please account for any gaps in employment below:**  Click or tap here to enter text. |

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| Professional and personal development  *Please include details of any relevant training courses attended (please use additional sheets if required)* | | | |
| **Name of provider** | **Award/qualification** | **From (mm/yy)** | **To (mm/yy)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. |
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| Education history  *Please list your education history, most recent first (please use additional sheets if required)* | | | |
| **Institution** | **From (mm/yy)** | **To (mm/yy)** | **Qualification attained/subject** |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
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| Supporting statement  *Please explain why you’re applying for this post and what skills and experience you can bring (please refer to the job description and how you meet the requirements set out in the person specification in your answer, using additional sheets if required).* |
| Click or tap here to enter text. |

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| Referees  *Please provide detail of two referees, one of whom must be your current or most recent employer.* | | | | |
| Referee 1 | | | | |
| **Name** | Click or tap here to enter text. | | | |
| **Position/ job title** | Click or tap here to enter text. | | | |
| **Organisation** | Click or tap here to enter text. | | | |
| **Relationship to you** | Click or tap here to enter text. | | | |
| **Address** | Click or tap here to enter text. | | | |
| **Telephone no:** Click or tap here to enter text. | | **Email:** Click or tap here to enter text. | | |
| **Are you happy for us to contact this referee prior to interview?** | | | Yes | No |

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| Referee 2 | | | | |
| **Name** | Click or tap here to enter text. | | | |
| **Position/ job title** | Click or tap here to enter text. | | | |
| **Organisation** | Click or tap here to enter text. | | | |
| **Relationship to you** | Click or tap here to enter text. | | | |
| **Address** | Click or tap here to enter text. | | | |
| **Telephone no:** Click or tap here to enter text. | | **Email:** Click or tap here to enter text. | | |
| **Are you happy for us to contact this referee prior to interview?** | | | Yes | No |

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| Personal data | | | |
| **Where did you hear about this vacancy?** | Anthem website  School’s website  TES online  Word of mouth | | |
| **Please declare if you are related to or know personally any Anthem employee** | Click or tap here to enter text. | | |
| **Have you ever been subject to a child protection investigation by your employer or any other organisation?** | Yes | If **Yes** please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called to interview. | |
| No |
| **Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?** | Yes | If **Yes** please specify (e.g. ground floor venue, sign language, interpreter, audiotape etc):  Click or tap here to enter text. | |
| No |
| **Do you have any unspent convictions, cautions, reprimands or warnings?** | Yes | If **Yes,** please give details:  Click or tap here to enter text. | |
| No |
| **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 such as the Teaching Agency. I also confirm to a criminal records check if appointed to the position for which I have applied.** | | **Signed:** Click or tap here to enter text. | |
| **Date:** Click or tap here to enter text. | |
| Declaration | | | |
| 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 already appointed, to termination of employment.  I understand that information given on this form will be processed by a computer and used for registration and equal opportunities monitoring purposes under the Data Protection Acts 1984 and 1998. | | | |
| **Signed:** Click or tap here to enter text. | | | **Date:** Click or tap here to enter text. |

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| **Equal opportunities** |

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| Oxford Spires Academy is an equal opportunity employer and is committed to promoting equality and social inclusion. The academy operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help the academy monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.This information is confidential and does not form part of your application. It will be detached from your application form when it is received, and the information will not be taken into account when making the appointment.I confirm that the information I am giving is accurate and by providing it I am giving my consent to the academy processing it only for the purposes of monitoring, assessing and developing employment policies and practices.The information provided will be held securely on the academy's personnel information systems in accordance with the principles of the Data Protection Act 1998 for obtaining and processing "sensitive" personal data and will not be published on an individual basis. |

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| **Personal details** |

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| Surname (family name) |  |
| First name |  |
| Date of birth (dd/mm/yyyy) |  |
| Gender |  |
| Do you consider that you have a disability? |  |
| Are you employed by Oxford Spires Academy? |  |

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| The categories below are in line with the 2001 census; please indicate to which you consider you belong   1. **Ethnic Origin** *I would describe my ethnic group as(please tick):* | | | | |
| 1. **White** | British | | **4. Asian or British Asian** | Bangladeshi |
| Irish | | Indian |
| Any other white background | | Pakistani |
| 1. **Black or Black British** | African | |  | Any other Asian background. Please Specify: |
| Caribbean | | **5. Chinese** | Chinese |
| Any other black background. Please specify: | | **6. Other ethnic group** | Other ethnic group. Please specify: |
| 1. **Dual Heritage** | White and Asian | |  |  |
| White and Black Caribbean | |  |  |
| Any other dual heritage. Please specify: | |  |  |
| 1. **Gender** *please tick* | | | | |
| **Female** | | **Male** | | |