

**Employment Application Form**

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| **The Altius Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974.** |

**Please return your completed application form to Rina Hughes by email to** [**r.hughes@meacad.org.uk**](mailto:r.hughes@meacad.org.uk)

**or hard copy to Rina Hughes, Simonsway, Manchester, M22 9RH.**

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| **PERSONAL DETAILS** | | | | | | | | |
| **Post applied for (Job Title):** | |  | | | | | | |
| **School:** | |  | | | | | | |
| **Title:** | **First Name(s):** | | | **Surname:** | | | | |
| **Address:**  **Postcode:** | | | **Mobile No:**  **Home Tel:**  **Email:** | | | | | |
| **Date of Birth:** | |  | | | | | | |
| **Do you have the legal right to live and work in the UK?** | | | | | Yes |  | No |  |
| **Is this subject to having a work permit?** | | | | | Yes |  | No |  |
| *You will need to produce photographic identification and proof of the above if you are called to interview* | | | | | | | | |
| **National Insurance no:** | |  | | | | | | |

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| **TEACHING STAFF ONLY:** | | | | | | | | | | | |
| Have you successfully completed a period of induction as a qualified teacher in this country? | | | | | | | | Yes |  | No |  |
| If yes, please give details of completion: | | | |  | | | | | | | |
| Are you registered with the DFE? | Yes |  | No | |  | DFE Reference number: (e.g. 12/34567) |  | | | | |
| Do you have Qualified Teacher Status? | Yes |  | No | |  | Q.T.S. Date of Award: |  | | | | |
| QTS Certificate Number: |  | | | | | | | | | | |

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| **REFERENCES:** | | | | | |
| *Please supply the names and addresses of two referees; one should be your current or most recent employer and the other, your previous employer or someone who knows you in a professional or training/education context.* ***References may be required prior to interview for all Altius Trust posts.*** | | | | | |
| **Candidate Name:** |  | | | | |
| **Referee 1 -** *Current/most recent Employer* | | | **Referee 2 -** *Previous Employer* | | |
| **Name:** | |  | **Name:** | |  |
| **Job Title:** | |  | **Job Title** | |  |
| **Company Name:** | |  | **Company Name** | |  |
| **Address:** | |  | **Address** | |  |
| **Email & Telephone No.** | |  | **Email &Telephone No.** | |  |
| **Relationship** | |  | **Relationship** | |  |
| **Are you related to, or the partner of this referee?** | | Yes  No | **Are you related to, or the partner of this referee?** | | Yes  No |
| **I hereby authorise you to take up references from my present employer, my previous employer(s) or the people that I have submitted as personal referees, once an invite for interview of employment has been confirmed. In addition, I hereby authorise you to take up other reference checks, as you may deem appropriate.** | | | | | |
| **Signed:** | | | | **Dated:** | |

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| **CURRENT (or most recent) Employment** | | | |
| **Name of Employer** |  | **Job Title/Post held** |  |
| **Address** |  | **Grade/Spine point** |  |
| **Postcode** |  | **Current Salary** | **£** |
| **Tel No** |  | **Notice Required** |  |
| **Date Started** |  | **Reason for Leaving** |  |
| **Date Left** |  |
| **Brief description of main duties and responsibilities** |  | | |
| **Teaching Experience (Teaching staff only)** | | | |
| *Please list all jobs held starting with the* ***most recent****, ensuring that any gaps in employment are accounted for*. | | | |

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| **Employer & Name of School** | **Age Range Taught** | **Date** | | | **Status/Curriculum/Responsibilities** | **Salary Point & Scale** |
| **From** | **To** | |
| **Current Post:** |  |  |  | |  |  |
| **Reason for leaving current post:** | | | | | | |
| **Employer & Name of School** | **Age Range Taught** | **Date** | | | **Status/Curriculum/Responsibilities**  **& Reason for Leaving** | **Salary Point & Scale** |
| **From** | | **To** |
| **Previous posts:** |  |  |  | |  |  |

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| **PREVIOUS EMPLOYMENT (Support Staff)** |
| *Please give details of your full employment history, detailing any periods of unemployment and unpaid/voluntary work (most recent first). All gaps in employment must be accounted for. Continue on a separate sheet if necessary.* |

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| **Dates** | | **Name & address of organisation** | **Telephone & Contact** | **Job/Role and brief description of duties** | **Reason for Leaving** |
| **From** | **To** |
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| **EDUCATION & TRAINING** |
| *Please give details of formal education and qualifications, including teaching qualifications. Successful applicants will be required to provide proof of qualifications* |

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| **EDUCATION (FORMAL QUALIFICATIONS)** | | |
| **Secondary school(s)** | **Qualifications Obtained (e.g. GCSE/A-levels)** | **Date** |
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| **College/ University**  **Teacher Training** | **Qualification, Grade and Level Obtained** | **Start date / end date**  **Date qualifications obtained** |
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| **Personal Statement** |
| Please use this section to support the information that you have already provided regarding your suitability for this post and how you meet the requirements of the post. Please include everything that is relevant (such as training and experience gained through out-of-work activities) as concisely as possible. Continue on a separate sheet/s if necessary. You may include details of other paid/unpaid work, voluntary work and work at home, committee and club experience/activities and any relevant hobbies etc. Our Governors are particularly interested in your personal education philosophy and how you would apply it to our Trust and to our schools. |

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| **Criminal Convictions** | | |
| The Rehabilitation of Offenders 1974(Exceptions) (Amendment) Order 1986 does not apply to posts where there is access to children. This means that applicants for employment, which involves working with children and young people, **must** disclose **any** criminal record. This will include any spent convictions or sentences.  **Applicants should note that providing false information to obtain employment is a criminal offence.**  Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in summary dismissal. The Altius Trust is committed to safeguarding the welfare of our students. Enhanced Disclosure and Barring Service checks will be carried out on all successful applicants.  Disclosure of a criminal record will not necessarily debar you from employment with the Altius Trust, this will depend upon the nature of the offence(s), frequency and when they occurred. | | |
| **Please answer the following:** | |  |
| Have you previously used, or do you currently use any other surname(s)? | | Yes  No |
| If YES, state the other surname(s) you use(d): | |  |
| Do you have any criminal records to declare? (this includes criminal convictions or police cautions spent or otherwise) | | Yes  No |
| If YES, when did this take place? | |  |
| Are there any current criminal proceedings against you? (This includes any cautions, bind-overs, police warnings or pending prosecutions.) | | Yes  No |
| ***If you answer yes to any of the above questions you will be expected to provide details of the conviction(s) or offence(s) in a sealed envelope marked 'private and confidential'. If you are not short-listed for interview, the envelope will be securely destroyed.***  *Please note that it is a condition of your employment that you inform the Altius Trust if you are convicted of any criminal offence (including driving offences).Failure to do so may result in disciplinary action being taken which may include the termination of your employment.* | | |
| **Relatives** | | |
| Are you related to, or the partner of, any member, employee, trustee or Academy Governor of the Altius Trust? | Yes  No | |
| If so, please give Name: |  | |
| Academy: | Relationship: | |

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| **Additional Information** | |
| Do you have a disability as defined by the Equalities Act 2010? | Yes  No |
| If yes please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job | |
| Have you ever been dismissed from employment for a reason other than redundancy? | Yes  No |
| If YES, please give reasons: | |

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| **Declarations** |
| I understand that the information contained in this form is personal data, which will be held on computer, and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Acts 1998.  I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with regard to this application shall disqualify me from such appointment, or if discovered after employment, may lead to my dismissal.  DECLARATIONS:   * I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK. * I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge * I understand that any false information, any relevant omission or misleading statements may disqualify me from employment or result in my dismissal.   Please note: If you are returning this form by email, you will be asked to sign your application if you are called for interview.  Signed:  Dated: |

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| **Monitoring Information**  The Altius Trust operates an equal opportunity policy and is keen to ensure that it is implemented to the highest standards. As part of this policy all applicants are being asked to complete this form. The information will be used to monitor the policy and will not be kept as part of an individual’s personnel records and will not be used for selection purposes. | | | | |
| I am | Male | Female |  | |
| I would describe my racial/ethnic origin as: | | | | |
| **White**  British  Irish  Traveller of Irish Heritage  Gypsy/Roma  Any other White/Background | | | | **Black or Black British**  Caribbean  African  Other Black Background |
| **Mixed**  White and Black Caribbean  White and Black African  White and Asian  Other mixed background | | | | **Chinese** |
| **Asian or Asian British**  Pakistani  Bangladeshi  Any other Asian Background | | | | **Any other ethnic background** |
| I do not wish an ethnic category to be recorded | | | | |