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|  | To be completed by academy staff only: | Shortlisted/interviewed/appointed |

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| Post title: |  |

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| **Personal details** | | | |
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| Title: |  | NI number: |  |
| First name(s): |  | DCSF number:  (Teachers only) |  |
| Surname: |  | Telephone (home): |  |
| Home address: |  | Telephone (work): |  |
| Mobile: |  |
| Email address: |  |
| Postcode: |  | If necessary, can we contact you on your work telephone number? | Yes / No |

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| **References** |
| **Please provide the names of two referees. One referee should be your present or most recent employer, the other a previous employer. References will be requested after the shortlisting process, before an offer of employment has been made in writing.** |

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| Name: |  | Name: |  |
| Job title: |  | Job title: |  |
| Company: |  | Company: |  |
| Address: |  | Address: |  |
| Telephone: |  | Telephone: |  |
| Email address: |  | Email address: |  |
| Relationship to you: |  | Relationship to you: |  |

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| **I hereby authorise the academy to take up references from my present employer, previous employer(s) or those submitted as personal referees, once an invitation for interview has been confirmed. In addition, I hereby authorise the academy to take up other reference checks as you may deem appropriate.**  Signed: Date:  Where did you see this post advertised?:  *If seen on the internet, please specify website*  Are you related to, or the partner of, any member or employee of the academy? Yes / No (delete as appropriate)  *If yes, please give details (failure to disclose such information will disqualify the candidate concerned)*   |  | | --- | | **Education and qualifications Please give details of your education and qualifications *(most recent first)*.** | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date from:** | **Date to:** | **University, College, School:** | **Subject(s) studied:** | **Qualifications / Certificates / Grades:** | |  |  |  |  |  |   **Work related or professional qualifications (PGCE, GTP, NPQH etc.) Please give details of your professional qualifications *(most recent first)*.** | | |  |  |  |  | | --- | --- | --- | --- | | **Date from:** | **Date to:** | **Name of institution / association / qualification:** | **Level or grade of membership:** | |  |  |  |  | |   **Relevant training Please give details of your professional qualifications *(most recent first)*.** |
| |  |  |  |  | | --- | --- | --- | --- | | **Date from:** | **Date to:** | **Title of course:** | **Details:** | |  |  |  |  | |

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| **Present or most recent employment** | | | |
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| Present post: |  | Date commenced: |  |
| Name of employer: |  | Current grade: |  |
| Employer address and postcode: |  | Salary amount: |  |
| Is your present employer your sole, regular employer: | Yes / No |
| If NO, name your other employers: |  |
| Reason for leaving/wanting to leave: |  | Notice period required / date left (if applicable): |  |
| Outline of main duties: |  | | |

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| **Previous employment**  **Starting with your most recent job, please give a summary of all employment, including any relevant unpaid work. Please explain any breaks in employment.** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date from:** | **Date to:** | **Employer:** | **Post title / main duties:** | **Reason for leaving:** | |  |  |  |  |  | |

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| **Supporting statement** |
| **Please use this section to support your application** |

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| **Right to live and work in the UK** |
| |  |  |  |  | | --- | --- | --- | --- | | 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 photo identification and proof of the above if you are called to interview*** |

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| **Disabilities** |
| |  |  | | --- | --- | | Do you have a disability as defined by the Disability Discrimination Act 1995? | 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.*** |

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| **Convictions, Data Protection, and Declaration** |
| **COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS**  **If you are shortlisted you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.**  **PROHIBITION FROM TEACHING**  **In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.**  **DATA PROTECTION ACT 1998**  **The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.**  **NOTES**  **(a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.**  **(b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.**  **(c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.**  **DECLARATION**  **I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.**  **Signed:**  **Date:** |

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| **Equal Opportunities Recruitment Monitoring Form** |
| Please complete this monitoring form and return with your application form. Below we explain why the details that you provide are important both for you as an applicant, and for us as an organisation committed to equal opportunities. An applicant with a disability who meets the essential criteria for the job (with a reasonable adjustment where appropriate) will be invited to interview.  The academy is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete this monitoring form. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.  We understand that some applicants will be hesitant to provide the personal details requested, but please be assured that this information is confidential and will only ever be processed or analysed on a completely anonymous basis. By completing the information you will be helping us to ensure that you and others receive fair treatment when applying for jobs with us.  The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 1998 which allows for the collation and reporting of sensitive data for monitoring purposes.  Please complete this form, which will be detached from your application form before your application is progressed to the short listing stage of the recruitment process.  The monitoring form will be kept separate from the job application form, to ensure that none of the information you have provided is used in the selection decision. The information that you provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.  If you have any queries or concerns about any part of this monitoring form, please write to the HR Department, The City Academy Hackney, Homerton Row, London,  E9 6EA and we will look into the points that you raise.  Thank you for completing this form. We wish you success with your application.   1. I would consider my gender to be: Male  Female 2. I consider myself to have a disability: Yes  No 3. I would consider my racial or cultural origin to be: 4. Asian   Asian – Bangladeshi  Asian – Indian  Asian – Pakistani  Asian – British  Other Asian background  Please specify:   1. Black   Black – African  Black – Caribbean  Black – British  Other Black background  Please specify:   1. Chinese 2. Irish 3. Mixed   Asian and White  Black and White  Other Mixed background  Please specify:   1. White   White – British  White – European Union  Other White background  Please specify:   1. Other Ethnic background  Please specify: 2. Date of birth *(DD/MM/YYYY)*: 3. Age: 4. How did you hear about this vacancy?   Academy website  Evening Standard  National Press  Jobs.tes.co.uk  Job Centre Plus  Professional Journal  Other website  Friend or relative  Other  Please specify:   1. I am a member or follower of the following religious groups: 2. None/no religion 3. Christian 4. Muslim 5. Jewish 6. Hindu 7. Sikh 8. Buddhist 9. Other  Please specify:   I hereby give consent to The City Academy, Hackney to process the information given above in accordance with the purposes stated.  Signed:  Dated:  **Please forward your completed application form to applications@thecityacademy.org using the post title in the subject line of your email.**  **Please note, you may receive an automated confirmation email even if your application is submitted after the deadline. Late submissions will not be considered. Thank you for applying for a post at The City Academy, Hackney.** |