



APPLICATION FOR EMPLOYMENT

Post applied for _____

Please complete all sections electronically or in block capitals using a black or blue ballpoint pen.

CVs will not be accepted and any provided will not be read or considered by the shortlisting panel.

If any section does not apply to you please mark N/A.

If insufficient space is provided at any section please use Section 8 to provide full information.

If you require this Application Form in a different format please contact the Trust, njackman@diocant-aquila.org

1. Personal Details

Surname_____Title_____Forename(s)_____

Home Address including postcode_____

Telephone Numbers

Home_____Mobile_____Work_____

Email Address_____

Preferred contact method_____

National Insurance Number_____

2. Current or most recent Employment Details

Job Title _____ Date started this role _____

Name & address of employer including postcode _____

Line Managers name _____ Start date with employer _____

Line Managers contact details

Telephone number _____ Email address _____

Current salary £ _____ Notice period required _____

Brief description of duties in current role _____

3. Previous Employment Details

Please complete in chronological order starting with your most recent previous employment:

| Full name & address of employer including postcode | Position held including salary | Brief description of duties | Start date with employer | End date with employer | Reason for leaving |
|--|--------------------------------|-----------------------------|--------------------------|------------------------|--------------------|
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Have you ever been dismissed from any previous employment Y/N _____

If Yes please provide details at Section 8

If there are any gaps of more than 3 months in your employment history please provide details here e.g. any periods where you were unemployed, time spent on caring responsibilities or travelling.

| From date | To date | Activity |
|-----------|---------|----------|
| | | |
| | | |
| | | |

4. Education, Training and Qualifications (post age 11)

Please complete in chronological order starting with the most recent:

| Name & address of establishment including postcode | Date attended from | Date attended to | Qualifications obtained. Please indicate subject and grades awarded |
|--|--------------------|------------------|--|
| | | | |
| | | | |
| | | | |
| | | | |

5. Professional Development

Please list any courses, activities or professional development which you have undertaken in the last 5 years which you feel are relevant to the post applied for:-

| Activity details | Provider | Length of activity | From date | To date | Award or grade received if applicable |
|------------------|----------|--------------------|-----------|---------|---------------------------------------|
| | | | | | |
| | | | | | |
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6. Professional Details

Please provide full details of any relevant professional bodies of which you are a member including the status of your membership and the date you were admitted as a member:

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7. Supporting Statement:

Please feel free to include a short written statement detailing why you feel your skills, personal qualities and experiences make you suitable for this post.

8. Additional Information:

If you wish to include any additional information in support of your application please feel free to include this here. If you are providing additional information relating to any previous section please clearly indicate the section you are referring to.

9. References

Please provide details of two people who are able to comment on your suitability for this post. One reference must be from your current or most recent employer. If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed to work with children. References will not be accepted from relatives or people who only know you as a friend. You should also note that the Trust reserves the right to request any additional references as required, e.g. previous employers without advising you prior to requesting the reference. If either of your referees know you by an alternative name please provide details and reasons here:

| | | | |
|--|--|--|--|
| Referee 1 Name | | Referee 2 Name | |
| Position | | Position | |
| Address | | Address | |
| Postcode | | Postcode | |
| Telephone | | Telephone | |
| Email | | Email | |
| Capacity in which known | | Capacity in which known | |
| May we contact for a reference now? | | May we contact for a reference now? | |

Please note that if you decline to give permission for your referees to be contacted at this stage, the Trust will automatically request references without discussing further with you if a conditional offer of employment is made.

10.

Are you or any member of your immediate family (e.g. spouse, civil partner, partner, parent, etc.) a member of any of our academy Local Governing Bodies or a member of staff at the Trust or Diocese? Yes / No _____

If yes, please provide details here:

| Name of Academy LGB member / member of Trust or Diocese staff | Relationship to you |
|---|---------------------|
| | |
| | |

Please note that canvassing, either directly by you or indirectly by others on your behalf, whether with or without your knowledge, will disqualify you from being considered for this position.

11. Issues Relating to Child Protection and Disclosure of any Criminal Background:

The Trust is required by law to conduct checks into the background of any individual who has unsupervised access to young people. The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments. You should be aware that if you are offered the post the Trust will automatically request a DBS (Disclosure & Barring Service) check on you and that should any matters come to light which are not disclosed on this application form that this may disqualify you from being considered for this position or, if you have already been appointed may lead to your summary dismissal. You should note that by signing this application form that it will be deemed that you consent to such a check being undertaken on you and that you understand this statement. Since May 2013 changes to the DBS checks mean that information that is filtered will be removed from a DBS check automatically the next time you apply for one, but doesn't get removed or wiped from police records. If you are applying for a position that involves a DBS check, you are legally entitled to withhold the details of anything that would now be filtered. Offences that will not be filtered are:

- Offences involving violence
- Safeguarding offences
- Sexual offences
- Drugs offences that involve supply

i. Have you ever been the subject of any child protection concerns either in your work or personal life? Yes / No _____ If Yes please provide full details:

ii. Have you ever been the subject of any disciplinary action in relation to child protection issues, including any which are time expired? Yes / No _____ If Yes please provide full details:

iii. Are you presently or have you at any time in the past been disqualified from working with children? Yes / No _____ If Yes please provide full details:

iv. Are you presently under investigation in connection with any criminal matter? Yes / No _____ If Yes please provide full details:

12. The Trust operates an Equal Opportunities Policy and will consider all applications the basis of merit and abilities and will ensure that no applicant receives less favourable treatment on the grounds of age, race, gender, sexual orientation, disability or any other unjustifiable reason.

Do you have any special requirements in relation to the Trust's application and recruitment process?
Yes / No _____ If you have any specific requirements please provide details below. This information is collected to ensure that any reasonable adjustments you may require in relation to the selection process are considered and that if you are subsequently offered a position with the Trust that any reasonable adjustments to working conditions can be considered in consultation with you.

13. Health Declaration – For jobs involving working with Children or Vulnerable Adults, the statutory regulations require us to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment.

14. Declaration

I declare that the information provided on this form is fully complete and accurate in all respects to the best of my knowledge, that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment. I also declare that I hold all the qualifications I have stated and can provide evidence of this.

I understand that:

- a. Providing false information is an offence and may result in my application being rejected or my employment being summarily terminated if such a discovery is made after I have commenced employment and that this may also result in a report being made to any relevant agency as deemed appropriate by the Trust.
- b. That any personal information I provide as part of the application process may be held on a computer or other relevant filing system and be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.
- c. That I will be required to provide documentary evidence of my right to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information about the documentary evidence which will be required for all applicants can be found at the following website www.ukba.homeoffice.gov.uk. I also understand and accept that it is my responsibility to provide this evidence if selected for interview and that I will be unable to commence employment, if offered, until I provide satisfactory documentation.
- d. Should any of the answers I gave in Section 11 above change in the period between me completing this application form and commencing employment with the Trust, if offered, that I will disclose

this to the Trust and that should I fail to do so that any offer of employment may be withdrawn or my employment summarily terminated if I have already commenced employment.

Signature_____Date_____