|  |  |
| --- | --- |
| **Job applied for:** |  |
| **Where you saw this job advertised:** |  |
| **Closing Date:** |  |

**Personal Details**

Title (e.g. Ms, Mr, Dr, etc.):

Surname:

First Names:

Address:

Postcode:

Home Telephone:

Mobile Telephone

Email:

Please quote your National Insurance No:

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| TEACHERS ONLY |  |
| Are you recognised by the Department for Education and Skills as a qualified teacher in the UK? | Yes  No |
| Please give date of recognition: |  |
| Teaching Reference Number: |  |

**Education and Training**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Schools, colleges etc. attended since age 13 years and **postal address** | Dates | | Qualifications | | Dates | |
| Subject | Grades |
|  | Month | Year |  |  | Month | Year |
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**You will be required to provide evidence of qualifications if asked to interview**

Please specify any relevant training you have received or courses attended

(Include dates)

Are you a member of any professional organisation? Include status and dates

**Full Employment History from leaving school – you must include all details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employer’s name and address (current or most recent job first) | Job title | Dates | | | | Reason for leaving |
| From | | To | |
|  |  | Month | Year | Month | Year |  |
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Please state your current or most recent salary and/or salary scale £

**Breaks in Employment**

**All breaks in employment must be included**

Please indicate nature/reason(s) for any breaks in employment including relevant dates (month and year)

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**References**

Please provide at least two references; one must be your most recent employer. Both references must be from 2 different organisations. All details must be completed in full. Referees should not be friends, relatives, or immediate colleagues. If this is your first appointment, one reference should be from your headteacher, lecturer or similar. Referees will be contacted for all shortlisted applicants before an offer of employment is confirmed. Please continue a separate sheet if necessary.

|  |  |
| --- | --- |
| REFERENCE 1  This must be your current or most recent employer | REFERENCE 2 |
| Name: | Name: |
| Job Title of Referee: | Job Title of Referee: |
| Business Address: | Business Address: |
| Email: | Email: |
| Business Tel No: | Business Tel No: |
| Dates of your employment with this company (from/to): | Dates of your employment with this company (from/to): |
| How do you know this person?  May we approach them at this stage?  Yes …………………………. No | How do you know this person?  May we approach them at this stage?  Yes  …………………………No |

**Skills and Competence**

This section provides an opportunity to describe your skills and competence that are relevant to the position for which you are applying. You should refer to the job description and person specification, ensuring that you highlight any information that demonstrates your suitability for the position. Think carefully about how you meet the job requirements, considering your achievements and skills gained in paid and/or voluntary employment, outside interests and any other relevant activities. This information is an important part of the selection process and should be completed by both internal and external applicants.

**Please ensure that you limit your supporting statement to the equivalent of three A4 pages.**

**Continue on a separate sheet if necessary.**

**Further Information**

What period of notice is required by your present employer?

Do you consider yourself disabled?

Yes  No

**This information is needed so all applicants who have a disability and meet the essential criteria for this position are offered an interview.**

Are you related to, or have a close relationship with, any member of this organisation? E.g., Partner, spouse, other relative?

Yes  No

If so, please state the name and nature of this relationship.

**Eligibility to Work in the UK**

**Please tick the relevant box that applies to you**

1. **European Economic Area (EEA) and Swiss citizens applicants living in the UK before 31st December 2020 for a *maximum of 5 years* at the point of 30th June 2021 can apply for EU settlement status by 30th June 2021**

Yes  No

1. **European Economic Area (EEA) and Swiss citizens applicants living in the UK before 31st December 2020 for *less than 5 years* at the point of 30th June 2021 must apply for pre-settlement status by 30th June 2021**

Yes  No

Are there any restrictions affecting your ability to take up employment in the UK?

Yes  No

If yes, please give details:

**Overseas Check**

What date did you become a resident in the UK?

……………………………………………………..

Have you travelled outside of the UK for 3 months or more?

Yes  No

If yes, please provide details of time spent abroad, e.g., dates and the reason for travel.

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Do you currently have a certificate of good character?

Yes  No

**In line with our safer recruitment process and Keeping Children Safe in Education, a certificate of good character is required if you have travelled outside of the UK for three months or more. This is also applicable to candidates who have lived or travelled outside of the UK from the age of 10 years.**

**Candidates who have been in the UK for less than five years will need to provide the details of their employer from overseas as well as the detail of employers before/after leaving the UK.**

**You need to provide the documentation for eligibility to work in the UK and this must be brought to interview if shortlisted.**

**Declaration**

The information I have provided on this application form is, to the best of my knowledge, correct. I understand that deliberately falsifying or withholding information may result in my dismissal if appointed.

I understand that the organisation has to protect the money it deals with and may use the information I have given to prevent and detect fraud.

For any shortlisted candidate, you will be asked to complete a confidential declaration of Criminal Record and other relevant information form.

Due to the nature of the duties the post holder will be expected to undertake, you are required to disclose details of any criminal record. The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands, and final warnings on your record need to be disclosed.

Signed: Date:

**Workforce monitoring: Application Reference Number:**

We have a legal duty to promote equality. This duty applies to everything we do as an employer. To help us do this, please answer the following questions and complete the declaration at the bottom of the page.

Please mark the box with a X, against the group in the following list that best applies to you.

White

1. British
2. Irish
3. Other European
4. Any Other White Background

Mixed

1. White and Black Caribbean
2. White and Black African
3. White and Asian
4. Any Other Mixed Background

Black or Black British

1. Caribbean
2. African
3. Any Other Black Background

Asian or Asian British

1. African Indian
2. Indian
3. Pakistani
4. Bangladeshi
5. Any Other Asian Background

Any Other Group

1. Moroccan Arab
2. Other Arab
3. Chinese
4. Filipino
5. Somalian
6. Any Other Ethnic Background

Date of Birth:

Please indicate your sex

Male  Female

Do you consider yourself disabled?

Yes  No

I give my consent for the academy to process the above personal information, in accordance with the Data Protection Act. This information will not be seen by the people who are recruiting to the job.

Name (please print in block capitals):

Signed: Date: