

THE PATHWAY ACADEMY TRUST



Application for Employment

Please complete using black ink or type.

Job Applied for:	
Reference No.:	
Closing Date:	
Title and Last Name/Family Name:	
Previous Last Name:	
First Name:	
Where did you see this post advertised?	
Are you a Redeployee within The Pathway Academy Trust?	

Please ensure you complete the Equalities Monitoring form.

SOME GUIDELINES TO HELP YOU...

Our staff play a vital role in providing excellent services to the people of Kent. To help achieve this we will train you to do your job and encourage you to look for every opportunity to use your skills and abilities. This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. **Please carefully read the job description and person specification before completing this form**

Please ensure that you complete **ALL** sections.

Your application will be treated in the strictest confidence.

General Information About You

Home Address	Address for communications (if different)
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Telephone No. Home:

Alternative Telephone No:

May we contact you here? Yes No

May we contact you here? Yes No

Email Address:

Do you have a current UK driving licence (if applicable)? Yes No

Do you have any current endorsements? Yes No

If yes, please give brief details

If you are successful, when could you start this job?

Are you related to any Directors or Senior Employee of the The Pathway Academy Trust?

Yes No If yes please give brief details.

Are you aware of any matter, which might call into question your integrity as an employee or bring you/or The Pathway Academy Trust into disrepute.

Yes No If yes please give brief details.

Employment**Present or most recent employment details.**

Name and Address of Employer:

Job Title:

Salary:

Date started:

Date of leaving:
(if applicable)

Main duties and responsibilities: Please use a separate page if necessary

Qualifications Achieved from Secondary, Higher and/or Further Education

School/College/University attended	Qualifications (include GCSE/O levels, A levels or equivalent, NVQ's, work based courses and any further education)	Grade & Year taken (if any)

Previous Employment:

You must explain any gaps in your job history. Please use a separate page if necessary.
Please give details of all employment.

Name and full address of Employer	Dates	Job Held

Membership of Professional Organisations and Institutions

Name	Date achieved	Membership status	By examination (Yes/No)

Other Skills and Interests – including languages (spoken/written), computers, etc.

(Please include details of any public duties, community or voluntary work experience)

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Your Health

Please note, for jobs involving working with Children, 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. A pre-employment health questionnaire must be completed for all new employees.

Work Permit

Do you need a work permit to be employed in the UK? Yes No

National Insurance Number

(You can obtain this information from the Department of Social Security)

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If appointed, you will be required to produce documentary evidence of your National Insurance number before you take up the post. If you do not have this, you will be asked for alternative documentation to show that you are allowed to work in the UK.

Referees

Please give details of two people to whom you are not related and to whom a request for a reference can be made; one should be your current employer, or if you are currently unemployed, your last employer. In the case of school / college / university leavers, your tutor. In certain circumstances a reference may be requested from any of your previous employers.

Reference 1**Reference 2**

Name:		Name:	
Relationship to you		Relationship to you:	
Address:		Address:	
Email Address:		Email address:	
Tel. No:		Tel. No:	

Criminal Offences

If the post you have applied for is exempt from the Rehabilitation of Offenders Act (ROA) 1974 (refer to job documentation), you must disclose details of any spent or unspent cautions or convictions. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Disclosure and Barring Service to The Pathway Academy Trust's satisfaction. We would also ask that you also make known details of any police reprimands, cautions or warnings that are likely to be disclosed by the request of an enhanced disclosure from the Disclosure and Barring Service.

For all other posts, only unspent cautions or convictions need to be disclosed. Have you ever been cautioned, convicted or received a Police Reprimand or Warning?

Yes No

If you have answered yes, please provide details in the box below:

Details of any relevant cautions or convictions:

Reason for Application

Using the job description and person specification as a guide, please give details of any experience or skills which you feel demonstrate your suitability for this post. Please use a continuation sheet if you require.

By submitting this form I declare that the information I have given in this application is accurate and true, and I can confirm that no valid information has been wilfully withheld. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signed:

Date:

Protecting your personal information

The Pathway Academy Trust retains on file information (including health and equalities data) from this form and any attached documents. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with the data protection legislation.



Equalities Monitoring Form

The Pathway Academy Trust is committed to having a workforce that reflects the diverse make-up of the community of Kent. To help us monitor and achieve this objective, job applicants and through periodic requests, current staff, are asked to provide specific information so that we have an accurate picture of our workforce and can check that our employment practices do not unlawfully discriminate. The information you give is confidentially managed and does not affect your job application. The Monitoring Form is removed prior to shortlisting and is not seen by recruiting managers. It will greatly assist us if you provide as much information as possible, but you are not obligated to do so.

ETHNIC ORIGIN Please tick one box only, indicating the category that best describes your ethnic origin.	
ETHNIC GROUP	
White British Irish Any other White background (please specify) <input type="text"/>	
Mixed White and Black Caribbean White and Black African White and Asian Any other mixed background (please specify) <input type="text"/>	
Asian or Asian British Indian Pakistani Bangladeshi Any other Asian background (please specify) <input type="text"/>	
Black or Black British Caribbean African Any other Black background (please specify) <input type="text"/>	
Chinese Any other Ethnic Group Please specify <input type="text"/>	
Male	Female

Age Range (Please tick)	Up to 19	46 – 55
	20 – 25	56 – 65
	26 – 35	over 65
	36 – 45	

Confidential

Equalities Monitoring Form

Applications from disabled people are welcomed and disabled applicants who meet the minimum criteria are guaranteed an interview. We want to ensure that disabled people are considered on an equal basis by providing appropriate access and equipment. To help us do this, please answer the following questions:

Disability (please tick)

Do you consider yourself to be disabled?

Yes

No

If yes, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?

Yes

No

The Disability Discrimination Act 2005 defines disability as “a physical or mental impairment which has a substantial and long-term adverse affect on an individual’s ability to carry out normal day-to-day activities.”

Is there anything you would like us to know about your disability to assist you in the recruitment process?

If you are invited to interview, do you need any of the following (please tick)

induction loop or other hearing enhancement

sign language interpreter (please state type)

Keyboard for written tests

someone with you at the interview (e.g. advocate or facilitator)

Assistance in and out of vehicle

accessible car parking

Wheelchair access

accessible toilet

Other assistance (please specify)

Only necessary information will be given to the recruiting manager after shortlisting, to allow appropriate adjustments & facilities to be made available within the interview process.

What is your religion/belief? Buddhist (please tick)	Buddhist Christian Hindu Jewish	Muslim Sikh Other religion or belief None
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What is your sexual orientation? (please tick)	Heterosexual Bisexual	Gay/Lesbian
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Protecting your personal information

I understand the personal data provided will be retained on my personal record within a secure personnel system. Access to such data is restricted to personnel staff, in accordance with Data Protection requirements and is used solely to ensure The Pathway Academy Trust meets its obligations under equality legislation. Data is not attributed to an individual in any reporting.