

**Our Community Multi Academy Trust**

Job Application Form

# Confidential

|  |  |
| --- | --- |
| **Job Applied for:** |  |

|  |  |
| --- | --- |
| **Location:** |  |

|  |  |
| --- | --- |
| **Closing date:** |  |

|  |  |
| --- | --- |
| **\*Preferred Title:** |  |

|  |  |
| --- | --- |
| **\*First Name(s):** |  |

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| --- | --- |
| **\*Surname/Family Name:** |  |

|  |  |
| --- | --- |
| **Previous Surname:** |  |

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| --- | --- |
| **Where did you see this post advertised?** |  |

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| --- | --- |
| **If you are successful when could you start this job?** |  |

**Please ensure you complete the separate Equalities Monitoring form**

**SOME GUIDELINES TO HELP YOU. . .**

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 refer carefully to the information you have been provided for this post. Please note, the information marked with an asterisk enables the Trust to verify your suitability for the position as well as your right to work. Please ensure you complete **ALL** sections of the application form. Your application will be treated in the strictest confidence.

**Part 1: Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | **Previous**  **Last Name(s)** |  |
| **Home Address:** |  | **Alternative Address:** |  |
| **Home Telephone:** |  | **Mobile Telephone:** |  |
| **Email Address:** |  | | |
| **Teacher Reference No:** |  | | |
| **National Insurance No:** |  | | |

Do you have a current UK driving licence?

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes:**  (tick) |  | **No:**  (tick) |  |

**Disclosure of relationship**

Are you related to any member of the Board of Directors, School Local Governing Body or a Trust employee? If YES, please provide details.

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| --- | --- | --- | --- | --- | --- |
| **Yes:**  (tick) |  | **No:**  (tick) |  | **Details:** |  |

**Part 2: Competency**

**Education and Training**

**Original documentation of qualifications will be required prior to an appointment.**

**Training as a Teacher**

|  |  |  |
| --- | --- | --- |
| **School Name** | **From** | **To** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree/Diploma/Title** | **Subjects** | **Hons or Pass Grade** | **Date of Award** |
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**Higher Education**

|  |  |  |
| --- | --- | --- |
| **Institution Name** | **From** | **To** |
|  |  |  |

**Secondary Education**

|  |  |  |
| --- | --- | --- |
| **School Name** | **From** | **To** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Exam** | **Date** | **Result/Grade** |
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**In-Service Training, Development and Course**

Please give details of relevant courses and training undertaken in the last five years.

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| **Dates and duration** | **Title of course/ Training including home study & distance learning** | **Name of Provider EG College** | **Qualification obtained** |
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**Employment History**

**Please give details of all jobs held after the age of 18, including part time and unpaid work, starting with your current or most recent employer. Please explain any gaps.**

**When giving details of school employment please include the age range, approximate school roll number and school type EG primary.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and full address of Employer  **(Most recent first)** | Dates | Job held and reason for leaving | Salary upon leaving (and TLR payments): |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and full address of Employer | Dates | Job held and reason for leaving | Salary upon leaving (and TLR payments): |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and full address of Employer | Dates | Job held and reason for leaving | Salary upon leaving (and TLR payments): |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and full address of Employer | Dates | Job held and reason for leaving | Salary upon leaving (and TLR payments): |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and full address of Employer | Dates | Job held and reason for leaving | Salary upon leaving (and TLR payments): |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and full address of Employer  **(First employer after leaving school last)** | Dates | Job held and reason for leaving | Salary upon leaving (and TLR payments): |
|  |  |  |  |

**Explain any gaps in your employment history here. E.G retrained, raised family, unemployed.**

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**Other Skills and Interests**

Please include languages (spoken/written), computers etc. Please provide details of any community or voluntary work experience

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**Personal Statement**

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this post (as set out in the person specification). **Study the job description and give examples of how your specific skills meet** **the personal speciﬁcation**. Remember to consider experience in previous employment and relevant experience outside of paid work e.g., that gained at home, through the community or through leisure/college activities. (Continue on a separate sheet if necessary, giving page number and title heading)

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**References**

**Please indicate two people who can provide references – one of whom should be your present/most recent employer.** Students should include their University/College tutor. References will be taken up before an offer of employment is made and may be taken up prior to Interview.

**Where you are currently working in a school/academy, one reference should be from your current Headteacher. Where you are not currently working in a school or childcare setting but have done so in the past, one reference should be from your most recent children’s workforce referee.**

Our Community Multi Academy Trust reserves the right to request alternative references if felt appropriate to fulfil safer requirement requirements.

**Please confirm we can take up reference before interview. If NO, please state reason below:**

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| --- | --- | --- | --- | --- | --- |
| **Yes:**  (tick) |  | **No:**  (tick) |  | **Details:** |  |

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |
| Occupation: | Occupation: |

**Right to Work in the UK**

**All shortlisted candidates will be required to evidence their right to work in the UK at interview stage.**

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? If YES, please state reason below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Yes:**  (tick) |  | **No:**  (tick) |  | **Details:** |  |

**If you are successful in your application, would you require a work permit prior to taking up employment?**

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| --- | --- | --- | --- |
| **Yes:**  (tick) |  | **No:**  (tick) |  |

**General**

**Health Declaration**

Removed to comply with the 2010 Equality Act. Please note, 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.

**Data Protection Statement**

I hereby give my consent for Our Community Multi Academy Trust to which this application relates to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. This information may be shared with third party organisations including, but not exclusive to, payroll providers, the DBS, the police and other third parties as defined by the General Data Protection Regulations and Data Protection Act 1998 and related legislation. All information will be dealt with in accordance with data protection legislation.

**Declaration**

By submitting this application form I declare that the information I have given is complete and accurate and I understand that any offer of employment is subject to the satisfactory completion of the applicable pre-employment checks. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

Please return completed form via email to [trusthr@pieat.org.uk](mailto:trusthr@pieat.org.uk). As returning by email you will be asked to bring photographic identification with you to interview and sign a copy of this document before any offer of employment is made.