Application for Employment

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| Personal Details | Position applied for |  | | | |
| Where did you see the vacancy? | |  | | |
| Title |  | | Address and Postcode |  |
| Forename(s) |  | |
| Surname |  | |
| Previous Name(s) |  | |
| Telephone (mobile) |  | |
| Email Address |  | |
| Are you registered by the DfE as a qualified teacher? | | | Yes/ No | |

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| Personal Information |  | | Yes | No |
| We are committed to interviewing people with a disability who meet the essential criteria for the role. Do you have a disability? | |  |  |
| Are you eligible to work in the UK? | |  |  |
| Do you, partner or family have any interests (financial, professional etc) that may conflict with your employment? | |  |  |
| If yes, please give details |  | | |
| Are you related to any member of staff/governor or pupil in the Trust? | |  |  |
| If yes, please give details |  | | |

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| Safeguarding Children | **FOR POSTS WHICH REQUIRE A DBS CHECK ONLY – AS STATED ON THE JOB ADVERT/JOB DESCRIPTION**  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and therefore cannot be taken into account. Further guidance and details on the criteria on the ‘filtering’ of these cautions and convictions can be found on the Disclosure and Barring Service website (www.gov.uk/dbs)  **Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended in 2013)? YES / NO**  If YES, please provide relevant details of the offence, date of offence and sentence below. If you would prefer not to include this information on the application form, please provide the details in a sealed envelope addressed to: The Chair of Governors. |

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| Data Protection | Information from this application may be processed for any purposes registered by the academy under data protection legislation. individuals have the right of access to personal data held about them by the academy. This information will be disclosed only to those persons authorised to see it, will be used for the selection process and, for successful candidates will be retained on their personnel file, used for payroll and administrative purposes and may be disclosed to government departments where there is a legal obligation to do so. Information held about unsuccessful candidates will be destroyed after 6 months. |

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| Declaration | I declare that the information given is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the academy under the Data Protection Act. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, may render me liable for dismissal without notice. I understand that it is an offence to apply for this role if I am barred from engaging in regulated activity relevant to children.  I hereby consent to Advance Learning Partnership (ALP) retaining my application form for a period of 6 months. | | | |
| Signature |  | Date |  |

FULL **EMPLOYMENT HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current/most recent position | Job Title |  | Employer Name |  |
| Address of Employer |  | | |
| Dates *(to/from)* |  | Current Salary |  |
| Date available to start |  | Period of notice required |  |
| Key responsibilities *(and subject taught if applicable)* |  | | |
| Reason for Leaving |  | | |
| Do you have any additional employment which you intend to continue if appointed to this post?  *(If yes, please detail the nature of work and hours.)* | |  | |

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| **Previous Employment**  (Please provide full employment history since leaving school including education, employment and voluntary work) | | | | |
| Name and Address of Employer | Position held  Grade and/or salary | Dates (dd/mm/yy) | | Reason for leaving |
| From | To |
| *Most recent first* | | | | |
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| Please account for **all** gaps in your employment history |
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**REFERENCES**

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| Give name, job title, relationship to referee and address of **TWO** people, who must know you well to whom a reference may be made. Referee 1 should be your present (or most recent) employer, or if you are a recent school leaver, should  be the Head Teacher of your last school.  Next of kin or immediate relatives should not be named as referees. | | | |
| **Reference 1** | | **Reference 2** | |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Relationship to Referee |  | Relationship to Referee |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Telephone Number |  | Telephone Number |  |
| E-mail |  | E-mail |  |
| Please note that for positions in contact with children and vulnerable adults the School has the right to seek references from any or all previous employers and line managers prior to interview.  Please ensure references cover a period of at least three years and include your most recent employer or training provider (a minimum of two references are required for all positions).  Appointment will only be confirmed subject to satisfactory references. | | | |

**EDUCATION**

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| Education and Training | Place of Education | Qualification, Grade and Awarding Body | Course / Subject | Dates  *(to/from)* | Grade(s) |
| *Most recent first* | | | | |
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| N.B. Appointment will only be confirmed subject to receipt of official certificates in support of the below.  (Please use continuation sheets if required) | | | | |

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| Professional membership(s)s | Name of Professional Body | Grade of membership |
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| Additional Information | Please provide details, using examples, how your knowledge, skills and experience match the requirements of the role. This may include any particular skills and qualities, which will help us assess your suitability for this post/person specification. Please use a continuation sheet if necessary. |
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| *Any misrepresentation of information provided by you shall, if the appointment committee so declare, disqualify you from the appointment and if appointed, shall render you liable to dismissal without notice.* | |

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| Thank you for applying to join the **Advance Learning Partnership**.  Your completed application should be sent to the address/email as specified in the application pack.  Applicants short-listed for interview will be informed as soon as possible after the closing date. |