

|  |  |  |  |
| --- | --- | --- | --- |
| Application for  the Post of: |  | Job No: |  |
|  |  | | |
| Academy Name: |  | Candidate Ref No. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If you are a current employee are you applying for this post as a redeployee? | Yes | **☐** | No | **☐** |



# Personal Information Previous Name(s): (if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  |  |  |

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

|  |  |
| --- | --- |
| Home Address:  Please specify alternative correspondence address on a separate sheet. |  |
| Postcode: |

|  |  |
| --- | --- |
| E-mail address: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance No (If you have one): |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Do you have a full current driving licence? | Yes | ☐ | No | ☐ | Home Telephone  Number: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Do you have daily use of a vehicle? | Yes | ☐ | No | ☐ | Work Telephone Number: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Do you have any penalty points on your licence? | Yes | ☐ | No | ☐ | Mobile Telephone Number: |  |

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| --- | --- | --- |
| If so, how many? |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If you have a disability, are there any arrangements which we can make for you  if you are called for interview?  (NB: The Equality Act defines a person as having a disability if they have “a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”) | Yes | ☐ | No | ☐ |
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| If yes, please outline your requirements: |

|  |  |
| --- | --- |
| How did you find out about this job? |  |

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| --- | --- | --- | --- | --- | --- |
| Are you applying on a Job Share basis? | Yes | ☐ | No | ☐ |  |

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| --- | --- |
| If so, please state the proportion of full-time you are willing to work: |  |

# Present (or Most Recent) Employment

|  |
| --- |
| Employer/School Name, Address and Telephone Number: |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Job Title: |  |

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| --- | --- |
| Present or Final Grade/Salary: |  |

|  |
| --- |
| Specify any Additional Benefits/Payments you Receive: |

|  |  |  |  |
| --- | --- | --- | --- |
| Notice Required: |  | Date of Leaving (if applicable): |  |

|  |  |
| --- | --- |
| Reason for leaving (if applicable): |  |

|  |
| --- |
| Please Provide a Brief Description of Duties of the Post (Continue on a separate sheet if necessary): |
|  |

# Previous Employment

Beginning with the most recent, **all periods** since leaving full-time education should be accounted for e.g. unemployment, voluntary work, raising a family or any part-time work undertaken whilst in education. (Continue on a separate sheet if necessary).

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| --- | --- | --- | --- |
| Job Title: |  | | |
| Employer, Address & Telephone Number |  | | |
| Start Date: |  | End Date: (If applicable) |  |
| Salary: |  | | |
| Brief Details of Duties & Achievements: |  | | |
| Reason for Leaving |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | | |
| Employer, Address & Telephone Number |  | | |
| Start Date: |  | End Date: (If applicable) |  |
| Salary: |  | | |
| Brief Details of Duties & Achievements: |  | | |
| Reason for Leaving |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | | |
| Employer, Address & Telephone Number |  | | |
| Start Date: |  | End Date: (If applicable) |  |
| Salary: |  | | |
| Brief Details of Duties & Achievements: |  | | |
| Reason for Leaving |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | | |
| Employer, Address & Telephone Number |  | | |
| Start Date: |  | End Date: (If applicable) |  |
| Salary: |  | | |
| Brief Details of Duties & Achievements: |  | | |
| Reason for Leaving |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | | |
| Employer, Address & Telephone Number |  | | |
| Start Date: |  | End Date: (If applicable) |  |
| Salary: |  | | |
| Brief Details of Duties & Achievements: |  | | |
| Reason for Leaving |  | | |

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| --- | --- | --- | --- |
| Job Title: |  | | |
| Employer, Address & Telephone Number |  | | |
| Start Date: |  | End Date: (If applicable) |  |
| Salary: |  | | |
| Brief Details of Duties & Achievements: |  | | |
| Reason for Leaving |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | | |
| Employer, Address & Telephone Number |  | | |
| Start Date: |  | End Date: (If applicable) |  |
| Salary: |  | | |
| Brief Details of Duties & Achievements: |  | | |
| Reason for Leaving |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | | |
| Employer, Address & Telephone Number |  | | |
| Start Date: |  | End Date: (If applicable) |  |
| Salary: |  | | |
| Brief Details of Duties & Achievements: |  | | |
| Reason for Leaving |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | | |
| Employer, Address & Telephone Number |  | | |
| Start Date: |  | End Date: (If applicable) |  |
| Salary: |  | | |
| Brief Details of Duties & Achievements: |  | | |
| Reason for Leaving |  | | |

# Education

Please give details of all nationally recognised qualifications awarded/results awaited; **from GCSE Level to Further Degree Level** or their equivalents in chronological order.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Attended | | Name of  School/College: | Qualification: | Subject: | Full  or Part Time | Grade/  Level: | Date Gained: |
| From (mm/yy) | To (mm/yy) |
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Copies of essential qualifications will be required on appointment.

**Training (Other Continuing Professional Development)**

Please list any relevant courses or training you have attended in the last five years starting with the most recent (Please continue on a separate sheet if necessary).

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| --- | --- | --- | --- |
| Title of Course: | Organising Body: | Awards (if any): | Date of Attendance: (mm/yy) |
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# Additional Information

Please give any details you wish in support of your application, in particular any experience, skills, knowledge, training and qualifications relevant to the post applied for as detailed in the information available to you. (Please continue on a separate sheet if necessary).

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# References

One reference should relate, if applicable to your present job, or most recent employer, or a member of the School/Academy Staff. Please state in what capacity the two referees are acting, e.g. current employer. Please include name, address, telephone number and e-mail address if known. If you have recently left full-time education, please ensure you include a Head Teacher/College/University Principal (or their representative) as one of your references.

**1st Referee**

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| E-Mail Address: (Please provide wherever possible) |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No: |  | Capacity: |  |

**2nd Referee**

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| E-Mail Address: (Please provide wherever possible) |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No: |  | Capacity: |  |

**Please note:** The post you are applying for forms part of the Children’s Workforce, your references will be contacted should you be shortlisted for interview - please see the Notes for Applicants provided with this form. For all other posts references will be sought should you be made a conditional offer of employment.

*For all posts enquiries will be made with previous employers about whether a safeguarding concern has been raised against you.*



# Immigration, Asylum and Nationality Act 2006

All short listed applicants will be required to provide original material evidence of their Eligibility to Work in the UK. With reference to the accompanying Guidance Notes please confirm that you are able to provide the appropriate documents.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Yes | ☐ | No | ☐ |

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# Self declaration of criminal record

This post involves working in a school and is exempt from the provisions of the Rehabilitation of Offenders Act 1974. We will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions. As posts in schools are 'Regulated Activity' the barred list for children will also be checked.

You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

For information regarding filtering of convictions please see: [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)

Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in withdrawal from any job offer.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Yes | ☐ | No | ☐ |

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

Yes ☐ No ☐

Are you barred from working with children or subject to any sanctions imposed by a regulatory body (e.g. GTC/Teaching Agency)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Yes | ☐ | No | ☐ |

If you have answered yes to either of the above questions, please provide dates and brief details here:

|  |
| --- |
|  |

If you are currently registered with the DBS Update Service, please provide your registration number

Most teachers are unlikely to be in the DBS update service, and schools do not expect it - but it can save time. Find out more by visiting https://www.gov.uk/dbs-update-service



And the date it was originally issued



Have you lived outside the UK for more than three months?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Yes |  |  | No |  |  |

If yes, please provide details. Please specify which countries and the month and year those stays started and ended.

UK employers will normally need a Police Certificate of Good Conduct from that country.

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The Trust/Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>



# Declarations

To your knowledge are you related to a member of staff, governor of the school or anyone elected to or employed by The de Ferrers Trust or academies within?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | ☐ | No | ☐ |

If ‘Yes’, please state their name and position held:

|  |
| --- |
|  |

The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of The Data Protection Act 2018 the information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and / or electronically and if unsuccessful your application will be disposed of after 6 months.

I declare that all the information I have provided is true, that I have not canvassed a member/officer of the Trust, directly or indirectly, in connection with this application and further, that I will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member/officer of the Trust or providing information which is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment I may be liable to dismissal without notice. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signed:         
  
Date:

**Please remember to complete and return the recruitment monitoring form.**

