# Application Form

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| **Post:** |  |
| **Closing Date:** |  |
| Please read the guidance to help you complete this form. | |

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| PERSONAL DETAILS | | | | |
| Title | First Name(s):- | Last Name: | | |
| Address:        Post Code | | Work Tel No:  (if convenient to receive a call)  Home Tel No:  Mobile No:  Email: | | |
| Do you have the legal right to live and work in the UK? | | | | Yes No |
| Is this subject to having a work permit? | | | | Yes No |
| Nationality | | | |  |
| You will be required to produce photographic identification and proof of the above if you are called to interview | | | | |
| National Insurance Number:- | | |  | |
| DfE number (*For teachers only)* | | |  | |
| Are you subject to disqualification from working with children or any conditions or prohibitions placed on you previously by a regulatory body such as the GTC or DfE? (*For teachers only)*: | | | Yes  No | |
| *If yes please give details* | | |  | |
| Do you have Qualified Teacher Status? (*For teachers only)*: | | | Yes  No | |
| *If yes please give date of award* | | |  | |
| If you have qualified since May 2001 have you completed induction successfully? (*For teachers only)* | | |  | |

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| CURRENT/MOST RECENT EMPLOYMENT | | |
| Name of Employer:  Address:      Post Code  Telephone No:  Date Started:  Date Left (where applicable) | | Job Title/Post Held:  Grade/spine point:  Current Salary:  Notice Required:  Reason for leaving / wishing to leave: |
| Brief description of main duties/responsibilities: | | |
| REFERENCES *Please supply the names and addresses of two referees; one should be your current or most recent employer and the other your previous employer (someone who knows you in a professional or training/education context). Please refer to Application Form Guidance before completing.*  *Please note that references will be required prior to interview for* ***all*** *Academy Based posts, teaching and non-teaching*  *.* | | |
| Referee No 1Current/most recent Employer | Referee No 2Previous Employer | |
| Job Title:  Company Name:  Address:      Telephone Number:  Fax Number  Email:  Relationship: | Job Title:  Company Name:  Address:      Telephone Number:  Fax Number:  Email:  Relationship: | |
| I hereby authorise you to take up references from my present Employer, my previous Employer(s) or the people that I have submitted as personal referees, once an invite for interview of employment has been confirmed. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate. | | |
| Signed | Dated | |

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| PREVIOUS EMPLOYMENT | | | | | | | |
| Please give details of your full employment history, detailing any periods of unemployment and unpaid/voluntary work (most recent first). Continue on a separate sheet if necessary. | | | | | | | |
| **Dates**  **From To** | | **Name and address of organisation** | | **Telephone and contact** | **Job/Role and brief description of duties** | | **Reason for Leaving** |
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| EDUCATION, QUALIFICATIONS & TRAINING | | | | | | | |
| **Secondary/Further** | | | | | | | |
| From | To | | Qualification results with grades | | | School/College/University | |
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| **Academic/Professional** | | | | | | | |
| From | To | | Qualification results with grades | | | School/College/University | |
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| **Other training courses attended e.g. in-service training** | | | | | | | |
| From | To | | Qualification results with grades | | | School/College/University | |
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| PENSION |  |
| Are you currently paying into a pension scheme? | Yes  No |
| *If yes please give details* |  |
| Have you elected to opt-out of an occupational pension scheme? | Yes  No |
| *If yes please give scheme and date of opt-out* |  |
| Are you currently paying into any other occupational or private pension scheme? |  |
| *If yes, please give details* |  |
| Are you in receipt of a pension? | Yes  No |
| *If yes, please specify age/infirmity/premature retirement* |  |

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| HEALTH |
| *Please note that the successful candidate may be required to complete a medical questionnaire and may be asked to attend for a medical examination.* |
| PERSONAL STATEMENT |
| Please use this section to support the information that you have already provided regarding your suitability for this post and how you meet the requirements of the person specification. |

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| SAFEGUARDING STATEMENT | | | |
| The Elliot Foundation Academies Trust is committed to safeguarding and promoting the welfare of its children and students and expects all staff to share this commitment. Assessment and testing of applicants’ suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process. | | | |
| ADDITIONAL INFORMATION | | | |
| Do you have a disability as defined by the Equalities Act 2010 | | Yes No | |
| If yes please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job: | | | |
| Have you ever been dismissed from employment for a reason other than redundancy? | | Yes  No | |
| If YES please give reasons: | |  | |
| Have you ever been suspended or subject to disciplinary action in any employment? | | Yes  No | |
| If YES please give reasons: | |  | |
| DECLARATIONS | | | |
| CRIMINAL CONVICTIONS | | | |
| The Rehabilitation of Offenders 1974(Exceptions) (Amendment) Order 1986 does not apply to posts where there is access to children. This means that applicants for employment which involves working with children and young people **must** disclose **any** criminal record. This will include any spent convictions or sentences.  **Applicants should note that providing false information to obtain employment is a criminal offence.**  Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in summary dismissal.  The Elliot Foundation Academies Trust is committed to safeguarding the welfare of our students. Enhanced Criminal Record Bureau Checks will be carried out on all successful applicants.  Disclosure of a criminal record will not necessarily debar you from employment with The Elliot Foundation Academies Trust, this will depend upon the nature of the offence(s), frequency and when they occurred. | | | |
| **Please answer the following:** | | |  |
| Have you previously used, or do you currently use, any other surname(s)? | | | Yes  No |
| If YES, state the other surname(s) you use(d): | | |  |
| Do you have any criminal records to declare? (this includes criminal convictions or police cautions spent or otherwise) | | | Yes  No |
| If YES, when did this take place? | | |  |
| Are there any current criminal proceedings against you? (This includes any cautions, bind-overs, police warnings or pending prosecutions.) | | | Yes  No |
| **If you answer yes to any of the questions on the previous page and you will be expected to provide details of the conviction(s) or offence(s) in a sealed envelope marked 'private and confidential'. If you are not short-listed the envelope will be securely destroyed.**  *Please note that it is a condition of your employment that you inform the Academy if you are convicted of any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment.* | | | |
| CONFLICT OF INTEREST | | | |
| Are you related to, or the partner of, any member, employee or governor of The Elliot Foundation Academies Trust? | Yes  No | | |
| If so, please give Name: |  | | |
| Organisation: | Relationship: | | |
| DATA PROTECTION | | | |
| I understand that the information contained in this form is personal data which will be held on computer and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Acts 1998.  I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with regard to this application shall disqualify me from such appointment, or if discovered after employment, may lead to my dismissal. The information will be stored manually and electronically and disposed of securely after 12 months if your application is unsuccessful.  I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statement on this form is an offence and could result in my application being rejected or summary dismissal and possible referral to the teachers’ misconduct team or police if appropriate. 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. | | | |
| Please note: As you are returning this form by email, you will be asked to sign your application if you are called for interview. | | | |
| Signed:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

**Monitoring information**

The Elliot Foundation Academies Trust is committed to ensuring equality of opportunity in employment and provision of services. To ensure that it is working properly, all applicants are asked to provide the following information.

I am Female  Male  (Please tick the appropriate box) date of birth

Ethnic background

Choose one section from (a) to (e) then tick the appropriate box to indicate your Ethnic Background.

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| A White |
| **25** British |
| **26** Irish |
| **30** Any other white background, please specify |
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| B Mixed |
| **15** White and Black African |
| **16** White and Black Caribbean |
| **17** White and Asian |
| **21** Any other mixed background, please specify |
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| C Asian or Asian British |
| **01** Indian |
| **02** Pakistani |
| **03** Bangladeshi |
| **07** Any other Asian background, please specify |
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| D Black or Black British |
| **08** Caribbean |
| **09** African |
| **13** Any other black background, please specify |
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| E Chinese or other ethnic group |
| **22** Chinese |
| **24** Any other ethnic group, please specify |

**The Disability Discrimination Act 1995 defines a person as having a disability if s/he ‘has a long physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities’. The Elliot Foundation Academies Trust is actively seeking to employ people with disabilities. Academies can arrange nearby parking, someone to meet you at the entrance to the building, a sign language interpreter at interview, preferred type of seating etc.**

**Do you consider yourself to have a disability? Yes**  **No**

# Advertising monitoring

How did you find out about this vacancy?

(Name of the newspaper/journal, council jobs list, web site, friend etc)

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| GUIDANCE |
| The decision to short list you for an interview will be based solely on the information you provide on the application form. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.  Keep a photocopy of your completed application form before returning it.  The person specification describes the essential knowledge, experience and professional qualifications you will need in order to do the job described in the job description. In your application you must demonstrate that you have these knowledge, skills and qualifications and further, that you understand and are committed to abiding by all Elliot Foundation policies. |
| Personal Details |
| Complete this section fully and clearly. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK. Verification of identity is required before confirmation of appointment. |
| Present or most recent employment |
| It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, addresses and other requested details. |
| References |
| For all employees, your referees will be contacted prior to interview under the safeguarding children and safer recruitment process. Your first referee should be your current or most recent employer. The Elliot Foundation Academies Trust reserves the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from your most recent previous employer where you were working with children. |
| Previous employment |
| Include here any relevant work experience, including part time or work undertaken on a voluntary basis in this section, starting with your most recent experience. Ensure you put in full details of dates, names and addresses and your job title, explaining any gaps in your employment history. |
| Education, Qualifications and Training |
| Ensure that you give all the information requested. Proof of qualification is required before any appointment is confirmed. |
| Personal Statement |
| This is your chance to explain how you meet the person specification for the post. Ensure that the information you give is well organised, relevant and brief. It is acceptable to list each person specification requirement as a separate heading to explain how you meet that requirement. If you do not complete this section of the form you will not be considered for short listing. |

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| Additional Information – Disability |
| If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made. |
| Disclosure of a criminal record |
| All positions within The Elliot Foundation Academies Trust or its academies will be exempt from the Rehabilitation of Offenders Act 1974. You must declare all cautions and convictions including those that are ’spent’, and you will be subject to an Enhanced Criminal Records Bureau check if you are successful. You must provide details of any conviction(s) or offence(s) in a sealed envelope marked private and confidential with your application form.  If you do have a spent conviction this will not automatically disqualify you from employment. We operate a Disclosure procedure in line with CRB guidelines. If you are successfully selected for a position within the Academy you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. All Academy based posts will require an Enhanced Disclosure  In the event of a successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a senior member of staff. As a minimum, the following will have been taken into account:   * Whether the conviction or information was disclosed during the application stage; * Whether the conviction or information revealed is relevant to the job; * How long ago the offence(s) took place; * The candidate’s age at the time of the offence(s); * The number and pattern of offences; * Any other relevant circumstances   No decision will be made until your explanation and the above issues have been considered.  If you believe the disclosure information Is inaccurate you would need to contact the CRB.  All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. The disclosure forms are not kept on personal files. |
| Conflict of Interest |
| If this applies to you, please detail any conflict and/or give the name of the employee, the department they work in and the relationship e.g. partner, daughter |
| Equal opportunities Monitoring Form: |
| All job applicants are expected to complete the monitoring details of the form to assist us in complying with statutory requirements. |

Before you email your completed form, please read through it to ensure all sections of the application have been fully completed and you have addressed all the criteria in the Person Specification.