



Internal use only

Ref . No. \_\_\_\_\_ Date Received \_\_\_\_\_

# Arden Multi Academy Trust

## Employment Application Form Confidential

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink. CV's are not accepted.

Vacancy Job Title	
Academy/School	

### 1 INFORMATION FOR SHORTLISTING AND INTERVIEWING

Initials \_\_\_\_\_ Surname or Family name \_\_\_\_\_

2 LETTER OF APPLICATION Please enclose a letter of application. *Please refer to the applicant information pack which may include instructions on completion of the letter of application.*

### 3 PRESENT / LAST APPOINTMENT: IF TEACHING

Name, address and telephone number of school	
1 Type of school	Boys      Girls      Mixed      Age range      Number on Roll
2 Type of school	<i>eg Community, Aided, Foundation, Academy, Free School, Independent etc</i>
Job title <i>Please enclose a copy of your current job description</i>	
Subjects/age groups taught	
Date appointed to current post	
Current salary & grade eg. Leadership/UPS/MPS	
Date available to begin new job	

4. PRESENT / LAST APPOINTMENT: IF NON-TEACHING

Name address and telephone number of employer	
Job title <i>Please enclose a copy of your current job description</i>	
Date appointed to current post	
Current salary	
Date available to begin new job	

5 FULL CHRONOLOGICAL HISTORY Please provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Employer name and address or description of activity	Number on roll and type of school, if applicable	F/T or P/T	Dates				Reason for leaving
				From		To		
				Mth	Yr	Mth	Yr	
1								
2								
3								
4								
5								
6								

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7									
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8									
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Please briefly provide an explanation(s) for any gaps in your employment history

Gaps in Employment History	
Dates (From and To)	Reason for gap

Please enclose a continuation sheet if necessary

**6 SECONDARY EDUCATION & QUALIFICATIONS**

Name of School/College	From	To	Qualifications Gained with Date(s) and grades

**7 HIGHER EDUCATION**

Names and Addresses of University or College and/or University Education Department	Dates From To	Full or Part-time	Courses/subjects taken and Passed	Date of Examination and Qualifications Obtained	Age Groups for which Trained

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**8 OTHER RELEVANT TRAINING COURSES ATTENDED** Please continue on a separate sheet if necessary

Course Title	Organising Body	Date(s)	Length of Course

**9 OTHER RELEVANT SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE (please complete this section in conjunction with the person specification and job description and do not duplicate information that you have already included in your letter of application).**

**10 REFEREES**

Give here details of two people to whom reference may be made. We would expect the first referee to be your present or most recent headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. Friends and relatives are NOT acceptable referees.

The Trust reserves the right to approach any previous employer or manager.

In accordance with Keeping Children Safe in Education requirements, we will seek references on all shortlisted candidates before interview to enable us to raise any referee concerns at interview’.

First referee

Title and Name	
Address and post code	

Telephone number	
Email address	
Job Title	
Relationship to applicant	

Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

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This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

## 11 PERSONAL INFORMATION

1. Surname or family name	
2. All previous surnames	
3. All forenames	
4. Title	
5. Current Address	
6. Postcode	
7. Resident at this address since	
8. Home telephone number	
9. Mobile telephone number	
10. Date of birth	
11. Email address	
12. Teacher reference number	
13. National Insurance Number	
14. Have you ever been subject to a child protection investigation by your employer or any other organisation?	Yes      No If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called for interview.
15. Are you subject to any legal restrictions in respect of your employment in the UK?	Yes      No If YES please provide details separately
16. Do you require a work permit?	Yes      No If YES please provide details separately
17. Do you have a current full driving licence?	Yes      No
20. Are you related to or have a close personal relationship with any pupil, employee, or governor?	Yes      No If YES give details separately under confidential cover
21. NQTs ONLY: Have you provided evidence of passing the Skills Tests? <i>Please tick or cross</i>	Numeracy Literacy
22. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?	Yes      No If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).

## 12 PROTECTION OF CHILDREN

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Further guidance on 'protected' convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>

You will be required to disclose when shortlisted for an interview all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the Trust and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

Do you have any convictions, cautions or reprimands, warnings or bind-overs?  
Please tick the relevant box

Yes

No

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application. In accordance with statutory requirements, an offer of employment will be subject to satisfactory DBS clearance. A copy of this notice will be sent to your referees.

## 13

You are required to declare below any relationship with or to an employee of the Trust.  Please state name and position:	
Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.	YES <input type="checkbox"/> NO <input type="checkbox"/>

## 14 REASONABLE ADJUSTMENTS FOR DISABILITY

If you are disabled, please give details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact the Headteacher or HR Manager at the school to discuss any requirements.

## 15 HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

## 16 DATA PROTECTION

In completing this application form you should refer to the Recruitment Privacy Notice sent out with this document. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

**17 DECLARATION**

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return your completed form by email, post or by hand by the closing date to the Headteacher or HR Manager**

**For monitoring purposes only please indicate where you saw this vacancy advertised**

\_\_\_\_\_

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**PART 3 EQUALITY AND DIVERSITY MONITORING**

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

**Ethnic Group**

	<i>Workforce Census Code</i>		<i>Please tick</i>
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	OOTH	Irish Traveller	
	OOTH	Gypsy	
	WOTH	Other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Other Asian background	
Black or Black British	BCRB	Caribbean	
	BAFR	African	
	BOTH	Other Black background	
Other ethnic group	OOTH	Arab	
		<i>Write in:</i>	
Prefer not to say	REFU		

**Religion**

	<i>Please tick</i>
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion <i>write in</i>	
Prefer not to say	

**Disability**

Do you consider that you have a disability? *Please tick*

Yes <i>Please complete the grid below</i>	
No	
Prefer not to say	
<i>My disability is: Please tick</i>	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

**Sexual Orientation**

*Please tick*

Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

**Gender**

*Please tick*

Female	
Male	
Transgender	
Prefer not to say	

**Personal relationship**

*Please tick*

Single	<input type="checkbox"/>
Living together	<input type="checkbox"/>
Married	<input type="checkbox"/>
Civil Partnership	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>