|  |
| --- |
| **EMPLOYMENT APPLICATION FORM** |

|  |  |
| --- | --- |
| **Post Applied for (Job Title):** |  |
| **Deadline for receipt of form:**  |  |

*Please read the guidance notes at the end of this document before completing this form.
Please type or write clearly in black ink.*

|  |
| --- |
| **Personal Details** |
| Title  | First Name(s): | Last Name:  |
| Address: Post Code  | 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 [ ]  |
| *You will need to provide photographic identification and proof of the above if you are called to interview* |
| National Insurance Number : |  |
| Have you successfully completed a period of induction as a qualified teacher in this country? (*For teachers only)* |  |
| *If yes, please give details of completion* |  |
| Are you registered with the DfE? (*For teachers only)* | Yes [ ]  No [ ]  |
| *If yes, please give details of your Teacher Reference number (e.g. 12/34567)* |  |
| Are you subject to any conditions or prohibitions placed on you by the 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* |  |
| QTS Certificate Number (*For teachers only)*: |  |

|  |
| --- |
| **Current (or most recent) Employment** |
| Job Title/Post Held: Name of Employer: Address: Post Code Telephone No:  | Date Started: Date Left (where applicable) Grade/spine point: Current Salary: Notice Required: Reason for leaving / wishing to leave: |
| Brief description of main duties/responsibilities:  |
| **Previous Employment** |
| *Please provide details of your full employment history, detailing any periods of unemployment and unpaid/voluntary work (most recent first). Continue on a separate sheet or insert more rows if necessary*. |
| **Dates** | **Name and address of organisation** | **Job/Role and brief description of duties** | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Education, Qualifications and Training***Please list qualifications below in order, with most recent first* |
| **School/College/University**  |
| From | To | Qualification results with grades | University/College/School |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Professional Qualifications**  |
| From | To | Qualification results with grades | Professional body |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Other training courses attended e.g. in-house training** |
| From | To | Qualification results with grades | Training provider |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please continue on a separate sheet if necessary*

|  |
| --- |
| **Personal Statement** |
| *Please use this section to set out how your experience meets the requirements of the role, referring to the Job Description and Person Specification (if applicable).* |

*Please continue on a separate sheet if necessary*

|  |
| --- |
| **References** |
| *Please supply the names and addresses of two referees:** *One should be your current or most recent employer*
* *The other should be 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 under the DfE Keeping children safe in education and Safer Recruitment guidance Sept 2016, references will be required prior to interview for* ***all*** *Academy Based posts, teaching and non-teaching.* |
| **Referee No 1***Current/most recent Employer* | **Referee No 2***Previous Employer*  |
| Referee Full Name: Job Title: Company Name: Address: Telephone Number: Email: Relationship:  | Referee Full Name: Job Title: Company Name: Address: Telephone Number: Email:Relationship:  |
| *I hereby authorise you to take up references from my current/most recent and previous employers once an invite for interview has been confirmed. In addition, I hereby authorise you to take up any other employment checks deemed appropriate.* |
| Signed:  | Dated:  |
| **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.* |
| **Additional Information** |
| Do you have a disability as defined by the Equalities Act 2010 | Yes [ ] No [ ]  |
| *If yes, please provide 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:* |  |
| **Safeguarding Statement** |
| *E-ACT is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and all appointments are subject to enhanced Disclosure & Barring Service (DBS) checks and satisfactory references. E-ACT is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.* |
| **Declarations** |
| **Declaration of 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.**Enhanced Disclosure and Barring Service (DBS) checks will be carried out on all successful applicants. Disclosure of a criminal record will not necessarily debar you from employment with E-ACT; 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, 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 shortlisted, the envelope will be securely destroyed.** *Please note that it is a condition of your employment that you inform E-ACT 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.* |
| **Declaration of interests** |
| Are you related to, or the partner of, any employee, Trustee or volunteer of E-ACT?  | Yes [ ]  No [ ]  |
| *If so, please provide:* |
| Their full name: |  |
| Their job title: |  |
| Which Academy/Region/National Team they are employed by:  |  |
| Relationship to you: |  |
| **Data Protection** |
| *In completing this application form you should refer to the Staff Privacy Notice available on our website* [*here*](https://www.e-act.org.uk/privacy-notices/)*. The personal information collected on this form will be processed to manage your application in accordance with the Staff 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 Staff 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.* |
| Signed:  Date:  |
|  |
| **Guidance on completing this application form** |
| *The decision to shortlist 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. Please complete your application form in black ink or type.* |
| **Personal Details** |
| *Complete this section fully and clearly. If you do not know your National Insurance Number, you can obtain this from HMRC. They will only confirm this in writing. 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.* |
| **Education, Qualifications and Training** |
| *Ensure that you provide all the information requested. Proof of relevant qualifications will be requested if required for the role.*  |
| **Personal Statement** |
| *This is an important part of the application form and is your opportunity to explain why you are a suitable candidate. You should demonstrate your skills, knowledge and experience and provide short examples to support this. Describe how you match the requirement of the job; include experience gained from previous roles, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. If you do not complete this section of the form, you will not be considered for short listing.* ***Please note******CVs will not be accepted.*** |
| **References** |
| *For all Academy based employees, your referees will be contacted prior to interview under the DfE Keeping children safe in education, safer recruitment. Your first referee should be your current or most recent employer. We reserve 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.* |
| **Additional Information** |
| *If you have a disability, please let us know the help you require and we will ensure that any reasonable adjustments are made.* |
| **Declaration: Disclosure of a criminal record** |
| *All positions within E-ACT 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 a Disclosure and Barring Service (DBS) 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.* *E-ACT operates a Disclosure procedure in line with DBS 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 DBS directly.**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 personnel files.* |
| **Declaration of interests** |
| *If this applies to you, please give the name of the employee, the department they work in and the relationship e.g. partner, daughter.* |
| **Equal Opportunities Monitoring Form** |
| *Please complete the accompanying Equal Opportunities monitoring form. This form will be kept separate from your application form.* |

Before you submit your completed application form, please read through it
to ensure all sections of the application have been fully completed.