



Internal use only

Ref . No. _____ Date Received _____

Arden Multi Academy Trust

Employment Application Form Confidential

Arden Multi Academy Trust 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. CV's are not accepted.

Application for the post of:	
Academy/School	

Surname:		Initials:	
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PRESENT OR MOST RECENT APPOINTMENT: IF TEACHING

Name, address and telephone number of school	
Type of school	Boys Girls Mixed Age range Number on Roll
Type of school	<i>eg Community, Academy, Free School, Independent</i>
Job title	
Subjects/age groups taught	
Date appointed to current post	
Current salary & grade eg. Leadership/UPS/MPS	
Allowances (please specify)	
Date available to begin new job	

PRESENT OR MOST RECENT APPOINTMENT: IF NON-TEACHING

Name address and telephone number of most recent employer	
Job title	
Date appointed to current post	
Current salary	
Date available to begin new job	

EMPLOYMENT HISTORY

Please provide a full history of employment 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	

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

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

EDUCATION HISTORY

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

Date From mm/yy	Date To mm/yy	Name of School/College/University	Qualification Level (e.g. GCSE, A Level)	Subjects	Grades	Date Gained mm/yy

TRAINING/CONTINUING PROFESSIONAL DEVELOPMENT

Please list any relevant course or training you have attended in the last five years, starting with the most recent. If applying for a headship, please include details regarding NPQH. Please continue on a separate sheet if necessary.

Title of Course	Organising Body	Awards (if any)	Date of Attendance mm/yy

SUPPORTING INFORMATION

Please provide supporting information for your application, in particular any experience, skills, knowledge, training and qualifications relevant to the post applied for as detailed in the Job Description and Person Specification. Please continue on a separate sheet if necessary but must be no more than 2 sides of A4 in not less than 11 font.

REFERENCES

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.

Teaching roles: Please note your referees will be contacted should you be shortlisted for interview. The organisation reserves the right to request further references if required to satisfy the pre-employment checking process.

Support Staff roles only: Do you consent to your first referee being contacted if are shortlisted for interview:

Yes No

Please note your second referee will be contacted if you are shortlisted for interview and your first reference will then be sought should you be made a conditional offer of employment. The organisation reserves the right to request further references if required to satisfy the pre-employment checking process.

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.

PERSONAL INFORMATION

Surname or family name	
All previous surnames	
All forenames	
Title	
Current Address	
Postcode	
Resident at this address since	
Home telephone number	
Mobile telephone number	
Date of birth	
Email address	
Teacher reference number	
National Insurance Number	
Have you ever been subject to a child protection investigation by your employer or any other organisation?	<p>Yes No</p> <p>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.</p>
Are you subject to any legal restrictions in respect of your employment in the UK?	<p>Yes No</p> <p>If YES please provide details separately</p>
Do you require a work permit?	<p>Yes No</p> <p>If YES please provide details separately</p>
Do you have a current full driving licence?	<p>Yes No</p>
Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?	<p>Yes No</p> <p>If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).</p>

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.

If you have lived or worked outside of the UK in the last 5 years the Trust may require additional information in order to comply with Safer Recruitment requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?

Yes

No

Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.

YES NO

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.

HEALTH/MEDICAL DETAILS

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

DATA PROTECTION

In completing this application form you should refer to the Recruitment Privacy Notice on the Trust website. 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.

DECLARATION

To your knowledge are you related to a member of staff, or Governor of the School?

Yes No

If yes, please state their name and position held:

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

I hereby certify that:

- I have not canvassed a member/officer of the School/Multi Academy Trust, directly or indirectly, in connection with this application
- I am not barred or disqualified from working with children, or subject to a prohibition order
- All the information given in this form is true and correct to the best of my knowledge
- I understand that providing misleading or false information will disqualify me from appointment or may lead to my dismissal, if discovered after appointment
- 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 return your completed form by email, post or by hand by the closing date to the Associate 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	Workforce Census Code		<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 *Please tick*

No religion - Atheist	
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	

Sexual Orientation *Please tick*

Bi-sexual	
Gay	
Lesbian	
Heterosexual / Straight	
Other	
Prefer not to say	

Gender *Please tick*

Female	
Male	

Disability *Please tick*

Yes <i>Please complete the grid below</i>		long term health
No		
Prefer not to say		

My disability is: *Please tick*

Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

Legal marital or same sex status *Please tick*

Single	
Living together	
Married	
Married same-sex partner	
Civil Partnership	
Other (please state)	
Prefer not to say	