***Please ensure that you complete all sections of the application form and return to*** [***info@attenboroughlearningtrust.org.uk***](mailto:info@attenboroughlearningtrust.org.uk)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **APPLICATION FOR EMPLOYMENT:** | | | | **INTERNAL USE ONLY**  **Reference No** | | |
| **POST** |  | | |
| **SCHOOL** |  | | | **Date Received** |  |  |
| **PERSONAL DETAILS** | | | | | | |
| Title: | | Surname: | | | | |
| Previous Surnames: | | All Forenames: | | | | |
| Address:  Post Code: | | Home Telephone Number: |  | | | |
| Mobile Number: |  | | | |
| Email address: |  | | | |
| DfE reference number: |  | | | |
| National Insurance Number: |  | | | |
| Can you confirm that you are eligible to work in the UK? | | | Yes □ No □ | | | |
| If YES, is this eligibility temporary? | | | Yes □ No □ | | | |
| **PRESENT EMPLOYMENT** | | | | | | |
| Job Title and key responsibilities: | | Date employment commenced: |  | | | |
| School Name: | | Current salary and spinal point: |  | | | |

*Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post- secondary education/training, part-time and voluntary work, as well as full-time employment. Give start and end dates, explanation for periods not in employment or education/training and reasons for leaving employment.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYER** | | | | | | | |
| **Job Title or Position** | **Name and address of employer or description of activity** | | | | **Dates** | | **Reason for Leaving** |
| **From** | **To** |
|  |  | | | |  |  |  |
|  |  | | | |  |  |  |
|  |  | | | |  |  |  |
|  |  | | | |  |  |  |
| **CAREER BREAKS/ GAPS IN SERVICE** | | | | | | | |
|  | | | | | | | |
| **QUALIFICATIONS** | | | | | | | |
| **Secondary Education & Qualifications** | | | | | | | |
| **Name of School/College** | | **From** | **To** | **Qualifications gained with date** | | | |
|  | |  |  |  | | | |
|  | |  |  |  | | | |
|  | |  |  |  | | | |
|  | |  |  |  | | | |

**Further or Higher Education**

*(Any recognised qualifications or courses attended which are relevant to the job application)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address of College or University or Awarding Body** | **From** | **To** | **Full or Part- time** | **Qualifications gained with date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES** |
| ***SUPPORTING STATEMENT***  *Please tell us about your relevant experience, skills, knowledge and competencies, which you feel, make you the best person for the job and how you meet the person specification for the role.*  ***Please send this information in a separate document, being no longer than two sides of A4.*** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | |
| **Name of Professional Body** | **Membership Grade** | **Was membership gained through examination?** | **Where** | | **Date** |
|  |  |  |  | |  |
|  |  |  |  | |  |
| **OUTSIDE INTERESTS/ACTIVITIES** | | | | | |
|  | | | | | |
| **CRIMINAL CONVICTIONS AND CAUTIONS** | | | | | |
| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’ available at <http://www.justice.gov.uk/downloads/offenders/rehabilitation/rehabilitation-offenders.pdf>?  **YES NO If YES**, please provide the details in a sealed envelope and attach this to your form including date, court and nature of offence | | | | | |
| In addition, as this post is defined under Safeguarding Vulnerable Groups Act 2006 as a ‘regulated activity’ this Multi-Academy Trust will require the successful candidate to produce either a valid enhanced criminal record certificate or the Multi-Academy Trust will apply to the Disclosure and Barring Service for an enhanced check for a regulated activity. | | | | | |
| **Declaration: I have read and understood the above statement. If I have any convictions or cautions to declare I will supply written details of them, in a separate envelope marked ‘private and confidential’ with this application.** | | | | | |
| **Signature:** | | | | **Date:** | |
|  | | | | | |
| **DISABILITY / HEALTH CONDITIONS** | | | | | |
| The Equality Act 2010 defines disability as ‘A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.  **Do you consider yourself to be disabled? Yes/No** (Please delete as appropriate) | | | | | |
| Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application. | | | | | |

|  |
| --- |
| **DATA PROTECTION ACT** |
| The information you supply when requesting a job pack will be held for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 6 months from last contact. When you sign and return this form you are giving your permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive, If your application is unsuccessful, the form will be held for up to 6 months and then destroyed. |

**References will be requested from your present/last Headteacher and/or present employer at the shortlisting stage.**

|  |  |
| --- | --- |
| **REFEREES** | |
| Name of referee: | Name of referee: |
| Employer name and address: | Employer name and address: |
| Telephone number: | Telephone number: |
| Email address: | Email address: |
| Relationship to applicant: | Relationship to applicant: |

**Are you, to your knowledge, related to any employee or governor at the Multi-Academy Trust?** Yes □ No □

**NAME:**

**POSITION:**

**RELATIONSHIP:**

***Providing any misleading or false information to support your application or canvassing governors or staff directly or indirectly will disqualify you from appointment or, if appointed, will render you liable to dismissal without notice.***

|  |  |
| --- | --- |
| **APPLICANT DECLARATION** | |
| I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. By signing this form, I agree to this Multi-Academy Trust using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information. | |
| **Signature:** | **Date:** |

**EQUAL OPPORTUNITIES FORM**

Attenborough Learning Trust is an Equal Opportunity employer. The Trustees operate a policy, the aim of which is to ensure that unfair discrimination does not take place in recruitment. In order to help us monitor the effectiveness of this policy (and for no other reason), you are asked to provide the information requested below. This information is confidential and does not form part of your application.

Post Title: Full-time Part-time

Title: Age:

Surname: Forenames:

Do you consider yourself to have a disability? Yes No Are you: Male? Female?

Fe

Please describe your ethnic origin by placing an ‘X’ in the appropriate box:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **‘X’** | **Nationality** | **Culture** |  | **‘X’** | **Nationality** | **Culture** |
|  | Asian or Asian British | Indian |  |  | Mixed | White and Black Caribbean |
|  | Asian or Asian British | Pakistani |  |  | Mixed | White and Black African |
|  | Asian or Asian British | Bangladeshi |  |  | Mixed | White and Asian |
|  | Asian or Asian British | Other |  |  | Mixed | Other |
|  | Black or Black British | Caribbean |  |  | White | British |
|  | Black or Black British | African |  |  | White | Irish |
|  | Black or Black British | Other |  |  | White | European |
|  | Chinese | Chinese |  |  | White | Other |
|  | Chinese | Other |  |  |  |  |