***Please ensure that you complete all sections of the application form using black ink or typescript. Applications that are not fully completed will not be submitted for shortlisting.*** *Separate sheets of information may be attached where necessary.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **APPLICATION FOR EMPLOYMENT** | | | | | **INTERNAL USE ONLY**    **Reference No:**    **Date received:** |
| **POST:** |  | | | |
| **SCHOOL:** |  | | | |
| **How did you hear about this vacancy?** | |  | | |  |
| **PERSONAL DETAILS** | | | | | |
| Title: | | | Surname: | | |
| Previous Surname: | | | All Forenames: | | |
| Address:  Post Code: | | | Home Telephone Number: |  | |
| Mobile Number: |  | |
| Teacher number (if applicable) |  | |
| Email address: |  | |
| 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: | | | Telephone Number: |  | |
| Employer’s Name: | | | May we contact you on this number? | Yes  No | |
| Address: | | | Period of Notice: |  | |
| Date employment commenced: |  | |
| Current salary and pay 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 EMPLOYMENT** | | | | | | | |
| **Job Title or Position** | **Name and address of employer or description of activity** | | | | **Dates** | | **Reason for Leaving** |
| **From** | **To** |
|  |  | | | |  |  |  |
|  |  | | | |  |  |  |
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|  |  | | | |  |  |  |
| **CAREER BREAKS** | | | | | | | |
|  | | | | | | | |
| **QUALIFICATIONS** | | | | | | | |
| **Secondary Education & Qualifications** | | | | | | | |
| **Name of School/College** | | **From** | **To** | **Qualifications gained with date** | | | |
|  | |  |  |  | | | |
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**Further or Higher Education**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address of College, University or Awarding Body** | **From** | **To** | **Full or**  **Part- time** | **Qualifications gained with date** |
|  |  |  |  |  |
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| --- |
| **SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES** |
| *Please tell us about your relevant experience, skills, knowledge and competencies, which you feel, make you the best person for the job. Always give examples of things you have done in your work/home life to fulfil the person specification. Please use additional paper if necessary.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | |
| **Name of Professional Body** | **Membership Grade** | **Was membership gained through examination?** | **Where** | **Date** |
|  |  |  |  |  |
|  |  |  |  |  |
| **OUTSIDE INTERESTS/ACTIVITIES** | | | | |
|  | | | | |
| **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 consider when reviewing your application. | | | | |

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| --- |
| **DATA PROTECTION ACT** |
| Data will be processed in line with the requirements and protections set out in the UK General Data Protection Regulation. 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 18 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. For more information see the Job Applicant Privacy notice on our website: [OAK Academies Trust - GDPR (oaktrust.org)](https://www.oaktrust.org/page/?title=GDPR&pid=18&action=saved) |

**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. | |
| I understand that if I do not tell you about any relationships with any employees of this Multi-Academy Trust, or Governor of the Multi-Academy Trust, or I neglect to tell you about any unspent criminal convictions including cautions, reprimands, warnings or that I am under investigation or have pending prosecutions and this is discovered after appointment, I could be dismissed without notice. | |
| I can produce the original documents of my qualifications, prior to any appointment. | |
| I understand that any canvassing, directly or indirectly, will be a disqualification. | |
| I understand I am required to provide documents proving eligibility to work in the UK, prior to any appointment. | |
| I am prepared to undergo a medical examination, prior to any appointment. | |
| Do you have any other employment that you intend to continue if you were an employee of the Multi-Academy Trust?  **Yes**  **No** | |
| **Signature:** | **Date:** |

**EQUAL OPPORTUNITIES FORM**

OAK Multi-Academy 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  What is your gender? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your nationality?

To which of the following do you consider you belong? Choose ONE section then tick the box to indicate your cultural background.

|  |  |  |
| --- | --- | --- |
| **WHITE**  **British**   * English * Scottish * Welsh * Other White British   **Irish**  Traveller of Irish heritage  ***Any other white background***   * Albanian * Bosnian-Herzegovinian * Croatian * Greek/Greek Cypriot * Italian * Kosovan * Portuguese * Serbian * Turkish/Turkish Cypriot * White European * White Eastern European * White Western European * White Other   **Gypsy/Roma** | **MIXED/DUAL BACKGROUND**   * White and Caribbean * White and Black African * White and Pakistani * White and Indian    + White and any other Asian  background   ***Any other mixed background***   * Asian and any other ethnic group * Asian and Black * Asian and Chinese * Black and any other ethnic group * Black and Chinese * Chinese and any other ethnic group * White and any other ethnic group * White and Chinese * Other mixed background | **BLACK OR BLACK BRITISH**  Black Caribbean Background  **African**   * Angolan * Congolese * Nigerian * Sierra Leonian * Somali * Sudanese * Other Black African   ***Any other black background***   * Black European * Black North American   Other Black |
| **ANY OTHER ETHNIC GROUP**   * Afghan * Arab other * Egyptian * Filipino * Iranian * Iraqi * Japanese * Korean * Kurdish * Latin/South/Central American * Lebanese * Libyan * Malay * Moroccan * Polynesian * Thai * Vietnamese * Yemeni * Any other ethnic group |
| **ASIAN OR ASIAN BRITISH**  **Indian**  **Pakistani**   * Mirpuri Pakistani * Kashmiri Pakistani * Other Pakistani   **Bangladeshi**  ***Any other Asian background***   * African Asian * Kashmiri other * Nepali * Sinhalese * Sri Lankan Tamil * Other Asian |
| **CHINESE**   * Hong Kong * Malaysian Chinese * Singaporean Chinese * Taiwanese * Other Chinese |

*This information may be computerised and used for administrative purposes. All personal information computerised by the Multi-Academy Trust has to be registered and may only be used and disclosed as described in the Data Protection Register, which is available for public inspection at main libraries.*