

APPLICATION FORM

ALL INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE

Please ensure you read our safer recruitment policy and safeguarding policy before completing this form.



PLEASE TAKE CARE TO FULLY COMPLETE THIS FORM. INCOMPLETE FORMS WILL NOT BE CONSIDERED.

YOUR APPLICATION
Position applied for:
How did you find out about this job?
Name of academy/job location:
Closing Date:

PERSONAL DETAILS
Title: Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other (please specify):
Forenames: Surname:
Any former names: Date of Birth:
Address (for correspondence):
Postcode: Email address:
Phone Home: Work Mobile
National Insurance No:

ELIGIBILITY TO WORK IN THE UK
<i>Before you commence working, you MUST provide evidence to demonstrate your right to work in the United Kingdom. If you are appointed to a post you will receive further guidance.</i>
Are you eligible to work in the UK? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is this subject to a Work Permit or Visa? Yes: <input type="checkbox"/> No: <input type="checkbox"/>

FOR TEACHING POSTS ONLY (please complete all applicable fields in this section)
Are you recognised by the DfE as a qualified teacher in this country? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
DfE Teacher Reference number: Date awarded QTS:
Date of completion of statutory induction (NQTs/ECTs) or number of terms towards induction completed:

EMPLOYMENT HISTORY

(please complete all fields relevant to your application. If there are any gaps in your paid employment, please provide an explanation)

Current or most recent employment

Employer/School name & address:

Job title:

Start date:

End date (if applicable):

Salary scale / point:

Salary:

Additional allowances (if applicable):

Brief description of duties/responsibilities:

Other previous employment *(please use the continuation sheet provided if necessary). Please list the most recent first.*

Employer/School name & address	Dates (from/to)	Job title and brief description of duties <i>(give type of school & number on roll if applicable)</i>	Reason for leaving

Please provide details of any gaps in your paid employment:

Voluntary work or experience *(please use the continuation sheet provided if necessary).**Please list the most recent first. Include relevant work experience, voluntary or unpaid work.*

Employer/School name & address	Dates (from/to)	Job title and brief description of duties <i>(give type of school & number on roll if applicable)</i>	Reason for leaving

EDUCATION AND QUALIFICATIONS**Secondary Education** *(please use the continuation sheet provided if necessary). Please list the most relevant qualifications, most recent first.*

Name of School	Education level and subjects <i>(e.g. GCSE or A level)</i>	Grade	Date achieved (MM/YY)

Higher and Further Education *(please use the continuation sheet provided if necessary). Please list the most relevant qualifications, most recent first.*

Name of University/college/ institute/awarding body	Examinations passed and education level (e.g. Degree)	Grade	Date achieved (MM/YY)

Relevant Professional Development *(please use the continuation sheet provided if necessary).*

Please list the most relevant or significant professional development courses attended, or qualifications obtained. Please list the most recent first.

Course title	College/organisation	Qualification <i>(if appropriate)</i>	Date and length of course

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please use the space below to indicate why you are applying for this post, and how you meet the requirements of the job description and person specification. Give supporting examples where appropriate. Include any further information about yourself that you feel is relevant. Please use the continuation sheet provided if necessary.

REFERENCES		
<p>Please give the names and contact details, including work email addresses (if applicable), of at least two individuals, not related to you, from whom we may obtain references. If you have worked before or are currently working, one of your referees must be your present or last employer.</p> <p><i>*If you have worked with children in the past but are not currently doing so, you must provide as a third referee details of the person by whom you were most recently employed to work with children.</i></p>		
Referee 1	Referee 2	Referee 3 (*if applicable)
Name:	Name:	Name:
Job title:	Job title:	Job title:
Address:	Address:	Address:
Postcode:	Postcode:	Postcode:
Telephone:	Telephone:	Telephone:
Email:	Email:	Email:
Type of reference (please indicate): Employer <input type="checkbox"/> Personal <input type="checkbox"/> Academic <input type="checkbox"/>	Type of reference (please indicate): Employer <input type="checkbox"/> Personal <input type="checkbox"/> Academic <input type="checkbox"/>	Type of reference (please indicate): Employer <input type="checkbox"/> Personal <input type="checkbox"/> Academic <input type="checkbox"/>

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS
<p><i>It is an offence to seek employment in regulated activity if you are barred from working with children.</i></p> <p><i>This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, cautions or bind-over orders which for any other purposes are “spent” under the provisions of the Act. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate and does not need to be declared. Guidance on this can be found at https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974</i></p> <p><i>Successful candidates will be subject to a DBS check at the appropriate level. Shortlisted candidates will be asked to complete a self-declaration related to their criminal record or any information that would make them unsuitable to work with children. Additional checks in relation to the Childcare Disqualification Regulations will be undertaken for successful candidates to junior academies.</i></p> <p><i>If you have lived or worked outside of the UK, additional information may be required from you to satisfy safer recruitment checks.</i></p>

FURTHER INFORMATION	
Do you receive a local government pension?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you consider yourself to be disabled?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you related to any senior employee, Governor or Principal from the academy or trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If ‘Yes’, please give details:	
Please give any dates when you are not available for an interview within the next two months:	

(*we ask this information as all disabled applicants who meet the essential shortlisting criteria are guaranteed an interview)

DISABILITY AND ACCESSIBILITY

ACET is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

DECLARATION *(all applicants must sign this section)*

I agree to the information I have given in this application form being used and stored for recruitment purposes and in line with ACET's GDPR policy. I have read and understood the information contained in this application form. I declare that all information provided is true and accurate to the best of my knowledge. I understand that if I have made any false or misleading statements, or withheld any relevant information, it may result in disciplinary action including dismissal and possible referral to the Police/DBS.

I understand that ACET reserves the right to verify any of the data supplied in this application.

Signed:

Date:

Print name: