



## APPLICATION FORM

If you need a copy of this form in large print, Braille, or in audio format, please ask us. Please read the Guidance Notes for Candidates and Application Guidance in the Recruitment Pack before completing and submitting this form.

Application for the Post of:		Job Ref number:	
School Name:		Candidate Ref:	

### Data Protection

The information given in this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 2018 the information you give us will be kept confidential and will only be used for the purposes of personnel management. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and/or electronically and if unsuccessful, your application will be disposed of after 6 months. To find out more about how we use your data visit <https://jtmat.co.uk/privacy>

### Personal Information

First Name(s):		Last Name:	
Previous Name(s): (if applicable)		Preferred Title:	
Address:			
Postcode:			
Mobile Telephone Number:		Home Telephone Number:	
Email address:			

To be completed only if the job requires driving or requires you to be mobile across sites/geographical area.

Do you have a full current driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have daily use of a vehicle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any penalty points on your licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide further information (specify the number of points, reason, and date issued)		

The organisation welcomes applications from disabled people. If you have a disability please provide details of any adjustments you require to participate in the selection and interview process.

How did you find out about this job?	
Are you applying on a Job Share basis?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, please state the proportion of the full time working hours you prefer to work:	

## Employment History

### Present or Most Recent Employment

Job Title:			
Start Date: mm/dd/yy		End date: (if applicable) mm/dd/yy	
Employer's name, address and telephone number:			
Grade/Salary:		Allowances: (please specify)	
Notice required:		Reason for leaving:	

Please provide a brief description of the duties and achievements of the post. For teaching vacancies please include details of phases taught and any subject specialisms:

--

**Previous Employment**

Beginning with the most recent, all periods since leaving full-time education must be accounted for including gaps in employment e.g. unemployment, voluntary work, raising a family or any part-time work undertaken whilst in education. For teaching vacancies please include details of phases taught and any subject specialisms. (Continue on a separate sheet if necessary).

Job Title	Employer's Name, Address & Telephone Number	Start Date dd/mm/yy	End Date dd/mm/yy	Salary (if known)	Duties & achievements	Reason for Leaving

Job Title	Employer's Name, Address & Telephone Number	Start Date dd/mm/yy	End Date dd/mm/yy	Salary (if known)	Duties & achievements	Reason for Leaving

## Qualified Teacher Information

To be completed for Teacher positions only

Date Qualified Teacher Status gained:			
Teacher Registration number:			
If you qualified after 7th May 1999, have you completed your induction year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, give date:

Successful applicants will be required to provide evidence of their registration with the Teaching Agency.

## Professional Qualifications

Name of Professional Association	Professional Qualifications/ Membership & Date Obtained mm/yyyy	By Award or Examination

## 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


Copies of essential qualifications will be required on appointment.

### 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

One reference should relate, if applicable, to your present job, or most recent employer, or a member of the School/University Academic Staff. Please state in what capacity the two referees are acting, e.g. current employer. If you have recently left full-time education, please ensure you include a Head Teacher/College/University Principal as one of your references.

### 1st Referee

Name and Address:			
Telephone Number:		Capacity Known:	
Email Address:			

### 2nd Referee

Name and Address:			
Telephone Number:		Capacity Known:	
Email Address:			

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.

## Right to Work

### Immigration, Asylum and Nationality Act 2006

All shortlisted applicants will be required to provide original material evidence of their Right to Work in the UK. With reference to the accompanying Guidance Notes, please confirm that you are able to provide the appropriate documents.

Yes  No

## Online Search as part of due diligence

Please note if you are shortlisted, an online search will be carried out which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview.

## Disclosure and Barring Recruitment Checks

This post involves working in a school and appointment will therefore be subject to a satisfactory Disclosure and Barring Service (DBS) clearance.

Are you on the DBS Update Service? Yes  No

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information and guidance on whether a conviction or caution should be disclosed is available on the Ministry of Justice website <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

**All shortlisted candidates will be asked to complete a Self-Disclosure of Criminal Convictions prior to interview.**

Having a criminal conviction will not necessarily bar you from employment and will be considered on a case by case basis. Failure to disclose any previous convictions or cautions that are not protected could result in withdrawal from any job offer or dismissal should it be subsequently discovered. Any information disclosed after shortlisting will be entirely confidential and will be considered only in relation to this application.

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

### Declarations

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:

Please note that canvassing any Trust Member, Governor or employee of John Taylor Multi Academy Trust will disqualify a candidate for appointment.

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: