**THE MARCHES ACADEMY TRUST**

**EMPLOYMENT APPLICATION FORM**

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|  **Part 1: Application Information** |
| All applicants should read this section carefully before proceeding to complete an application for Trust employment. Please complete all information requested if you wish to proceed.  |
| **Vacancy Details**  |
| Post title:       |  Trust/School location:       |
| Vacancy ID reference number:       |  Closing Date:       |
| Please return this form and any supporting documents to:       |
| **Data Protection Notice** |
| Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and will process data for one or more of the following reasons permitted in law:* You have given us your consent
* We must process it to comply with our legal obligation

You will find more information on how we use your personal data in the Trust’s privacy notice for job applicants; <https://www.marchesacademytrust.co.uk/digital-privacy-policy> |
| **Disclosure and Barring and Recruitment Checks** |
| The Trust must process an enhanced Disclosure and Barring (DBS) criminal record check before making appointment to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings and any other information held by local police that is considered relevant to the role. This post is exempt under the Rehabilitation of Offenders Act 1974.For posts in regulated activity, the DBS check will include a children’s barred list check. It is an offence to seek employment in regulated activity if you are on the barred list check.We will also use the DBS check to ensure we comply with the Children’s Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified from working with children.  All data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy notice <https://www.marchesacademytrust.co.uk/digital-privacy-policy>  |
| **Time Spent living and/or working overseas** |
| If you have lived and/or worked outside of the UK, the Trust must make any further checks it considers appropriate (in addition to the usual pre-employment checks).We will base this decision on whether this is necessary on individual circumstances and factors such as:* The amount of information you disclose in the DBS checks
* The length of time you have spent in or out of the UK
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| **Right to Work in the UK** |
| The Trust will require you to provide evidence of your right to work in the UK in accordance with UK legislation. <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>  |
| **Self- Declaration of Criminal Record Information**  |
| In accordance with keeping Children Safe in Education (KCSiE) you will only be asked to complete a self- declaration of your criminal record, or information that would make you unsuitable for the role, if you are shortlisted and invited to attend an interview. See Part 8 of this form for instructions on what to do if you are shortlisted. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.   |
| **Sign and Date** |
| By signing this section of the application, you agree to provide information referred to in Part 1 as and when requested to support your application.  |
| Name: (please print)      Sign:      Date:       |

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| **Part 2 Personal Details** |
| **Personal Details**  |
| Please complete all sections of this form using black ink or type. The sections of this application form that include equalities monitoring information will be detached. This is to ensure that your application is dealt with objectively.Applications will only be accepted if this form is completed in full.  |
| First Name:       | Surname:       |
| Preferred title:       | Previous surnames:       |
| Preferred name to be called by (if different to above):       | National Insurance number:       |
| Teacher reference number (Teachers only):      QTS/ QTLS certificate number (Teachers only):       | Do you have a full UK driving licence?(Only complete if required for post as specified in vacancy advert and/ or person specification)Yes       No       |
| **Contact Details** |
| Home address including post code:                      | Email:      Preferred daytime telephone number:       Preferred evening telephone number:        |
| **Disability and Accessibility**  |
| The Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability and would like us to make adjustments, or arrangements to assist, if you are called for an interview, please state the arrangements you require:       |
| **Overseas Employment/Residence**  |
| Have you ever lived and/or worked overseas? Yes/No (Please delete as necessary)Country:       Country:       From:       From:       To:       To:       |
| **Relationships to the School/Trust** |
| Please list any personal relationships that exist between you and any of the following members of the school/trust community:* Governors of School Local Governing Bodies
* Trustees
* Staff
* Pupils

If you have a relationship with any of the above, this does not necessarily prevent them from acting as a referee for you. |
| **Name** | **Relationship** | **Role at school/Trust** |
|       |       |       |
|       |       |       |
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| **Part 3 Employment History**  |
| **Current Employment Details**  |
| Job Title:       | Employer’s name:       |
| Dates Employed:  From:       To       |   |
| Address:                   |
| Basic Pay/ Pay Range Grade:       | Email:       |
| Allowances:        | Telephone:       |
| Full time:        Part-time:       | May we contact you on this number: |
| Period of notice:      | Yes       No       |
| Outline of duties and responsibilities:                      |
| **Previous Employment Details**  |
| Please list all your previous jobs since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. List the most recent first. |
| Job Title | Name and address of employer | Dates employed | Description of responsibilities | Reason for leaving |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |
| **Employment Gaps**  |
| Please provide details of any gaps since leaving school and the reasons for the gap. |
| Start date | End date | Reason for employment gap |
|       |            |       |
|       |       |       |
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| **Part 4 Education & Training**  |
| **Education & Qualifications**  |
| Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications. Insert ‘none’ if you have no qualifications. |
| **Dates attended (month and year)** | **Name and location of school/college/university** | **Qualifications and grades obtained**  |
|       |       |       |
|       |       |       |
|       |       |       |
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|       |       |       |
| **Training and Professional Development**  |
| Please provide details of training or professional development undertaken in the last 3 years that are relevant to your application.  |
| **Course dates** | **Length of course** | **Course title** | **Qualifications obtained** | **Course provider** |
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|       |       |       |       |       |
|       |       |       |       |       |
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| **Membership of Professional Bodies** |
| Please provide details of membership of professional bodies that are relevant to your application. |
| **Professional Body name** | **Membership Number** | **Grade/Level of Membership** | **Expiry date of Membership**  |
|       |       |       |       |
|       |       |       |       |
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| **Additional information**  |
| Please provide details of any additional information relevant to this application. You may want to discuss additional skills, languages, or relevant specialist interests. |
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| **Part 5 Personal Profile**  |
| Please write a personal profile stating why you are applying for this post and how your work based, or other experience, training and personal qualities match the requirements of the role. This includes how you meet the essential and desirable criteria set out in the job description and person specification. (Max 500 words) |
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| **Part 6 References**  |
| Please give the names and details of two people who are able to comment on your suitability for this post. One must be your current or last employer and/or a school setting/education setting. Where this is a school, the referee should be the Headteacher.  |
| **Name** | **Relationship to you** | **Address and post code** | **Contact number** | **Email address**  | **is this your current employer** |
|       |       |                  |       |       |       |
| May we contact referee 1 above without asking you? yes       no        |
|       |       |                 |       |       |       |
| May we contact referee 2 above without asking you? yes       no        |

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| **Sign and Date** |
| By signing this section of the application, you agree that information in Parts 2- 6 and any supporting documents are true and correct. You understand that if you have provided false or misleading information in response to any questions in this section or have failed to disclose information, this will result in the termination of any contract of your employment entered into or the withdrawal of any offer of employment.  |
| Name: (please print)      Sign:      Date:       |

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| **Part 7 Equalities Monitoring** **(Information not used for Shortlisting)**  |
| The Trust are bound by the Public Sector Equality Duty to promote equality for everyone. We collate the information requested below to help us assess whether we are meeting this duty and whether our policies are effective. This information will not be used during the selection process, it will be used for monitoring purposes only.  |
| **Equalities Monitoring Information** |
| **What is your date of birth?**  | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
| **What gender are you?** |  Male      Other       | Female      Prefer not to say:       |
| **Do you identify as the gender you were assigned at birth?**  |  Yes:       No:       | Prefer not to say:       |
| **How would you describe your ethnic origin?** |
| **White**       British       Irish       Gypsy or Irish traveller       Any other White background  | **Black or Black British**       African      Caribbean       Any other Black background | **Other Ethnic Groups**      Arab      Any other ethnic group |
| **Asian or British Asian**      Bangladeshi      Indian      Pakistani      Chinese  | **Mixed**      White and Asian      White and Black African       White and Black Caribbean       Any other missed background  | **Other**       Prefer not to say |
| **Which of the following best describes your sexual orientation?** |
|       Bisexual      Heterosexual/straight      Gay/Lesbian  |       Other       Prefer not to say |
| **What is your religion or belief?** |
|       Agnostic      Atheist       Buddhist      Christian      Hindu |      Jain       Jewish       Muslim       No religion  |      Other       Pagan       Sikh       Prefer not to say |
| **Pregnancy and maternity** |
| Are you pregnant?      Yes       No       Prefer not to say | Have you given birth within the last 12 months?      Yes       No       Prefer not to say |
| Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months? |
|       Yes       No       Prefer not to say |
| If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’. |
|       Physical Impairment        Sensory impairment       Learning Disability/difficulty      Long-standing illness  |       Mental health condition       Developmental Condition       Other |

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| **Part 8 Self-declaration (for shortlisted applicants only)**  |
| If you have been shortlisted, **please complete this self-declaration of your criminal record and other information that we need to assess your suitability for this role on and bring it to interview in a sealed envelope marked ‘strictly confidential’**. It will only be opened if a pre-conditional offer of employment is made. Shortlisted applicants are reminded that knowingly withholding information or failing to disclose subsequent information is likely to lead to immediate suspension or termination of employment or approval.Shortlisted applicants are reminded that it is an offence to seek employment in regulated activity if you are on the DBS Barred List and an offence to provide or manage childcare covered by the Children’s Disqualification Regulations if you are disqualified from working with children.  |
| Are you disqualified from working with children? (If yes, please provide details below)  | Yes       | No       |
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| Has your name been added to the DBS Barred List? (If yes, please provide details below)  | Yes       | No       |
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| Are you prohibited from teaching?(If yes, please provide details below) | Yes       | No       |
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| Do you have any criminal convictions, cautions, reprimands or warnings or any pending prosecution that you are required to declare? (If yes, please provide details below) | Yes       | No       |
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| Have you ever been subject to any legal proceedings involving any social services authority or its equivalent, here, or abroad that has resulted in the removal of children or vulnerable adults from your care, or the imposition of a statutory supervision order?(If yes, please provide details below)  | Yes       | No       |
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| Have you ever been refused registration or cancelled from any of the following: Child minder, day care provider, private fostering, registered care home or children’s home?(If yes, please provide details below) | Yes       | No       |
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| Are you currently subject to a live disciplinary warning, or have you been dismissed from your current or any previous employment (other than in a redundancy situation) (If yes, please provide details below)  | Yes       | No       |
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| Are there any restrictions on your right to work in the UK?(If yes, please provide details of restrictions and the expiry of any permissions below)  | Yes       | No       |
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| **Sign and Date** |
| By signing this section of the application, you agree that information in Part 8 Self-declaration is true and correct and you give consent to the Trust completing such checks as are necessary with records held with relevant agencies to verify the information provided. You also agree that if, whatever reason, your application is either refused or withdrawn, but information is revealed which leads to the Trust to conclude that you pose a risk to children, it will keep this information for an appropriate period. You understand that, if practicable, you will be alerted to such possible disclosure and be invited to comment. |
| Name: (please print)      Sign:      Date:       |