

Job Application – Schools

Please read the Guidance for Applicants before completing this form. All sections must be completed using black ink or type. Your application will be considered only if you complete all the relevant sections of this form. If you need more space, please attach a separate sheet(s). Please write the job reference and job title on each additional sheet.

Equal Opportunities Statement

The Trust will afford equal opportunity in all aspects of employment, irrespective of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership.

Declaration

By submitting this application, I am agreeing that the information given is true and correct and I understand that any offer of employment will be made on this basis. I understand that trying to influence Elected Members, employees, or Heads/Governors of educational establishments, in connection with this application, will disqualify me. I understand that in line with legislation, if the job for which I am applying will have access to children or vulnerable adults or is a designated job within the meaning of Disclosure and Barring Service (DBS) legislation, I agree to being checked by the DBS to disclose any criminal record I have. I understand that in line with legislation I will be required to provide evidence of my eligibility to work in the UK.

Job Title:	Ref Number:
School: Pallister Park Primary	

Personal (please complete in BLOCK CAPITALS)

Title			Surname		
First Name			Middle Name(s)		
Please give any previous names including surnames by which you have been known					
Address					
Daytime Telephone				Evening Telephone	
May we contact you at work?		Yes	No	Number	
Email address					
National Insurance Number					
Do you want to work full time only?	Yes	No	Would you consider other working patterns?	Yes	No

Current or Last Employer

If you are applying for this job with no previous experience, please put 'N/A' in this part of the application form.

Employer's Name			Job title		
Address					
Postcode		Date Appointed		Salary	
Notice Period		Date Left		Reason for leaving	
Brief description of duties and responsibilities (maximum 500 words)					

Career History

Please account for any gaps in employment, training or education date.

If you have had no previous experience please put N/A in this part of the application form.

Name and address of employer(s) Show latest employment first.	Position held and brief description of duties	Dates		Reason for leaving
		From	To	

Education

Place you studied at	Dates		Qualification/Subject	Level	Grade	Date Achieved
	From	To				

Higher Education

Place you studied at	Dates		Qualification/Subject	Level	Grade	Date Achieved
	From	To				

Details of Teacher Training

If qualified since 1999, please give the date QTS was awarded	Age range for which trained:
For newly qualified Teacher only - please confirm current status of induction period including dates/ outcomes of reviews	
1 st Review	
2 nd Review	
3 rd Review	
	Courses which you have been involved in the during your training and which you consider relevant to this post. (Please continue on a separate sheet if necessary)

Membership of Professional Organisations

Please list any professional organisations of which you are a member which are relevant to the job for which you are applying. If you are not a member of a professional organisation please put 'N/A' in this part of the application.

Professional Organisation	Subject/Level of Membership

Continuing Professional Development and other Training Courses

Please give details of how you have kept your skills up-to-date and any other courses/qualifications or continuing professional development undertaken relevant to the job for which you are applying.

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Skills, Knowledge and Experience

Using the person specification as a guide, please tell us how you feel your skills, knowledge and experience are relevant to this job. Remember to include any experience you have gained in community or voluntary work as well as employment.

It is important to complete this section. Simply referring to curriculum vitae is not acceptable.

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Other Details

<p>The Trust has a policy of guaranteeing interviews for people with disabilities who meet all the essential criteria in the person specification for the job.</p> <p>Under the Equality Act 2010 a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities</p>		
Do you consider yourself to have a disability under the Equality Act 2010 and wish to claim this guaranteed interview?	Yes	No
Do you require any reasonable adjustments to help you demonstrate your full potential in the recruitment process?	Yes	No
Please give details of reasonable adjustments you require:		
Do you have a relationship with a Member or Trustee from Our Children 1 st Multi Academy Trust?	Yes	No
<p>NOTE: Please note canvassing of Members of the Trust directly or indirectly in connection with this application will disqualify you.</p> <p>If YES please state the person's name, position/job title and relationship:</p>		
Do you hold a UK driving Licence?	Yes	No
If YES please specify type (Full, HGV, etc)		
As part of the recruitment process you will be required to provide evidence of your eligibility to work in the UK. Are you eligible to work in the UK?	Yes	No
Do you receive an occupational pension from the Local Government Pension Scheme?	Yes	No

References

Please provide two references, one of which should be from your present or most recent employer. If the job you are applying for requires a DBS disclosure **we will take up these references before we interview you**. If you do not provide full contact details, including contact telephone numbers, for your referees, this may delay the recruitment/appointment process. If you have not worked previously, please name someone as a referee who has known you for at least three years but is not a relative.

Reference 1

Name		Job Title	
Organisation			
Address			
Postcode		Telephone	
Email		Relationship to you	

Reference 2

Name		Job Title	
Organisation			
Address			
Postcode		Telephone	
Email		Relationship to you	

Data Protection Statement

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside The Trust without first seeking your permission, unless there is a statutory reason for doing so. The Trust are under duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information visit: www.ico.org.uk

Signed		Date	
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Please return the application form as instructed in the details of the advert for the job or to the address supplied with the application information.