**APPLICATION FOR EMPLOYMENT**

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| Application for the post of:  Academy: | Post Ref:  Closing date: |

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| **Personal Details** | |
| Surname:  Date of Birth: | Forenames:  Known as: |
| Address:  Postcode: | Home Telephone:  Mobile Telephone  Email:  National Insurance Number: |

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| **Present/Most Recent Employment** | | | |
| Name & Address of Employer: | Job Title:  Date Appointed: | Salary/  Grade: | Notice Required/Leaving date:  Reason for Leaving: |
| Brief Description of Duties & Responsibilities: | | | |

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| **Employment History** | | | | | | | | |
| *Please start with your most recent employment and include any unpaid/voluntary work and any periods of unemployment. Please continue on a separate sheet if necessary.* | | | | | | | | |
| Employer | From | To | Post Title & Main Responsibilities | | | | Salary | Reason for Leaving |
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| **Teaching experience – *please identify any teaching experience not already indicated (if applicable)*** | | | | | | | | |
| Establishment Details | | | | From | To | Subjects and levels taught | | |
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| **Qualifications – *please include all qualifications from GCSE level up including GCSE, A Levels, degree, post graduate/professional studies* *and QTS status*** | | | | |
| Establishment | From | To | Subject | Qualification gained |
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| **Membership of, or registration with, professional bodies** | | | |
| Name of Professional Body | Level/type of Membership | Registration Number | Renewal Date |
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| **Other relevant training *eg short courses, personal development*** | | |
| Date | Organising Body | Description |
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| **Advertisement** |
| *How did you become aware of this vacancy? (Please specify the publication or website if applicable)* |
| **Supporting information** |
| It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the person specification. It is only information contained in this application which will decide whether you are shortlisted for interview. Please do not attach CV’s.  *Tell us about work that you have been responsible for or involved in eg projects, what you have achieved and any feedback given. Include examples from paid or unpaid work or other activities you have undertaken in your personal life that you feel are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say.* |
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Please continue on a separate sheet if necessary

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| **References** | |
| *Please give details of two people/organisations we may approach for a reference who you know in a professional capacity. One must be your present of most recent employer. Please be aware that we will apply for references prior to interview dates for teaching/leadership posts and may do so for support posts.* | |
| Name:  Job Title:  Organisation:  Address:  Postcode:  Telephone  Email: | Name:  Job Title:  Organisation:  Address:  Postcode:  Telephone  Email: |

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| **Register of Interest** | |
| *If you are related to, or known to, any member of the Academy or Academy Trust staff, Governors or Trust Directors please give details* | |
| Name: | Relationship: |

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| **Data Protection** |
| The Trust collects and keeps information from applicants so that we can monitor our recruitment process, ensure compliance with our Equal Opportunities Policy, and if appropriate send you details of future job opportunities. Your application will form part of your personal file if you are successful. By signing the declaration below it is understood that you consent to the information being used for the above purposes. |

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| **Declaration** | |
| *I declare that the information given on this form is true and accurate to the best of my knowledge and belief. I understand that if any of the information given is inaccurate or misleading, the Trust may withdraw any offer of employment or terminate employment already commenced. I also understand that an offer of employment is subject to satisfactory references, medical clearance, criminal convictions (DBS check) and other checks for prohibitions eg teaching.* | |
| Signature: | Date: |

Unfortunately, the Trust cannot acknowledge the receipt of applications. We will, however, advise if your application has been unsuccessful.

Eastern Multi Academy Trust, Queen Mary Road, King’s Lynn, Norfolk PE30 4QG Tel: 01553 815294

[www.eastern-mat.co.uk](http://www.eastern-mat.co.uk)

**EQUAL OPPORTUNITIES MONITORING FORM**

The Eastern Multi-Academy Trust is an equal opportunities employer and undertakes that it will not discriminate against any applicant either internal or external in relation to any of the protected characteristics as set out in the Equality Act 2010 i.e. gender, nationality, ethnicity, age, sexual orientation including transgender, marital status/civil partnership, disability, pregnancy or maternity, and religion or belief. For that reason that the information captured on this form will be separated from the main application prior to shortlisting taking place.

Please note the information in this document will form part of your personal file should you be successful in gaining employment with the Trust. The information will also be used for equality monitoring of our recruitment and selection processes.

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| **Post Title:** | **Post Ref:** | |
| **Surname:** | **Forenames:** | |
| **Title –** please circle  Mr Mrs Miss Dr  Other – please state | **Marital Status** – please circle  Married Single Divorced  Civil Partnership | |
| **Gender**  Male Female Transgender | | **Date of Birth:**  **Age:** |
| **National Insurance no:** | **DFES No:** | |
| **Driving Licence:**  Full Provisional None | **Nationality:** | |

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| **Sexual Orientation**  Please indicate your sexual orientation  Heterosexual Bisexual Gay (including Lesbian) |

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| **Religion**  Please indicate your religion below.  Christian Muslim  Sikh Hindu  Jewish Buddhist  Agnostic Atheist  Other, please specify  …………………………………………………………………………………………………………………………………………………… |

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| **Ethnic Origin**  Please indicate by ticking the appropriate category below, how you would describe your ethnic origin | |
| White  British  Irish  Gypsy or Irish Traveller  Other white background  Asian or Asian British  Indian  Pakistani    Bangladeshi  Any other Asian background  Chinese or other ethnic group  Chinese  Any other | Mixed  White and Black Caribbean  White and Black African  White and Asian  Other mixed background  Black or Black British  Caribbean  African  Other Black background  If you have ticked one of the “other” boxes please describe your ethnic origin below  …………………………………………………………………. |

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| **Right to work in the UK**  Please note that we will require evidence of your right to work in the UK |
| Are you currently able to work in the UK? YES / NO  If yes circle applicable statement  A British national A national of an EEA country  Permanent residence permit from the home office A work permit/Visa  Temporary residence permit Other home office approval |

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| **Disability**  This is defined as “A person has a disability if he/she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day to day activities”.  Sensory impairments such as blindness, having partial sight or hearing loss are also included. |
| Do you have a disability? YES / NO  Please specify …………………………………………………………………………………………………………… |

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| Signed: | Date: |

**CRIMINAL CONVICTIONS DECLARATION**

The Eastern Multi-Academy Trust and its member academies are exempt from the requirements of the Rehabilitation of Offenders Act 1974. As such, the appointment of any member of staff will be subject to the receipt of a satisfactory disclosure from the Disclosure and Barring Service. All posts within the Academies are deemed to be in regulated activity due to their contact with children and therefore will also be subject to barred list checks and for teachers, checks as to whether they are prohibited from teaching. The presence of a previous conviction will not necessarily bar an applicant from employment with the Academies or the Academy Trust. Please see the Employment of Ex-Offenders Policy on the website www.eastern-mat.co.uk

You are therefore required to declare all convictions, cautions and reprimands including those which would otherwise be regarded as spent. Please indicate below if you have any such convictions and provide detail as required. Failure to accurately declare convictions, cautions or reprimands could result in any offer of employment being withdrawn or dismissal should you already have commenced employment.

Please note that this information will not be made available to those who are shortlisting for any post. This information will be confidential but may be explored with you by the interviewing panel if appropriate.

­I have the following criminal convictions, cautions or reprimands to declare:

Signed: …………………………………………………………………………………….. Date: ……………………………………………

I have no criminal convictions, cautions or reprimands to declare.

Signed: ……………………………………………………………………………………. Date: ……………………………………………

This form should be returned with the completed application form.