



## Application Form

Applicant Surname (CAPITAL LETTERS):

Please return your completed application form to:

**MAT Office Manager, Great Oak Multi Academy Trust, c/o Great Chesterford C of E Primary Academy, School Street, Great Chesterford, saffron Walden, Essex CB10 1NN.**

Thank you for your interest in this post.

The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential.

Please complete the application form in black ink or type and ensure you complete all the sections. The Declaration **must be signed** and can be found on the reverse of this form.

If you have any special requirements and/or require reasonable adjustments to enable you to complete this form and/or during the recruitment process please contact the school office.

### Section 1

#### Post Details

Application for appointment as:

School:

Closing date:

How did you hear about this vacancy?:

## Section 2

### Personal Details

Last name and title:

First name (s):

Previous names:

Date of birth:

Home telephone no:

Home email address:

Work telephone no:

Work email address:

Address:

National Insurance no:

Do you have the right to work in the UK?

Yes

No

## Section 3

### Present Employment (if currently employed)

Employer's name and address (if applicable):

Nature of business:

Current post title:

Date appointed:

Grade/salary range:

Current salary: £

Notice required:

Allowance(s) received:

Type(s):

Reason for leaving:

Value(s): £

Please tick the box if you do not wish to be contacted at work

**Section 4**

**Brief outline of duties in your current or most recent job**

**Section 5**

**Previous Employment**

Please include all full time and part time positions. Please list the most recent first and continue on a separate sheet if necessary.

Employer	Start date	End date	Job Title	Reason for leaving

**Section 6****Breaks in Employment History**

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, career break, voluntary work, training.

Start date	End date	Reason for break

**Section 7****Ability to travel (if required)**

Do you have a valid driving licence?

Yes

No

Do you have access to a vehicle which you are able to use for work purposes?

Yes

No

If not, are you able to travel, for work purposes, by another means of transport?

Yes

No

**Section 8****Secondary School Education** (please list most recent first)

School(s)	From	To	Qualification/subject obtained and awarding body	Grade	Dates

**Section 9****Continuing Education** (University/College/Apprenticeships etc.)

Please list most recent first.

Education Establishments	From	To	Qualification/subject obtained and awarding body	Grade	Dates

**Section 10****Professional Qualifications**

Including details of professional association membership

Do you hold Qualified Teacher Status (QTS)?

Yes

No

Teacher Reference Number:

**If yes, please complete the following:**

Date NQT Statutory Induction Period (if qualified since August 1999) (statutory requirement for maintained schools)

Started:

Completed:

**Section 11****Other relevant training and development activities attended in the last five years**

Please list the most recent first and continue on a separate sheet if necessary.

Brief description/Course title	Date	Organising body

## Section 12

### **Information in support of this application**

Please use the person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the person specification (please continue on a separate sheet if necessary). *If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post.*

## Section 13

### References

Please give the name and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. In the case of school references, this should be the Headteacher (or the Chair of Governors for Headteacher applications). Applicants must ensure referees consent to be contacted and for reference information to be held for a period of 6 months.

#### Reference 1

Name:

Address:

Position:

Telephone number:

Email address:

Relationship between referee and applicant:

Period of time applicant known to referee:

#### Reference 2

Name:

Address:

Position:

Telephone number:

Email address:

Relationship between referee and applicant:

Period of time applicant known to referee:

Note:

- (i) Referees will be contacted before interviews.
- (ii) If either of your referees know you by another name, please give details.
- (iii) The school may contact other previous employers for a reference with your consent.
- (iv) References will not be accepted from relatives or from people writing solely in the capacity of friends.

## Section 14

### Close Personal Relationships

Are you a relative or partner, or do you have a close personal relationship with, any employee, Trustee or Governor of the establishment to which your application is being made (or to any County Councillor or employee of Essex County Council)? If 'yes', please state the name(s) of the person(s) and relationship (see notes below).

Yes       No

Details:

Failure to disclose a close personal relationship as above may disqualify you. Canvassing of Governors, Trustees, County Councillors or senior Managers of the School/Essex County Council by or on your behalf is not allowed.

## Disclosures

Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2) to disclose whether:

- they have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974; or
- they have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.
- they are subject to any prohibitions relevant to the role

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. Guidance notes are available to accompany the SD2 form to assist candidates with information which must be disclosed. Any information disclosed will be treated in the strictest confidence.

Where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application, along with other relevant pre-employment checks.

Shortlisted candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2018 ("the Regulations") will be asked to complete a Disqualification Declaration Form.

A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. A copy of the Disqualification Declaration Form is available from the school office if you wish to review this Form prior to submitting your application.

## Safer Recruitment Declaration

It is unlawful for a person who is barred from working with children to apply to work in a regulated position.

- I certify that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body which would prohibit or restrict me from applying for this post.

## Data Protection

I acknowledge that by completing this form the school will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the school will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Privacy Notice.

If I am the successful applicant, I acknowledge that this information will be retained in line with the school's retention schedule. If I am not the successful candidate, I acknowledge this information will be retained by the school in a secure electronic/paper system for no longer than 6 months from the date of the appointment of the successful candidate.

All forms submitted (in paper or electronic format) will be held securely by the school in line with their data protection policy.

Thank you for applying for this post and your interest in working for this school. It is not our normal practice to acknowledge receipt of paper applications. If you submit this form electronically, you will receive confirmation that the form has been received.

## Declaration and Signature

Please read the following statement and information relating to your application carefully.

By ticking the box below, signing and submitting this form you are certifying that the information you have supplied is accurate and confirming that the declarations are true to the best of your knowledge. Any false information will result in the withdrawal of any offer of employment or, in the event of employment, in disciplinary investigation by the school which may result in dismissal.

I certify that the information I have supplied on this form is accurate and true to the best of my knowledge.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

If this form is submitted electronically, you may be asked to sign a physical form if your application is progressed.

## Recruitment monitoring information

**Post applied for:** \_\_\_\_\_

We are committed to promoting diversity and ensuring equal opportunities for all candidates. To help us monitor the effectiveness of our Recruitment Policy and recruitment process and to assist in complying with our equality duties, we kindly request you to complete this confidential monitoring form.

Completion of this form is voluntary. If you do not wish to answer any of the questions you can select the “prefer not to say” option.

### Data Protection

- The information provided will be kept confidential and separate from your application form. It will not be seen by those involved in making a recruitment decision.
- We will use your data to compile statistics on the representation of applicants of the categories listed to assist us in promoting equality, diversity and inclusion in accordance with our duties and eliminating discrimination in accordance with the Equality Act 2010.
- Data will be collated anonymously and used only for monitoring purposes. The form will be destroyed once the data has been collated in accordance with our records retention policy.
- You may withdraw your consent at any time by contacting us as below.

If you have any questions about the form contact MAT Office Manager, Great Oak Multi Academy Trust, Tel: 01799 530292.

Please return the completed form to MAT Office Manager, Great Oak Multi Academy Trust, School Street, Great Chesterford, Essex, CB10 1NN.

### Declaration

By signing below you consent to your data being used for the purposes stated.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### 1. Age

16-24		25-34		35-44		45-54	
55-64		65-74		75-84		85+	
Prefer not to say							

#### 2. Gender

Male		Female		Non-binary	
If you prefer to use your own gender identity, please write in					
Prefer not to say					

#### 3. Marital status

Married		Civil Partnership		Single/Widowed	
Prefer not to say					

#### 4. Sexual orientation

Heterosexual/Straight		Gay/Lesbian		Bisexual	
If you prefer to use your own identity, please write in					
Prefer not to say					

#### 5. Ethnic group

##### a) White

English		Irish		Scottish	
Welsh		Gypsy or Irish Traveller		Roma	
Northern Irish		British			
Any other white background					

##### b) Mixed or multiple ethnic groups

white and black Caribbean		white and Asian	
white and black African			
Any other mixed or multiple ethnic group			

##### c) Asian or Asian British

Indian		Pakistani	
Bangladeshi		Chinese	
Any other Asian background			

##### d) Black, Black British, Caribbean or African

Caribbean		African	
any other black, black British, or Caribbean background			

##### e) Other Ethnic group:

Arab		any other ethnic group	
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Prefer not to say	
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## 6. Religion

No religion		Christian		Buddhist	
Hindu		Jewish		Muslim	
Sikh		Any other religion, please describe			
Prefer not to say					

## 7. Disability

Before ticking the appropriate box below please read the definition of disability.

The definition of disability, as outlined in the Equality Act 2010 is as follows: *“a physical or mental impairment which has a “substantial” and “long term” negative effect on a person’s ability to carry out normal day-to-day activities”.*

Do you consider yourself to have a disability?

Yes		No	
Prefer not to say			