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| 1. Vacancy details |
| Post for which you are applying:          Job Title:      School:    Closing Date: |
| Please return this form to **hrm@severnbridgesmat.com**  If you would like an acknowledgement of your application, please request this in your email. |
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| 2. Personal details |
| Family name:       Initials:  Previous names known by:   Home Address:       Telephone Work:        Home:          Mobile number:        Postcode:  Email address: |



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| Guidance Notes & Data Protection Act |
| * Please note that we do not accept CVs (curriculum vitae). * We will decide whether to invite you for interview on the basis of information given by you on this application form. * When you sign and return this form, you are giving us permission to process and hold on computer, the information or data you have supplied or referred to on it, including any information that you may consider to be sensitive and personal. * This information will also be held on your personal file, if you are appointed. * The data may be used by Severn Bridges Multi-Academy Trust for the purposes of equality monitoring, compiling statistics and maintaining other employment records. |

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| 3. Present employment (If you are currently unemployed please leave blank) |
| Job title:       Basic pay/grade:        Employer's name:       Other pay:        Address:       Date started:              Period of notice:          Telephone number:        Postcode:       May we contact you on this number?  Are you registered with the General Teaching Council/GSCC: |
| Outline of duties and responsibilities: |
| Continue on a separate sheet if necessary, placing your initials and job reference at the top. |

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| 4. Driving |
| Do you have a full current driving licence?  If **YES**, type of licence?  Do you have a vehicle available for work purposes? |
| 5. Previous employment |
| * Please list all of your previous jobs including any with your present employer. Include all local government and related service. Start with the most recent. * References may be sought from your previous employers. |
| Job title:       Date started:       Employer’s name:       Date left:       Address:       Postcode:        Brief outline of duties:        Reason for leaving: |
| Job title:       Date started:  Employer’s name:       Date left:  Address:      Postcode:  Brief outline of duties:    Reason for leaving: |
| Job title:       Date started:  Employer’s name:       Date left:  Address:       Postcode:  Brief outline of duties:    Reason for leaving: |
| Job title:       Date started:  Employer’s name:       Date left:  Address:     Postcode:  Brief outline of duties:    Reason for leaving: |
| Job title:       Date started:  Employer’s name:       Date left:  Address:      Postcode:  Brief outline of duties:    Reason for leaving: |
| Job title:       Date started:  Employer’s name:       Date left:  Address:       Postcode:  Brief outline of duties:    Reason for leaving: |
| Job title:       Date started:  Employer’s name:       Date left:  Address:       Postcode:  Brief outline of duties:    Reason for leaving: |
| Job title:       Date started:  Employer’s name:       Date left:  Address:        Postcode:  Brief outline of duties:    Reason for leaving: |
| Continue on a separate sheet if necessary, placing your initials and job reference at the top. |

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| 6. Breaks in employment history since leaving school (Completion is mandatory) |
| Any gaps in employment history since leaving school and reasons must be detailed below; this should include voluntary work, unemployment, domestic reasons, prison custody etc. |
| From:       To:       Reason:  From:       To:       Reason:  From:       To:       Reason:  From:       To:       Reason:  From:       To:       Reason: |

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| 7. Training | | | | |
| Please list below relevant job-related training you have undertaken, and/or any professional qualifications achieved. **Continue on a separate sheet if necessary.** | | | | |
| Date | Course title | Organiser | Length | Office use only. Certificates checked by: |
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| 8. Educational qualifications | | | |
| Please give details of secondary, further and higher education qualifications achieved.  Start with the most recent. **Continue on a separate sheet if necessary.** | | | |
| Date | Institute details (eg College etc).  Qualification gained or pending, and subject | Grade obtained | Office use only. Certificates checked by: |
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| 9. Languages (Please detail below if you have any language ability other than English) |
| Able to effectively converse and read:        Able to converse, read and write:        Totally fluent: |

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| 10. Membership of professional bodies (Please state whether by election, exemption or examination) | | | | |
| Date | Professional Body | Membership no. | Grade/Level | Office use only. Certificates checked by: |
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| 11. Further details |
| * Please give any information which you think will help us to consider your application, including relevant experience (voluntary or work), skills, abilities and any specialist knowledge you have. * You should try to relate your information to the job description and person specification for the post you are applying for. |
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| You may submit additional sheets as necessary, placing your initials, surname and job reference at the top of the page. |

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| 12. Relationship to MAT members, trustees, governors or employees |
| Please give the details of any MAT members, trustees, governors or employees of the MAT to whom you are related. If you fail to disclose such information you may be disqualified from consideration or, if appointed, liable to dismissal.  Name:       Relationship: |

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| 13. Criminal Convictions |
| 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.  Should you be shortlisted for interview you will be asked to declare on a separate form whether you have any convictions or cautions that are not ‘protected’ in line with this legislation. Further information on the filtering of these cautions and convictions can be found in the DBS filtering guide. |

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| 14. Online Checks |
| In line with the Statutory Guidance Keeping Children Safe in Education, an online check will be undertaken for all shortlisted candidates prior to the interview.  Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have potential implications around your suitability to work with children.  The panel may ask you specific questions about any information obtained via this online search if appropriate.  All information given/obtained will be treated as strictly confidential and will be stored securely. |

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| 15. References |
| * Please give details of two referees whom we may ask about your suitability for the job. * You are requested to give referee details from two employers, the first of which must be your current or most recent employer. * If you are unable to provide two employment references, please speak to the School Business Manager and they will provide further guidance. * You should not name a relative as a referee. * References will usually only be taken up if you are selected for interview. * We will not confirm an offer of appointment until we have received a satisfactory reference from your present or most recent employer (or school if you are a school leaver). |
| **(1)** Name:       **(2)** Name:        Address:       Address:                          Postcode:       Postcode:        Telephone number:       Telephone number:  Email address:       Email address:       Occupation:       Occupation:        *Working relationship to candidate:*       *Working relationship to candidate:*  May we contact these referees without asking you? **(1)** **(2)** |

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| 16. Your Signature |
| I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation.  Signature of Applicant:       Date:        N.B. If you application is submitted electronically you will be asked to sign this form if invited to interview. |

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| Equal Opportunities and Recruitment |
| **Equal Opportunities Policy**    \*Our vision is to improve significantly the quality of life for Shropshire people by working together, which is at the heart of everything we do. Severn Bridges Multi-Academy Trust is committed to this vision.    \*We will strive for the highest possible public service and professional standards, and will be accountable to Shropshire people for everything we do.    \*We believe that equal opportunity is about treating people fairly, openly and honestly and recognising that people all have different needs, cultures, experiences and expectations.    \*It is the policy of Severn Bridges Multi-Academy Trust to ensure that no person, whether a job applicant, employee, service user or third party receives any less favourable treatment because of his or her gender, marital status, family status, lifestyle, age, ethnicity, religion, sexual orientation, disability, political affiliation, trade union membership or any other condition or requirement which cannot be shown to be justifiable.    We take positive steps to promote Equality & Diversity in employment.    **Equality Act 2010**    The Equality Act 2010 places a general duty on the Multi-Academy Trust to promote equality. This means that in everything we do, we need to:    \*Eliminate unlawful discrimination, harassment and victimisation.    \*Advance equality of opportunity.    \*Foster good relations between different people.  Policy Statement for Applicants with Disabilities  Under the Disability Discrimination Act 1995, employers have a duty to make reasonable adjustments where, compared to a non-disabled person, a disabled person is substantially disadvantaged by either the working arrangements (which include the recruitment process) or the working environment.    The Act defines a disabled person in the following way:    "A disabled person is anyone who has or has had a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities."    You should be aware that we may ask you to give details of your disability should you be invited to interview. Any supporting information, for example a letter from a Disability Employment Adviser, would be helpful. The information you provide will be shared with the appointing officer responsible for shortlisting applicants and organising the selection process. You should be aware that you may be asked to give details and any supporting information.  **Please complete the recruitment monitoring form on the next page.** |

Monitoring form number

Recruitment monitoring form

This sheet will be detached from your application form and will not be seen by anyone involved in the selection process. We will use this information for monitoring our recruitment processes and, if you are appointed, for our personnel/payroll records.

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| Surname:       First name:       Known as:       Second name:       Previous other names:       Preferred title:  Date of Birth:       Age:    Place of Birth:        Post applied for:       School: |
| **Gender:** **Job share:** |
| **Ethnic Origin:** I would describe my ethnic origin as…  **White:**  **Black or Black British:**  **Asian or British Asian:**  **Mixed:**  **Chinese or other ethnic group:** |
| **Religion:** In terms of my religion, I would describe myself as:        Of other religion: |
| **Sexual Orientation:** |
| **Disability:** For definition, please refer to our policy statement overleaf.  In line with this policy, do you consider yourself to have a disability?  If you are selected for interview are there any special arrangements, we would need to make for you?  (If **YES**, and you are successful in obtaining an interview, we will contact you after the shortlist has been drawn up to discuss arrangements). |
| **Advert:** Where did you see this vacancy advertised? Please specify.  ☐ Local Newspaper       ☐ National Newspaper       ☐ Job Centre ☐ Professional Journal     ☐ Shropshire Council website ☐ Internet       ☐ Other |