**Application for Employment**

***Please fill out the following form. Use the 'Save As' command before you start typing.***

***References Interviewed Appointed***

***Shortlisted***

***To be completed by Trust staff only:***

**Post:**

# Personal Details

|  |
| --- |
| Surname: |
| Forename(s): |
| Previous Surname: |
| Home Address: |
| Postcode: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: Mr | Mrs | Miss | Ms | Other | (please state): |
| Telephone (Home): | | | | | |
| Telephone (Mobile): | | | | | |
| Telephone (Work): | | | | | |
| Email: | | | | | |

|  |
| --- |
| Do you have Qualified Teacher Status (QTS)?  Yes No |

|  |
| --- |
| NI Number: |
| DfE Number (if applicable): |

**References**

**Please provide details of two referees who may be asked to provide confidential information. One must be your Headteacher or Line Manager in your current employment. If you are shortlisted for interview, in line with safer recruitment advice, we will contact your referees before interview.**

|  |
| --- |
| Name: |
| Job Title: |
| Company: |
| Address: |
| Telephone: |
| Email: |
| Relationship: |

|  |
| --- |
| Name: |
| Job Title: |
| Company: |
| Address: |
| Telephone: |
| Email: |
| Relationship: |

Yes No

Are you related to, or the partner of, any member or employee of the Trust?

*If YES, please give details (failure to disclose information will disqualify the candidate concerned)*

Where did you see this post advertised?

*If seen on the internet, please specify website*

**Education and Qualifications**

**Please provide details of your education and qualifications *(most recent first)*.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | University, College, School etc. | Subject(s) Studied | Qualifications / Certificates / Grades |
| From | To |
|  |  |  |  |  |

# Work Related or Professional Qualifications / Membership / PGCE / GTP / NPQH / NVQ etc.

**Please provide details of your professional qualifications *(most recent first)*.**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | | Name of Association / Institute / Qualification | Level or Grade of Membership |
| From | To |
|  |  |  |  |

# Relevant Training

**Please provide details of any training you have received *(most recent first)*.**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | | Title of Course | Details |
| From | To |
|  |  |  |  |

# Present or Most Recent Employment

|  |
| --- |
| Present Post: |
| Name of Employer: |
| Employer Address: |
| Postcode: |

|  |
| --- |
| Date Commenced: |
| Current Grade / Scale Point: |
| Salary Amount: |
| Is your present post your sole, regular employer?  Yes No If NO, please name your other employer/s: |

|  |
| --- |
| Reason for Leaving / Wishing to Leave: |

|  |
| --- |
| Notice Required / Date Left *(if applicable)*: |

Outline of Main Duties:

In the event of you being granted an interview in connection with this application and/or being offered employment, are there any special arrangements which you would wish us to make on your behalf?

Yes No

**Previous Employment**

**Starting with your most recent, please provide a summary of all employment, including any relevant unpaid work. Please explain any breaks in employment.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | Employer | Position / Salary / Main Duties | Reason for Leaving |
| From | To |
|  |  |  |  |  |

If YES, please provide details:

**Supporting Statement**



*Note: Any false, incomplete or misleading statements may lead to dismissal.*

**Date:**

**Signed:**

**Declaration**

**Any information given in the application will be treated as confidential and will only be used in relation to the post for which you have applied.**

**If you are provisionally offered this post, you will be required to undergo a Disclosure and Barring Service (DBS) check. If a candidate for any appointment canvasses a member of the Trust’s Senior Leadership Team or Governing Body, either directly or indirectly, she/he shall thereby be disqualified from the appointment.**

**I declare that the information given in this application is, to the best of my knowledge, complete and correct.**

**Please use this section to support the information that you have already provided regarding your suitability for this post and how you meet the requirements of the role. Include everything that is relevant (such as training and experience gained through out-of-work activities) as concisely as possible.**

**Additional Information**

***Please complete this form, which will be detached from your application form before your application is progressed to the short listing stage of the recruitment process.***

**Illegal Working**

Do you have the legal right to live and work in the UK?

Is this subject to having a work permit?

Yes No Yes No

***You will need to produce photo identification and proof of the above if you are called to interview.***

**Convictions**

Dixons Academies and its employees are committed to the rights of the child, the child’s safety and emotional well being, and the protection of the child from all forms of abuse.

The nature of the post for which you have applied means that it is exempt from provisions contained in the Rehabilitations of Offenders Act 1974. You are therefore required to disclose any pending prosecutions, any convictions, cautions or bind overs which you have had at any time. No offence or conviction can be regarded as ‘spent’.

Disclosure of a criminal offence need not necessarily debar you from appointment. However, should you fail to disclose a criminal conviction prior to appointment, this could result in your dismissal or other disciplinary action being taken against you.

Car park or speeding offences may be discounted. All other information will be treated in the strictest confidence.

**Do you have any criminal convictions, pending prosecutions, cautions or bind overs? Yes No**

***(other than the exclusion above)***

*If YES, please provide details of any criminal offences for which you have been convicted, including the type of offence, date of conviction and subsequent sentence:*

It will be a condition of your employment that you inform the Trust if you are convicted of any criminal offence. Failure to do so may result in disciplinary action being taken including the termination of your employment.

**Data Protection Act**

Information from this application form may be processed for purposes registered by the employer under the Data Protection Act 1998. Individuals have, on written request, the right of access to personal data held about them.

*By signing the declaration given below I hereby give my consent to the Trust to process and retain the data supplied in this application from for an appropriate period of time for the purposes of recruitment, selection and employment.*

**References & Qualifications**

*By signing the declaration given below I hereby authorise the Trust to take up references from my present employer, previous employer/s or those submitted as personal referees, once an invitation for interview has been confirmed. In addition, I hereby authorise the Trust to take up other reference checks as you may deem appropriate.*

*By signing the declaration given below I hereby authorise the Trust to carry out checks on all of my qualifications from an establishment or employer.*

**Declaration**

**I declare that the information given in this application is, to the best of my knowledge, complete and correct. Signed: Date:**

*Note: Any false, incomplete or misleading statements may lead to dismissal.*

**Equal Opportunities Recruitment Monitoring Form**

Please complete this monitoring form and return with your application form. Below we explain why the details that you provide are important both for you as an applicant and for us as an organisation committed to equal opportunities. An applicant with a disability who meets the essential criteria for the job (with a reasonable adjustment where appropriate) will be invited to interview.

The Trust is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete this monitoring form.

We understand that some applicants will be hesitant to provide the personal details requested, but please be assured that this information is confidential and will only ever be processed or analysed on a completely anonymous basis. By completing the information you will be helping us to ensure that you and others receive fair treatment when applying for jobs with us.

The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 1998 which allows for the allocation and reporting of sensitive data for monitoring purposes.

This form will be detached from your application form before your application is progressed to the short listing stage of the recruitment process.

The monitoring form will be kept separate from the job application form to ensure that none of the information you have provided is used in the selection decision. The information that you provide will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

If you have any queries or concerns about any part of this monitoring form, please write to *Mrs A Bullivant, PA to the CEO, c/o Dixons*

*McMillan Academy, Trinity Road, Bradford, BD5 0JD* and we will look into the points that you raise. Thank you for completing this form. We wish you success with your application.

|  |
| --- |
| Name: |
| 1. I consider myself to be:  Male Female |

|  |
| --- |
| Post: |
| 2. Marital Status:  Married Single Widowed Separated Divorced |

|  |
| --- |
| 3.  I am aged: …………… years months |

|  |
| --- |
| Date of Birth:  (DD / MM / YY) …………... / …………... / …………… |

White - European

Other White Background

*Please specify:*

*Please specify:*

White - British

**g. Other Ethnic Group**

**f. White**

Black Caribbean & White

Other Mixed Background

*Please specify:*

Other Asian Background

*Please specify:*

**e. Irish**

Irish

Black - Caribbean

Other Black Background

*Please specify:*

Asian - Indian

Asian - Pakistani

Black African & White

Black - British

Asian - British

Asian & White

Chinese

Black - African

Asian - Bangladeshi

**d. Mixed**

**c. Chinese**

1. I would consider my racial or cultural origin as:
   1. **Asian b. Black**

5. If you are multi or bi-lingual, please state the languages you speak:

6. I am a member or follower of the following religious group:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| a. | None / no religion |  | b. | Buddhist | c. | Christian | d. | Hindi |
| e. | Jewish |  | f. | Muslim | g. | Sikh | h. | Other  *Please specify:* |

|  |
| --- |
| 7. I consider myself to have a disability:  Yes No |
| If YES, please indicate the nature of your disability and details about the effects of your disability, and any support you may require during the interview process or in the workplace. |
| If you are a registered disabled person, please give the following details: Registration Certificate Number:  Expiry Date: |

## Please note, you may receive an automated confirmation email even if your application is submitted after the deadline. Late submissions will not be considered. Thank you for applying for a post at Dixons Academies.