



Salisbury Plain
Academies

Application Form

Application Form

PERSONAL DETAILS

| | | |
|------------------------------------|------------------------------------|------------------------------------|
| Application for the position of: | | |
| Full Time <input type="checkbox"/> | Part Time <input type="checkbox"/> | Job Share <input type="checkbox"/> |
| At | School | |

| | |
|---|-----------|
| Surname: | Title: |
| First Names: | Known as: |
| Any former name(s) (first/surnames): | |
| Teacher number (if appropriate): | |
| Address: | |
| If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates. | |
| | |

| | | | |
|--|-------|----------------------------|-------|
| Telephone Numbers:- | Home: | Mobile: | Work: |
| Email Address: | | | |
| How do you prefer to be contacted? | | National Insurance Number: | |
| Work permit details and expiry date, if appropriate: | | | |

1. PRESENT OR MOST RECENT EMPLOYMENT

| | | | |
|---|------------------------------------|------------------------------------|-------------|
| Name of employer: | Local Authority, if appropriate: | | |
| Post title: | Permanent <input type="checkbox"/> | Temporary <input type="checkbox"/> | |
| Date of appointment; | Annual salary: £ | | |
| Notice required or date left, as appropriate: | | | |
| Reason for leaving: | | | |
| Main duties and responsibilities of your current or most recent post: | | | |
| Are you a member of the Teacher's Pension Scheme? | | | Yes No |

2. PREVIOUS EXPERIENCE

List your previous posts starting with the most recent. Please include all full-time, part-time and voluntary work.

| Employer's name, address & nature of business | Full or Part Time | Job title & brief description of duties undertaken | From | To | Reason for leaving |
|---|-------------------|--|------|----|--------------------|
| | | | | | |
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OTHER EXPERIENCE

If there are any periods of time that have not been accounted for, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16; please ensure there are no gaps in the history of your employment and other experience.

3. REFERENCES

Please nominate at least two and up to three referees who are able to describe your suitability for this post. One referee should be your present or most recent employer, unless you have not worked before. References will not be accepted from those writing solely in their capacity of friends or relatives. References will be taken up before interview.

| | | | |
|--|--|---|--|
| Name: | | Email address: | |
| Designation: | | | |
| Telephone: | | | |
| Name: | | Email address: | |
| Designation: | | | |
| Telephone: | | | |
| Name: | | Email address: | |
| Designation: | | | |
| Telephone: | | | |
| Notes | | If any of your referees knew you by another name, please specify that name(s): | |
| | | | |
| Are you (or your spouse/civil partner) related by marriage, blood or as a co-habitee to any member of the Trust or the four schools? | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please give their name & state relationship. Failure to disclose such a relationship may lead to disqualification or dismissal without notice: | | | |
| | | | |

4. EDUCATION AND TRAINING

Please give details of any qualifications you have obtained in this country or abroad, in chronological order starting from the most recent. Please include any post-graduate or professional/vocational qualifications.

| Establishment Attended Full Name & Address | Full or Part Time | Qualifications, date award made and Awarding Body | Dates Attended incl Month / Year | |
|---|-------------------|---|-------------------------------------|----|
| | | | From | To |
| | | | | |
| | | | | |
| | | | | |

Do you have a valid UK/European full driver's licence? Yes No

Do you have regular access to the use of a car, if this post involves travel? Yes No

5. GENERAL EXPERIENCE AND FURTHER INFORMATION/LETTER OF APPLICATION

Please provide a statement, no longer than 2 sides of A4, telling us how your experience, skills, training and/or qualifications in either paid or unpaid work, or through study, meet the selection criteria for this post. **Short-listing will be based on the evidence you provide of your ability to meet the selection criteria described in the job specification for this post.** You may wish to list your experience under sub-headings according to the selection criteria.

Please attach your statement/letter to this form.

6. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS

Salisbury Plain Academies multi academy trust is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not disqualified from working with children and/or included on the DfES List 99.

Signature:

7. REHABILITATION OF OFFENDERS ACT 1974

If you have no convictions, simply enter "NIL". If you have been convicted of any criminal offence, the details must be listed on a separate sheet of paper, together with any cautions or bind-overs, pending criminal convictions, any pending criminal actions or court hearings against you and enclosed with this form in a sealed envelope marked 'confidential'.

| Date of conviction / pending hearing | Offence | Sentence |
|--------------------------------------|---------|----------|
| | | |
| | | |

8. DISCLOSURE AND BARRING SERVICE (DBS)

In the event of a successful application an Enhanced Disclosure will be sought from the DBS in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry may be made to the DBS about the existence and content of any criminal record.

Signature:

9. DATA PROTECTION ACT 1998

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature:

10. IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

In accordance with the Immigration, Asylum and Nationality Act 2006, the Salisbury Plain Academies multi academy trust will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position candidates should provide one of the specified documents listed in the Guidance Notes.

I confirm that I am legally entitled to work in the UK.

Signature:

11. DECLARATION

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed then you will be liable to be dismissed summarily.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

I understand that under legislation for the Protection of Children, I will be asked to agree to a check being made by the DBS about the existence and content of any criminal record. I also confirm that I am legally entitled to work in the United Kingdom

Signature: **Date:**

GUIDANCE NOTES

1. Applications will only be acknowledged if a stamped addressed envelope is enclosed.
2. Rehabilitation of Offenders Act 1974: You must declare all convictions that you have, including motoring offences and all convictions that have become "spent".
3. Immigration, Asylum and Nationality Act 2006: Before taking a post applicants should provide one specified document or a specified combination of two documents that prove their entitlement to work in the UK.
 - (a) A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
 - (b) A national passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
 - (c) A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national from a European Economic Area country or Switzerland.
 - (d) A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national from a European Economic Area country or Switzerland, who is resident in the UK.
 - (e) A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
 - (f) A passport or other travel document endorsed to show that the holder is exempt from immigration control, can stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay.
4. All applicants must note that in accordance with the safeguarding vulnerable groups' regime, it is their responsibility to have made any necessary registrations relevant at the time of making this application, required for people working or volunteering with children. Accordingly, applicants are put on notice that no offer of employment will be made until the results of checks from the appropriate body have been received.

RECRUITMENT MONITORING INFORMATION

| | |
|---------------|--|
| Post title: | School: |
| Last name(s): | First name(s): |
| | Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> |

Completion of this section will help us fulfil our general duty under the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post.

THE INFORMATION PROVIDED WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND THIS SECTION WILL BE DETACHED FROM YOUR APPLICATION FORM PRIOR TO SHORTLISTING.

The categories below are in line with the Equality & Human Rights Commission's guidance and were redefined in the 2001 census.

1. ETHNIC ORIGIN

I would describe my ethnic group as:

| | | | |
|--|--|--|--|
| 1. White | | 4. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh | |
| British | | Bangladeshi | |
| English | | Indian | |
| Scottish | | Pakistani | |
| Welsh | | Any other Asian background (please specify) | |
| Irish | | | |
| Any other White background (please specify) | | | |
| 2. Black, Black British, Black English, Black Scottish or Black Welsh | | 5. Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh | |
| African | | Chinese | |
| Caribbean | | Any other Chinese background (please specify) | |
| Any other Black background (please specify) | | | |
| 3. Mixed | | 6. Other ethnic group | |
| White & Asian | | Other ethnic group (please specify) | |
| White & Black African | | | |
| White & Black Caribbean | | | |
| Any other Mixed background (please specify) | | | |

2. GENDER

My gender is: Male Female

3. DISABILITY

Salisbury Plain Academies welcomes applications from disabled people and all sections of the community. For this purpose the definition of disability is 'a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'. Please note that you are not obliged to disclose such information but that any information given will be used for monitoring purposes only. It will remain confidential and will not be passed to third parties.

| | |
|---|--|
| Do you have a disability, long-term illness (mental or physical), on-going medical condition or treatment that we should be aware of? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Please give brief details of any reasonable adjustments you anticipate we would need to make to your workplace or equipment to undertake the duties outlined in the job description or that you consider necessary to attend interview: | |

If you are registered disabled, please state your number:

This does not form part of the selection process.

| | |
|---|-------------|
| Data Protection Act | |
| I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998. | |
| Signature: | Date: |