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| **FOR OFFICE USE ONLY** |

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| **Applicant No** | **Date Received** |
|  |  |

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| **Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.** |

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| **CONFIDENTIAL** |
| PART 1 - PERSONAL INFORMATION |
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| --- | --- |
| Post Applied for: |  |

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| --- |
| Section 1.1 Personal Details |

|  |  |
| --- | --- |
| **Title:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | **First Name:** |  |

|  |  |
| --- | --- |
| **Previous Names:**  *(if applicable)* |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
| **Town/City:** |  |

|  |  |
| --- | --- |
| Postcode: | *Email is our preferred method of communication and candidates will receive all communication via the email address provided. We would advise you to check your emails on a regular basis.* |

|  |  |  |
| --- | --- | --- |
| **Daytime Telephone:** |  |  |

|  |  |
| --- | --- |
| **Evening Telephone:** |  |

|  |  |
| --- | --- |
| **Mobile Telephone:** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

|  |  |
| --- | --- |
| **National Insurance Number:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you entitled to work in the UK?** | Yes |  | No |  |

|  |
| --- |
| Section 1.2 References |
| *If you currently work at a school or educational establishment you must supply us with the Headteachers details for a reference.*  N.B. References will be taken up for all shortlisted candidates prior to interview. |

|  |  |  |
| --- | --- | --- |
| **First Reference (Must be current or most recent employer)** |  | **Second Reference** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | **Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Position  (job title): |  | **Position**  **(job title):** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Address: |  | | **Address:** |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  | **Postcode:** |  |  | **Postcode:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No: |  | **Telephone No:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail address: |  | **E-mail address:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference Type**  *(tick as appropriate)* | *Employer* |  | **Reference Type**  *(tick as appropriate)* | *Employer* |  |
| *Academic* |  | *Academic* |  |
| *Personal/Character (must not be a relative or a friend)* |  | *Personal/Character(must not be a relative or a friend)* |  |

**For posts which have substantial access to children or vulnerable adults, the Academy reserves the right to approach any previous employer.**

|  |
| --- |
| Section 1.3 Criminal Convictions |

*Under the Rehabilitation of Offenders Act 1974 you are entitled to withhold information about convictions that are* ***'spent'*** *under the provisions of the Act.*

Have you ever been convicted or cautioned in relation to a criminal offence, have you been bound-over, or subject to formal warnings or reprimands or are you at present the subject of any criminal proceedings or police investigation?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

***Please specify dates of summons, charges, cautions, reprimands, final warnings or convictions, court, nature of offence and sentence or order imposed.***

|  |
| --- |
|  |

Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate’s suitability for the post.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section 1.4 Positive about Disabled People | | | | | |
| Impact Education Multi Academy Trust is committed to the Two Ticks disability standard. This means that any applicant with a disability who meets the essential criteria for a job vacancy will be guaranteed an interview and considered on their abilities. | | | | | |
| Do you consider yourself to have a disability? | Yes |  | No |  |

If you have answered yes to the above question, please give details of your disability and any assistance you may need at interview (e.g. sign language interpreter, wheelchair access)

|  |
| --- |
|  |

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| Section 1.5 Additional Information |

Are you related to a staff member or Governor of the school?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

*If YES please give name, position and relationship:*

|  |
| --- |
|  |

I understand that canvassing, directly or indirectly in connection with this appointment or knowingly failing to disclose a relationship will disqualify me.

***To be completed for Teacher positions only:***

|  |  |
| --- | --- |
| **Teacher Reference Number** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you hold Qualified Teacher Status? | Yes |  | No |  |

|  |
| --- |
| Section 1.6 Declaration |
| **In submitting this application (whether signed or not) I declare that I am the person referred to on the form, I can confirm that the information I have provided in Part 1, 2 and 3 of this application is true, complete and correct.**  **I understand that if I provide incorrect information or a false statement this will lead to the withdrawal of any job offer, or if I am given the job this will result in disciplinary action which is likely to result in my dismissal from employment.**  **I authorise Impact Multi Academy Trust to contact any current or former employers at the appropriate stage to confirm the details provided.**  **I understand that not disclosing a relationship with a staff member or Governor, of which I am aware, will disqualify me.**  **In accordance with the Immigration, Asylum and Nationality Act 2006 I am entitled to work in the United Kingdom. I shall produce such original documentation as may be requested to evidence my right to work.**  **I can confirm that I am not disqualified from working with children through the ISA’s barring lists (List 99).**  **I agree to the information contained in this application being processed under the Data Protection Act 1998, for the purposes of recruitment monitoring and in relation to forming any contract of employment.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | I need to make a disclosure in relation to my DBS check and have completed the Self Disclosure form, which I confirm will be submitted in a separate envelope marked ‘Private & Confidential, SDF.  *This form will only be reviewed for shortlisted candidates.* | Yes |  | No |  |  |  |  |  |  | | --- | --- | --- | --- | | Signed: |  | **Date:** |  | |

**This marks the end of section 1**

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| PART 2 EQUAL OPPORTUNITIES MONITORING DATA |

|  |  |  |
| --- | --- | --- |
| **FOR OFFICE USE ONLY** | | |
| **Applicant No** | **Date Received** |
|  |  |

|  |  |
| --- | --- |
| Application for the post of: |  |

|  |  |
| --- | --- |
| **Date of Birth:** *(dd/mm/yy):* |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Which age category do you fall into? | | | | | | | |
| 16-19 years |  | 20-24 years |  | 25-29 years |  | 30-34 years |  |
| 35-39 years |  | 40-44 years |  | 45-49 years |  | 50-54 years |  |
| 55-59 years |  | 60+ years |  | Rather not state |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What is your Ethnic Origin? | | | | | |
| Please choose ONE section from 1 to 6, then tick the appropriate box to indicate your cultural background. | | | | | |
| 1. White |  | 2. Mixed |  | **3. Asian or Asian British** | |
| 1. White British |  | 1. Mixed White & Black Caribbean |  | 1. Asian Indian |  |
| 1. White Irish |  | (b) Mixed White & Black African |  | (b) Asian Pakistani |  |
| 1. White Other |  | (c) Mixed White & Asian |  | (c) Asian Bangladeshi |  |
|  |  | (d) Mixed Other |  | (d) Asian Other |  |
| 4. Black or Black British |  | 5. Chinese or Other |  | **6. Undefined** | |
| 1. Black Caribbean |  | 1. Chinese |  | 1. Rather not state |  |
| 1. Black African |  | (b) Other |  |  |  |
| 1. Black Other |  |  |  |  |  |
| **Gender** | | | | | |
| Male |  | Female |  | Rather not state |  |

*For the purpose of this question, transgender is defined as an individual who lives, or wants to live, in the gender opposite to the one that they were assigned at birth.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is your gender identity the same as the gender you were assigned at birth? | Yes |  | No |  |
| Do you live and work full time in the gender role opposite to that assigned at birth? | Yes |  | No |  |

|  |
| --- |
| Disability |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself to have a disability? | Yes |  | No |  |

|  |
| --- |
| Sexual Orientation |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Heterosexual |  | Bisexual |  |  |
| Gay man |  | Rather not state |  |  |
| Gay woman or lesbian |  |  |  |  |

|  |
| --- |
| Religious Belief/Faith |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Christian Denominations |  | Jewish |  |  |
| Buddhist |  | Other |  |  |
| Hindu |  | No Religion |  |  |
| Muslim |  | Rather not state |  |  |
| Sikh |  |  |  |  |

**This marks the end of section 2**

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| PART 3 APPLICATION FOR EMPLOYMENT |

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| **FOR OFFICE USE ONLY** |

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| **Applicant No** | **Date Received** |
|  |  |

|  |  |
| --- | --- |
| Application for the post of: |  |

|  |
| --- |
| Section 3.1 Current or Most Recent Employment |
| If you are not currently employed, please give details of your most recent employment. If you have just left education or have not been employed before then please leave this section blank. |

|  |  |
| --- | --- |
| Job Title: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grade: |  |  | **Salary:** |  |

|  |  |
| --- | --- |
| Other allowances/benefits: |  |

|  |  |
| --- | --- |
| Date of Appointment: |  |

|  |  |
| --- | --- |
| Date employment ended:  (if applicable) |  |

|  |  |
| --- | --- |
| Notice period (if applicable): |  |

|  |  |
| --- | --- |
| Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |
| --- | --- |
| Tel no: |  |

|  |  |
| --- | --- |
| Status:  e.g. Part Time/ Full Time/ Casual/ Temp: |  |
| Responsible to: |  |

|  |  |
| --- | --- |
| Nature of business: |  |

|  |
| --- |
| **Brief description of duties:** |
|  | |

|  |  |
| --- | --- |
| **Reason for leaving**  (if no longer employed)**:** |  |

|  |
| --- |
| Section 3.2 Previous Employment |
| **Previous Employment** (Please put your most recent employer first). |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and Address of Employer** | **Job Title** | **Salary** | **Date From**  **(dd/mm/yy)** | **Date To**  **(dd/mm/yy)** | **Reason for Leaving** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **Please give reasons for any gaps between jobs, e.g. unemployment, study, childcare etc. (specify dates and reasons):** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If you are successful will this be your only job? | Yes |  | No |  |

|  |  |
| --- | --- |
| If no, please state the weekly hours and nature of the additional work? |  |

|  |
| --- |
| Section 3.3 Education and Qualifications |

|  |  |  |
| --- | --- | --- |
| **Type e.g. school, college, university, workplace** | **Qualifications gained**  **(state level and grade)** | **Date** |
|  |  |  |
| Section 3.4 Personal Development & Additional Learning | | |

|  |  |
| --- | --- |
| **Learning & Development Activity/Course Details** | **Date** |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Section 3.5 Professional Membership | | | |
| Relevant Institute/Body | Class of Membership e.g. Associate, Member, Student, Fellow etc. | Expiry Date | State if Examination |
|  |  |  |  |
|  |  |  |  |
| Section 3.6 Driving Licence Details | | | | |

*Note: This section should only be completed if driving is an essential requirement of the post for which you are applying*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you hold a full, current driving licence valid in the UK?** | Yes |  | No |  |

|  |  |
| --- | --- |
| **If YES, state class:** e.g. Full UK Car, HGV, PSV, LGV etc. |  |

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| Section 3.7 Personal Statement |
| **Give details of experience, knowledge, skills, abilities and other relevant information – please refer to the person specification and demonstrate how you meet all the criteria for the post.** |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ---------  Advertising Media Please state where you saw this post advertised | | | | | |
| Council Website |  | Council Job Sheet |  |  |  |
| TES |  | Uk Ed jobs |  |  |  |
| Schools Week |  | Job Centre Plus |  |  |  |
| Professional Journal |  | Other - *please state* | | | |

**Returning your application**

|  |
| --- |
| **Applications can be submitted via e mail to:**  [Recruitment@optimal-hr.co.uk](mailto:Recruitment@optimal-hr.co.uk) |
|  |