**Aspire Academies Trust**

**Application Form**

**The Aspire Academies Trust is committed to safeguarding children and young people. Our interviews will always include relevant questions relating to child protection and / or safeguarding. The successful applicant will be required to undertake vetting exercises including a BDS check.**

If you need the form in an alternative format please email elizabeth.gibson@hammondacademy.org.uk . If you are completing this form by hand please use black ink and block capitals; continue on additional sheets of paper where necessary. If you are completing this form electronically the cells will expand, do insert additional rows as necessary. Completed forms should be returned to elizabeth.gibson@hammondacademy.org.uk along with your cover letter.

|  |  |
| --- | --- |
| **Position applied for** | **Where did you hear about this vacancy?** |

**Personal Details**

|  |  |  |
| --- | --- | --- |
| **Surname/Family Name** | **Preferred Title** | |
| **First Name(s)** | **Previous Surname** | |
| **Home Address**  **Post Code** | | **Email Address** |
| **Telephone (Landline)** | **Telephone (Mobile)** | **Current Notice Period** |
| **Areas of Specialism (teaching only)** | **Year Group Preference (teaching only)** | **Teacher Reference Number (teaching only)** |
| **National Insurance Number** | **Are you eligible to work in the UK?**  **Yes / No** | **Documentary evidence of eligibility to work**  **(please indicate which you are able to provide)**  **Passport / Visa / Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Current Pay Scale (teaching only)** | **Current Basic Annual Salary** | **Additional Salary Details (eg TLRs / Allowances)** |
| **Are you a partner or relative of any employee, Governor or Trustee of the school?** | **Yes / No** | |
| **If ‘Yes’ please provide name & position of partner / relative.** | **Name:**  **Position:** | |

**Employment History**

**Please start with your *most recent* employer first, including *all* periods of work experience, work placements or voluntary work *and* periods when you were not in employment. You must include and explain any gaps in your employment history.**

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| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Employer and Establishment** | **Key Stage**  **(teaching only)** | **Post / Grade Held & Key Duties** | **Reason for Leaving** |
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**Education, Training and Development**

**Please give details of your education including qualifications, training and courses, starting with the most recent and working back in chronological order.**

**Be sure to include details of any qualifications which are set out in the person specification, where you hold them.**

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| --- | --- | --- | --- | --- |
| **From** | **To** | **School / College /**  **University / Other** | **Qualification / Training Undertaken** | **Grade / Award (where appropriate)** |
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**Membership of Professional Bodies**

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| --- | --- | --- |
| **Name of Institute** | **Level of Membership** | **Membership Number** |
|  |  |  |

**Person Specification**

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| **Please give examples demonstrating how you meet each of the criteria set out within the person specification for this position.**  **The examples may be from work, school, college, hobbies, voluntary work or daily life.** |
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**Leisure Interests**

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| **Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.** |
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| Applications from people with disabilities, or those with health problems, who meet the essential criteria are welcome and will be given full consideration.  Please let us know in the space below if you have any access requirements at interview, or if there is anything you would like to make us aware of: |
|  |

**Form Completion**

|  |  |
| --- | --- |
| **Has someone completed this form on your behalf? If so, please provide the following details of the individual concerned.** | |
| **Name** |  |
| **Position** |  |
| **Reason for completion by a third party** |  |

**Referees**

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| Please give the name and address of two people whom we may contact for a reference.  One of these *must* be from your current or most recent place of employment. If you are currently employed as a teacher one of these *must* be from your current Head. Friends and relatives are not appropriate referees.  Please note that we will contact these referees if you are shortlisted for this post and may seek references before an interview.  If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact. |

|  |  |  |
| --- | --- | --- |
|  | 1st Referee | 2nd Referee |
| Name |  |  |
| Job Title |  |  |
| Organisation |  |  |
| Relationship |  |  |
| E-mail \* |  |  |
| Address |  |  |
| Tel. No. |  |  |

**Declarations**

**I declare to the best of my knowledge, the above information is complete and true. I understand that any false declaration, misleading statement or significant omission may disqualify me from employment and render me liable to dismissal without notice. I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988. I understand that any job offer is subject to vetting checks including, but not limited to; references, checks on relevant qualifications, employment eligibility and criminal convictions, all of which must be deemed by the Trust to be satisfactory.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Dated |  |

**Aspire Academies Trust**

**Self Disclosure Form**

This form may be detached and returned independently to the rest of your application, and will be considered after shortlisting has taken place.

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

|  |  |
| --- | --- |
| Position applied for | Where did you hear about this vacancy? |

**Personal Details**

|  |  |
| --- | --- |
| Surname/Family Name | Preferred Title |
| First Name(s) | Previous Surname |

**Self Disclosure**

|  |  |
| --- | --- |
| Have you ever been known to any children’s services department or to the police as being a risk or potential risk to children? | Yes / No |
| If yes, please provide further information: | |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | Yes / No |
| If yes, please provide further information: | |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013? | Yes / No |
| If yes, please provide further information: | |
| **Confirmation of declaration** | (tick boxes below) |
| I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention. |  |
| In accordance with the organisation’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. |  |
| I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. |  |
| I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children. |  |
| **Signature of candidate:** | |
| **Print name:** | |
| **Date:** | |