

APPLICATION FORM

**IMPORTANT – Before filling in this form, please read the additional information for applicants carefully.
Please complete in BLACK ink or TYPE.**

JOB DETAILS	
	Closing Date:

PERSONAL DETAILS											
Title	Surname	First names	Preferred first name								
Previous names (if any)											
National Ins No	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> </tr> </table>										
Telephone	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Day</td> <td style="width: 50%; padding: 5px;">Address</td> </tr> <tr> <td style="padding: 5px;">Evening</td> <td rowspan="2" style="padding: 5px;">Postcode</td> </tr> <tr> <td style="padding: 5px;">Mobile</td> </tr> </table>			Day	Address	Evening	Postcode	Mobile			
Day	Address										
Evening	Postcode										
Mobile											
Email											

PRESENT OR MOST RECENT EMPLOYER							
Employer and address	Job title						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Annual salary or full time equivalent</td> <td style="width: 50%; padding: 5px;">Start date</td> </tr> <tr> <td style="padding: 5px;">Notice required if working</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Reason for leaving and date (if applicable)</td> <td style="padding: 5px;"></td> </tr> </table>	Annual salary or full time equivalent	Start date	Notice required if working		Reason for leaving and date (if applicable)	
Annual salary or full time equivalent	Start date						
Notice required if working							
Reason for leaving and date (if applicable)							
Brief details of main duties and responsibilities							

PREVIOUS EMPLOYMENT

Please give details of all previous jobs since leaving full time education. Full details should be given for any period not accounted for by full time employment, education or training (e.g. unemployment, voluntary work, raising a family, part time work).

Employer and address	Job title and main duties	Dates		Reason for leaving
		from	to	

MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS

Please give details of membership of professional or technical bodies/associations. This section will not be relevant for some jobs.

Name of professional body	Membership level	Date joined	Professional registration number/reference

EDUCATION

Please give details of your education and qualifications.

Establishment attended	Course title/subject	Qualification(s) or outcome	Dates	
			from	to

PROFESSIONAL AND VOCATIONAL TRAINING

Please give details of any relevant training. This section will not be relevant to some jobs

Establishment attended	Course	Qualification(s) or outcome	Dates	
			from	to

SUITABILITY FOR JOB

Using the job description and person specification provided, please give further details about why you believe you are suitable for this job. You may wish to give examples of previous experience or skills and abilities, or any knowledge you have. Please continue on a separate sheet if necessary.

Please give details of any criminal convictions, warnings, reprimands, cautions, or other orders, pending prosecutions, or criminal investigations. **We will only take them into account if we consider them relevant to the job for which you have applied.** You are not required to disclose offences which are spent under the Rehabilitation of Offenders Act 1974, unless the post for which you have applied is exempt under the Act. For these exempt jobs both spent and unspent offences must be disclosed, unless they are "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. If the vacancy for which you are applying requires such a disclosure, this will be stated clearly on the advertisement and the supporting details you will have received with this form. For these posts an offer of appointment will be subject to satisfactory Disclosure & Barring Service clearance. Any information disclosed will be treated in the strictest confidence.

Have you any criminal convictions or are you at present the subject of criminal charges? Yes No

If yes, please provide details in a sealed envelope marked "Confidential" and bring to interview.

Have you lived or worked abroad in any one country for 6 months or longer at any time since the age of 18?

Yes No

If Yes, please give dates and countries

DECLARATION

I declare that the information on this form is true and accurate.

I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the post.

Privacy Notice 

I consent to the information contained in this form, and any other information received by or on behalf of the trust relating to my application, being processed by the trust in administering the recruitment process and to assist with the prevention and detection of fraud.

Signature

Date

If you submit this form electronically, you will be required to sign this declaration if invited to interview.

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview.

EQUAL OPPORTUNITIES MONITORING FORM

The trust is committed to its equality and diversity policy. We want to do all we can to prevent discrimination in any form and you can help us in this by completing the information below. The information given on this sheet will **not** be used to make decisions about who is recruited. The form will **not** be seen by the shortlisting/interview panel. It will be used to improve equality in recruitment and overall service delivery. Your help filling in this form is greatly appreciated. Thank you.

JOB REFERENCE No.	/	/
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DATE OF BIRTH	DD		MM		YYYY	
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RACIAL OR ETHNIC ORIGINS

- | | | | | | | | | |
|-------------------------|--------------------------|-----------|------------------------|--------------------------|-----------|--------------------------|--------------------------|-----------|
| White British | <input type="checkbox"/> | <i>WB</i> | Other mixed background | <input type="checkbox"/> | <i>MO</i> | Black Caribbean | <input type="checkbox"/> | <i>BC</i> |
| White Irish | <input type="checkbox"/> | <i>WI</i> | Indian | <input type="checkbox"/> | <i>AI</i> | Black African | <input type="checkbox"/> | <i>BA</i> |
| White other | <input type="checkbox"/> | <i>WO</i> | Pakistani | <input type="checkbox"/> | <i>AP</i> | Other black background | <input type="checkbox"/> | <i>BO</i> |
| White & Black Caribbean | <input type="checkbox"/> | <i>MC</i> | Bangladeshi | <input type="checkbox"/> | <i>AB</i> | Chinese | <input type="checkbox"/> | <i>OC</i> |
| White & Black African | <input type="checkbox"/> | <i>MB</i> | Other Asian background | <input type="checkbox"/> | <i>OA</i> | Gypsy or Irish Traveller | <input type="checkbox"/> | <i>OG</i> |
| White & Asian | <input type="checkbox"/> | <i>MA</i> | Arab | <input type="checkbox"/> | <i>AR</i> | Any other | <input type="checkbox"/> | <i>OT</i> |

DISABILITY

Are you disabled? Yes No

Esteem Multi Academy Trust welcomes applications from disabled people and undertakes to offer every appropriate support to enable them to gain and retain employment.

GENDER

Male Female

RELIGION / BELIEF – please tick only one box

- | | | | | | |
|-------------------------------|--------------------------|--------|--------------------------|--------------------------|--------------------------|
| Buddhist | <input type="checkbox"/> | Jewish | <input type="checkbox"/> | None | <input type="checkbox"/> |
| Christian (all denominations) | <input type="checkbox"/> | Muslim | <input type="checkbox"/> | Other religion or belief | <input type="checkbox"/> |
| Hindu | <input type="checkbox"/> | Sikh | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

SEXUAL ORIENTATION – please tick only one box

- | | | | | | |
|--------------|--------------------------|----------------------|--------------------------|-------------------|--------------------------|
| Bisexual | <input type="checkbox"/> | Lesbian or gay woman | <input type="checkbox"/> | Gay man | <input type="checkbox"/> |
| Heterosexual | <input type="checkbox"/> | Other | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

HOW DID YOU FIND OUT ABOUT THIS JOB?

e.g. trust website, newspaper (please tell us which), Job Centre etc.

EMPLOYMENT

Do you work for Esteem Multi Academy Trust at the moment? Yes No