

 **St Mary’s Academy Trust**

**Application for Employment**

**(for posts that require a CRB disclosure)**

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| **Post Reference:**  |  | **Post Title:**  |  |
|  |
| **Personal Details** |
| **Last name:**  | **Former Names (if any):**  |
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| **First Name/s:**  | **Email address:**  |
|  |  |
| **Address:**  | **National Insurance Number or Proof of Right to Work in the UK:**  |
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|  |  |
|  | **Postcode:**  |  |
| **Telephone Number (please tick preferred contact details):** |
| **Home:** |  | **Work:** |  | **Mobile:** |  |
|  |  |  |
| **Do you wish to be considered for Job Share?**  | **Y / N**  | **Do you consider yourself disabled?**  | **Y / N**  | **Please tell us if there are any dates when you will not be available for interview:**  |  |
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| **EMPLOYMENT** |
| **Please tell us about your present employment or last job if you are currently unemployed:**  |
| **Post Title:**  | **Please describe in brief your duties and responsibilities (and key achievements where relevant)**  |
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| **Employer:** |
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| **Employer Address:**  |
|  |
| **Date Employment Started:**  | **Date employment ended (if applicable)**  |
|  |  |
| **Reason for leaving**  |
|  |
| **Wage / Salary/Grade:**  |  |
| **Notice Required:**  |  |
| **PREVIOUS EMPLOYERS** **Starting with the most recent, please list all previous employers in chronological order since leaving secondary school.** **Continue on a separate sheet if necessary. If you do use extra pages for your previous employment, please tick the box at the end of this section and follow the same format as the application form. Remember to put your name on the top of each page and number the pages**  |
|  |
| **Please tell us about your previous employment (paid and unpaid)** |
| **Name of Employer** | **Main Duties / Responsibilities:** |
|  |  |
| **Address:**  |
|  |
| **Job Title:**  |
|  |
| **From:**  | **To:**  |
|  |  |

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| --- |
| **Please tell us about your previous employment (paid and unpaid)** |
| **Name of Employer** | **Main Duties / Responsibilities:** |
|  |  |
| **Address:**  |
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| **Job Title:**  |
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| **From:**  | **To:**  |
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| **Please tell us about your previous employment (paid and unpaid)** |
| **Name of Employer** | **Main Duties / Responsibilities:** |
|  |  |
| **Address:**  |
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| **Job Title:**  |
|  |
| **From:**  | **To:**  |
|  |  |
|  |  | **Please tick here if you have used additional pages:** |  |

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| **Have you had any breaks in your employment:**  | **Y / N**  |
| **If Yes, please give details:**  |
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| QUALIFICATIONS / TRAINING Please indicate from the list below the highest qualification you currently hold.  |
| **Entry Level definition:** Entry level certificate, BTEC Certificate in like skills, BTEC Certificate in Skills for Working Life  |  |
| **Qualification at level 1 and below definition:** NVQ1, GNVQ Foundation Level, GCSE/O Level grade D-G, CSE below Grade 1, BTEC first or general certificate, RSA Stage I, II and III, City and Guilds part1  |  |
| **Level 2 Qualification or equivalent definition:** NVQ level 2, GNVQ Intermediate, RSA diploma, City and Guilds craft or part II (and other names), BTEC first or genral diploma, GCSE/O Level grade A\* - C, CSE at Grade 1  |  |
| **Level 3 Qualification or equivalent definition:** A-Levels or equivalent, AS Level, NVQ3, GNVQ advanced, OND, ONC, BTEC National, City and Guilds advanced craft Part III (& other names), RSA advanced diploma  |  |
| **Other Higher Education below Degree Level definition:** Diplomas in higher education and other higher education qualifications, HNC, HND, Higher level BTEC, Teaching qualifications for schools or further education (below degree level standard), Nursing or other medical qualifications (below degree level standard), RSA higher diploma  |  |
| **Degree definition:** First Higher degree (BA, BSc, B.ED) e.g. graduate member of professional institute, chartered accountant or surveyor.  |  |
| **Higher Degree definition:** higher degree and postgraduate qualification, Postgraduate diploma dn certificate including PGCE, NVQ level 5 nad Masters, Doctorates  |  |

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| **Please detail that you have the required qualification for the job as shown in the employee specification, state the awarding body and date of award. Note: You will be required to provide original certificates if invited for interview.** **If you have no qualifications please enter N/A in the box below.**  |
| **MEMBERSHIP OF PROFESSIONAL BODIES (If applicable)** |
| **Professional Body**  | **Registration Number** **Type of Registration**  | **(e.g. Full / Provisional)**  | **Renewal Date**  |
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| **INFORMATION SUPPORTING YOUR APPLICATION FOR THIS POST** **By using clear, identifiable examples, please demonstrate how you meet the criteria indicated on the Employee Specification.** **(Please note that only applicants who can demonstrate that they meet all the essential criteria will be shortlisted for interview).**  |
| **Experience:** |
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| **General and Special Knowledge:**  |
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| **Skills and Abilities** |
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| **Additional Factors:**  |
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| **REFERENCES** One of your two references **MUST** be your present or last employer if previously employed. NQTs, if no previous employment, you may nominate your Course Tutor and Headteacher of your last teaching school experience. **Please note: We do not accept references from relatives or from people writing solely in the capacity of friends.**  |
| **Name:**  | **Name**  |
|  |  |
| **Job Title:**  | **Job Title:**  |
| **Address (including postcode):**  | **Address (including postcode):**  |
|  |  |
| **Relationship:**  | **Relationship:**  |
|  |  |
| **Telephone number (including STD code):**  | **Telephone number (including STD code):**  |
|  |  |
| **Email Address:**  | **Email Address:**  |
|  |  |
| **Can we contact your referees before your interview?** |
| **Referee 1**  | **Yes / No** | **Referee 2**  | **Yes / No** |
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| **Rehabilitation of Offenders Act 1974** |
| **All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria of the filtering of these cautions and convictions can be found on the Ministry of Justice website.****Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.** |
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| **Data Protection Act 1998**  |
| **The information you have provided on this application form will be processed by computer. This data will also be used to produce statistics for equality and diversity, and recruitment monitoring.**  |
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| **Declaration**  |
| **I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) an enhanced DBS certificate and check of the Barred list relevant c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report. If approved, I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.** |
| **Signed:**  | **Dated:**  |