

### APPLICATION FORM

Academy Name:	Closing date:
Post applying for:	
Where did you see this post advertised?	

### Personal Details

First Name:	Surname:
Address:	Title:
	National Insurance No:
	Home phone No:
	Mobile phone No:
Postcode:	Email address:
Are there any dates you would be unavailable for interview?	

### References

Please provide two references, one of which should be from your current or most recent employer. As the post you are applying for requires a DBS disclosure we will wherever possible take up these references prior to interview. If you are applying for a job that means you will be working with children, and you have previously worked with children either on a paid or voluntary basis, one reference should be from the person or organisation that employed you, even if it is not your most current or recent employer.

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Phone No:	Phone No:
Email:	Email:
Job Title:	Job Title:
Relationship to you:	Relationship to you:
Are we able to contact this reference if you are selected for interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are we able to contact this reference if you are selected for interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

### Agency Work

Have you worked for an agency within the last 2 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you worked for Delta Academies Trust (formerly known as School Partnership Trust Academies or SPTA) through an agency in the last 2 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes to either of the above, please give the last date you were employed by an agency:		

### Current/Most Recent Employment

Job Title:	
Name & Address of Employer:	
Date of appointment:	Date of Leaving:
Current Salary: £	Notice period required:
Please give a brief outline of your current duties and responsibilities:	
Please give details of your main achievements in this post:	
Why are you leaving this post? / Why did you leave this post?	
In respect of your current / most recent employer, have you been subject to any disciplinary or performance investigation or procedure and / or have you received any verbal warning(s), first written warning(s) or final written warning(s) which are still active ?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide full details:	

**Previous Employers**

Job Title & salary	Employers Name & Address	Dates		Main duties	Reason for leaving
		From	To		

In respect of all of your previous employment, have any safeguarding concerns been raised against you?

Yes  No

If yes, please provide full details:

If respect of all of your previous employment, have any previous employers made any referral to the National College for Teaching & Leadership (NCTL) or the Disclosure and Barring Service (DBS) in respect of you?

Yes  No

If yes, please provide full details:

In respect of all of your previous employment, have you ever been dismissed for alleged performance or conduct reasons?

Yes  No

If yes, please provide full details:

Please continue onto an additional sheet if necessary. Ensure you include your name and the post you are applying for on any additional sheets.

**Education**

Please give details of all education from secondary school level, include any courses attended for Personal/Professional Development

Institution attended	Course	Qualifications gained

**Additional Information** (required from teachers only)

Teacher Reference Number :

Qualified Teacher status: Yes  No

NQT year completed: Yes  No

If yes, please provide the date you completed your NQT year .....

Initial Teacher Training programme (please tick): School Direct  PGCE (University only)  Teach First

Other (please state) .....

Have you been prohibited from teaching or placed under any restrictions by the NCTL or any other regulatory body? Yes  No

If yes to any of the above please give details in an envelope attached and indicate here that you have done so.

Details attached

**Criminal Convictions**

This post is exempt from the Rehabilitation Offenders Act (1974)(amended 2013). You are, therefore, required to provide details of any **unspent** convictions, cautions, reprimands and final warnings you may have and any **unprotected spent** convictions or cautions.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are **not** subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. <https://www.gov.uk/government/collections/dbs-filtering-guidance>

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 (as amended in 2013) by SI 2013 1198?:

If yes please see guidance below\* Yes  No

Please state if you have any unspent convictions: Yes  No

If yes please see guidance below\*

\*If you are invited for interview, a statement of any spent convictions that are not protected and any unspent convictions should be sealed in an envelope marked 'Private and Confidential' and handed to the chair of the interview panel only. The information you disclose may be discussed with you during the interview.

**Skills, Knowledge and Experience**

Please explain why you believe you are suitable for this post. Include any skills, knowledge and/or experience you have that would support your application:

**Data Protection Act**

The information detailed in this application form will be used in the Organisation's Recruitment and Selection Process. Personal details contained in your application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.

Your information may also be disclosed to the following third parties: Local Government Authorities, Central Government Authorities, Law Enforcement Authorities, organisations that handle or investigate the proper use of public funds, Survey and Research organisations (for monitoring purposes only).

Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed.

**Declaration**

I consent to Delta Academies Trust recording and processing the information detailed in this application form. I understand that the information may be used by the Organisation in pursuance of its business purposes and my consent is conditional upon the organisation complying with their obligations under the Data Protection Act 1998.

I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history. If you are sending this form to the Recruitment Team by email then you should note that, in the absence of a signature, the emailing of this application constitutes your personal certification that the details are correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Equal Opportunities Monitoring Form (to be detached and stored separately)

In accordance with its Equality and Diversity Policy, the Organisation will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation.

You may decide not to answer one or any of the questions on this form but if you do respond, all information provided will be treated completely confidentially and will be used solely by the Human Resources Department for the purpose of equal opportunities monitoring. The monitoring form does not form part of your job application and will therefore be detached from it on receipt and stored separately. You can post this form separately if you wish. Thank you for your assistance in completing this form.

Name:		
Title of job applied for:		
Location of job and Academy applied for:		
Gender:	Male	
	Female	
	Undergoing, or have undergone, male to female gender reassignment	
	Undergoing, or have undergone, female to male gender reassignment	
	Prefer not to say	
Marital status:	Married	
	Single	
	In a civil partnership	
	Other (please specify)	
	Prefer not to say	
Age band:	Under 18	
	18 – 21	
	22 – 30	
	31 – 40	
	41 – 50	
	51 – 60	
	61 – 65	
	Over 65	
	Prefer not to say	



Sexual orientation:	Heterosexual		
	Homosexual		
	Bisexual		
	Transsexual		
	Prefer not to say		
Disabilities:	None		
	Physical disability (please specify)		
	Mental disability (please specify)		
	Prefer not to say		
Race/colour nationality/ ethnic origin:	White	English	
		Scottish	
		Welsh	
		Irish	
		Other white background (please specify)	
	Mixed	White and Black Caribbean	
		White and Black African	
		White and Black British	
		White and Asian	
		Other mixed background (please specify)	
	Asian	Indian	
		Pakistani	
		Bangladeshi	
		British	
		Other Asian background (please specify)	
	Black	Caribbean	
		African	
		British	
		Other black background (please specify)	

	Chinese	
	Other ethnic group (please specify)	
	Prefer not to say	
Religion:	Christian	
	Catholic	
	Jewish	
	Sikh	
	Muslim	
	Hindu	
	Buddhist	
	Rastafarian	
	None	
	Other religion (please specify)	
Prefer not to say		

For the purposes of the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to the Organisation processing the data supplied on this form for the purpose of equal opportunities monitoring.

Signed:

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Date:

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