** Job Application Form**

**Primary Academy**

**Address:**

**Telephone Number:**

**E-mail:**

**Section A**

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| 1. Vacancy Details |

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| Vacancy ID |  | Applicant ID (for office use only) |  |
| Directorate / School | The Societas Trust / Primary Academy | | |
| Job Title | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Closing Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 2. Source | | | | | | |
| www.stoke.gov.uk | www.gov.uk/jobsearch  www.wmjobs.co.uk | | Newspaper (Please specify:      ) | | |  |
| Professional Journal (Please specify:       ) | | Social Media (Please specify:       ) | |  | Other (Please specify:      ) | |

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| 3. Personal Details |

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| --- | --- | --- | --- | --- |
| Title | Mr  Mrs  Miss  Ms  Dr | | | |
| First Name(s) |  | Surname |  | |
| Address |  | | | |
| Post Code |  | Email Address \* | |  |
| Tel No. Home |  | Tel No. Mobile | |  |
| Date of Birth |  | National Insurance No. | |  |

\*Please note any communication regarding the selection process will be sent to the email address provided. If you are appointed to this role, this email address may also be used to send you further contractual documents and notifications.

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| Do you have full clean driving licence? | Yes  No | Do you have the ability to travel? | Yes  No | Teacher Reference Number: |  |

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| 4. Right to Work in the UK (Asylum and Immigration Act 1996) | |
| If appointed you will be required to provide proof of current and valid permission to be in the United Kingdom and to do the type of work offered. A list of valid documents are available at [www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk) | |
| Are you able to provide the documents required?  Yes  No |  |

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| 5. Rehabilitation of Offenders Act 1974 |
| The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account however, all posts involving direct contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act.  Applicants shortlisted and invited to interview will be required to complete a Self-Declaration and Disclosure form.  In addition to this, successful applicants will be required to undertake a DBS check. |

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| 6. References |
| Please give the name and address of two people, one of whom must be your present employer (or if unemployed, your last employer) to whom reference can be made. If this is your first employment, please use your school / college |

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| **1.Present / Last Employer:** | | | | |
| Name |  | Title / Position |  | |
| Address |  | | | |
| Post Code |  | Email Address | |  |
| Tel No. |  | Tel No. Mobile | |  |
| **2.** | | | | |
| Name |  | Title/Position |  | |
| Address |  | | | |
| Post Code |  | Email Address | |  |
| Tel No. |  | Tel No. Mobile | |  |

**Please note – in the interest of safeguarding if your post requires you to work with children we will contact your referees prior to an interview. For all other post references will be sought on appointment**

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| 7. Declaration |
| I declare that all the information I have provided is true, and I have not canvassed a member / officer of the council directly or indirectly, in connection with this application and further to that will not do so. |

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| --- | --- | --- | --- |
| Signature |  | Date |  |
| To your knowledge are you related to any members / employees of The Societas Trust? Yes  No  If YES, please specify who: | | | |

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| 8. Equality and Diversity - Optional For monitoring purposes only | |
| Gender | Female  Male  Prefer not to say  Applicants should answer this question according to their current gender presentation, which may be different to that assigned at birth |
| Marital Status | Single  Married  Civil Partner  Widowed  Divorced  Dissolved  Separated  Prefer not to say |
| Sexual  Orientation | Opposite Sex (Heterosexual)  Opposite and Same Sex (Bisexual)  Same Sex (Lesbian / Gay)  Prefer not to say |
| Disability | Do you consider yourself to be disabled under the Equality Act 2010?  Yes  No  Prefer not to say |
| Ethnic Origin | |  |  |  | | --- | --- | --- | | **White**  British  Irish  Irish Traveller  Gypsy / Roma  Other White | **Mixed**  White / Asian  White / Black African  White / Black Caribbean  Other/ Mixed | **Asian / Asian British**  Pakistani  Indian  Bangladeshi  Other Asian | | **Black / Black British**  African  Caribbean  Other Black  Other Please state:  Prefer not to say | **Chinese / Other Ethnic**  Chinese  Other |  | |
| Religion / Belief | I would describe my religion and belief as:  No Religious Belief  Prefer not to say |

**Section B**

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| Vacancy Details - For Office Use Only |

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| Vacancy ID |  | Applicant ID |  |
| Job Title |  | Directorate / School |  |

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| 9. Education Secondary, Further (continue on a separate sheet if required) | | | | | | | |
| Name of School / College / University | | Qualification | | Subject | Grade | | Dates From /To |
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| Professional Qualification/ Membership of Professional Bodies inc DfES/GTC | | | | | | | |
| Name of Professional Body/Association | Current Level of Membership | | Method of Achievement (eg. Application; examination; invitation) | | | Membership number | |
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| 10. Training and Development (continue on a separate sheet if required) | | | |
| Training | **Date Completed** | **Training** | **Date Completed** |
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| 11. Supporting Information (continue on a separate sheet if required) |
| Please tell us why you are suitable for the job. You will need to address and provide examples of all points marked on the person specification. It is advisable to take each point in turn and demonstrate / evidence how you meet this. This is important, as you will be shortlisted against this criteria. |
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Previous employers may be

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| 12. Current / Last Employment \* Previous employers may be contacted to validate information provided. |

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| Name of Employer |  | | | | | |
| Address |  | | | | | |
| Post Code |  | | Tel No | |  | |
| Job Title |  | | Salary | |  | |
| Date: From |  | | Date: To | |  | |
| Brief Description of your Current / Last Job | | | | | | |
|  | | | | | | |
| Reason for leaving /wanting to leave | |  | | Notice Period | |  |

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| 13. Previous Employment - \* Start with the most recent (continue on a separate sheet if required) |

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| Name of Employer |  | | |
| Address |  | | |
| Postcode |  | Tel No. |  |
| Job Title |  | Salary |  |
| Date: From |  | Date: To |  |
| Brief Description of your role | | | |
|  | | | |
| Reason for leaving |  | | |

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| --- | --- | --- | --- |
| Name of Employer |  | | |
| Address |  | | |
| Postcode |  | Tel No. |  |
| Job Title |  | Salary |  |
| Date: From |  | Date: To |  |
| Brief Description of your role | | | |
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| Reason for leaving |  | | |

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| --- | --- | --- | --- |
| Name of Employer |  | | |
| Address |  | | |
| Postcode |  | Tel No. |  |
| Job Title |  | Salary |  |
| Date: From |  | Date: To |  |
| Brief Description of your role | | | |
|  | | | |
| Reason for leaving |  | | |

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| --- | --- | --- | --- |
| Name of Employer |  | | |
| Address |  | | |
| Postcode |  | Tel No. |  |
| Job Title |  | Salary |  |
| Date: From |  | Date: To |  |
| Brief Description of your role | | | |
|  | | | |
| Reason for leaving |  | | |

**On appointment if the post, requires you to work with vulnerable adults or children your employment history will be verified**

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| If you have any gaps in your employment or education, please explain them here (continue on a separate sheet if required) |
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| Please detail below any dates when you would not be able to attend an interview. Every effort will be made to avoid these dates but this may not always be possible. |
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Thank you for taking the time to complete this application form.

If you have not received any further communication within 8 weeks of the closing date, you should assume that on this occasion your application has been unsuccessful.

If you required the application form in an alternative format, please contact us.

Should you be unsuccessful, your application and supporting documentation will be kept for a maximum of 6 months then securely destroyed. If you would like us to keep your documents on file for longer than 6 months, then please let the recruiting manager know in writing once the recruitment process is concluded.

