

## APPLICATION FORM

Return this application to: [hr@tbap.org.uk](mailto:hr@tbap.org.uk) | For queries contact: 0203 108 0345

### POST APPLIED FOR :

Please read the guidance notes on the last 2 pages before completing this form.

Please write clearly in black ink or type as this form will be photocopied.

Incomplete Application Forms will not be considered. TBAP Multi-Academy Trust does not accept CV's alone. CV's will only be considered as part of the additional information on a fully completed form.

### PERSONAL DETAILS

**Title:**

**First Name(s):**

**Last Name:**

**Address:**

**Post Code**

**Home Tel:**

**Work Tel:**

**Mobile No:**

**E-mail:**

If your postal address is different to the above, please insert details below:

Address:

Post Code:

Do you have the legal right to live and work in the UK?

YES

NO

Is this subject to having a work permit?

YES

NO

You will need to produce photographic identification and proof of the above if you are called to interview.

**National Insurance Number**

**Teacher Reference Number [DfE]**

For Teaching Staff vacancies only

**Do you hold Qualified Teacher Status?**

For Teaching Staff vacancies only

YES

NO

If yes, please date of award

**QTS/DFE Certificate Number**

For Teaching Staff vacancies only

**Have you successfully completed a period of induction as a qualified teacher in this country?**

For Teaching Staff vacancies only

YES

NO

If yes, please give details of completion:

## **CURRENT OR MOST RECENT EMPLOYMENT**

**Name of employer**

**Job Title/Post Held**

**Address:**

**Post Code**

**Telephone No**

**Date started**

**Date Left (Where Applicable)**

**Current Salary**

**Grade/ Spine Point**

**Reason for leaving / Wishing to leave**

**Notice Required**

**Brief Description of Main Duties/Responsibilities:**

## REFERENCES

Please supply the names and addresses of two referees, one of whom should be your current or most recent employer and the other a previous employer or someone who knows you in a professional or training/education context.

Please note that under Safeguarding Children and Safer Recruitment [January 2007], references will be required prior to interview for all school posts, teaching and non-teaching.

Please ensure the correct e-mail addresses are supplied as referees will be contacted via this method.

### Referee Name No 1 - Current/Most Recent Employer

**Job Title**

**Company Name**

**Address**

**Telephone**

**E-mail**

**Relationship**

### Referee Name No 2 - Previous Employer

**Job Title**

**Company name**

**Address**

**Email**

**Relationship**

I hereby authorise you to take up references from my present Employer, my previous Employer(s) or the people that I have submitted as personal referees, once an invite for interview of employment has been confirmed. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate.

**Sign:**

**Dated:**

## **PREVIOUS EMPLOYMENT**

Please give details of your full employment history, detailing any periods of unemployment and unpaid/voluntary work [most recent first]. Continue on a separate sheet if necessary.

**Date From**

**Date To**

**Name and Address of Organisation:**

**Salary:**

**Job/Role and Brief Description of Duties:**

**Reason for Leaving:**

## **PREVIOUS EMPLOYMENT *continued***

**Date From**

**Date To**

**Name and Address of Organisation:**

**Salary:**

**Job/Role and Brief Description of Duties:**

**Reason for Leaving:**

## **PREVIOUS EMPLOYMENT *continued***

**Date From**

**Date To**

**Name and Address of Organisation:**

**Salary:**

**Job/Role and Brief Description of Duties:**

**Reason for Leaving:**

## **PREVIOUS EMPLOYMENT *continued***

**Date From**

**Date To**

**Name and Address of Organisation:**

**Salary:**

**Job/Role and Brief Description of Duties:**

**Reason for Leaving:**



# **EDUCATION, QUALIFICATIONS & TRAINING**

*Secondary/Further*

**From:**

**To:**

**School/College/University:**

**Qualification Result with Grades:**

**Higher/Professional**

**From:**

**To:**

**School/College/University:**

**Qualification Result with Grades:**

**Other Training Courses attended eg in service Training (During last 3 years).**

**From:**

**To:**

**Provider:**

**Qualification Results with Grades [where applicable]**

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**From:**

**To:**

**Provider:**

**Qualification Results with Grades [where applicable]**

## ***HEALTH***

Please note that the successful candidate will be required to complete a medical questionnaire.

## **PERSONAL STATEMENT**

Please use this section to support the information that you have already provided regarding your suitability for this post and how you meet the requirements outlined in the Person Specification [using a Font Size of no lower than 11 and limited to these two pages]

**PERSONAL STATEMENT (CONTINUED):**

## **ADDITIONAL INFORMATION**

Do you have a disability as defined by the Equalities Act 2010

YES

NO

If yes please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job:

Have you ever been dismissed from employment for a reason other than redundancy?

YES

NO

If yes, please give reasons:

Have you ever been suspended or subject to disciplinary action in any employment?

YES

NO

If yes, please give reasons:

## **SAFEGUARDING STATEMENT**

TBAP Multi-Academy Trust is committed to safeguarding and promoting the welfare of its Learners and expects all employees and volunteers to share this commitment.

## DECLARATIONS

**Are you related to, or the partner of, any member, employee or Director of TBAP Multi-Academy Trust?**      YES  
NO

If yes, please state their name, department and their relationship to you.

## DATA PROTECTION

I understand that the information contained in this form is personal data which will be held on computer and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Acts 1984 and 1998.

I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with regard to this application shall disqualify me from such appointment, or if discovered after employment, may lead to my dismissal.

Please tick the box and sign below or type your name to confirm that you have read, understood and agree with the above. If you are returning this form by e-mail, you will be asked to sign your application if you are called for interview.

I have read, understood and agree with the above.

**Print name:**

**Signed**

**Date**

**WHERE DID YOU HEAR ABOUT THIS VACANCY?**

If Other please specify:

Before sending your completed form, please read through it to ensure all sections of the application have been fully completed and you have addressed all the criteria in the Person Specification.

Please e-mail the completed Application Form and Equality & Monitoring Form to the following e-mail address: **hr@tbap.org.uk**

## **GUIDANCE ON COMPLETING AN APPLICATION FORM**

Please read these notes carefully as they have been written to help you make the best of your application.

### **Details Personal**

Complete this section fully and clearly. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK. Verification of identity is required before confirmation of appointment.

### **Present or Most Recent Employment**

It is important to give full information, including the organisation or school you currently work in, or most recent employment if not currently working, full dates, addresses and other requested details.

### **References**

For all school based employees, your referees will be contacted prior to interview under the DfE safeguarding children and safer recruitment. Your first referee should be your current or most recent employer. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from your most recent previous employer where you were working with children. Note that references will be treated confidentially, but may with consideration be released on request.

### **Previous Employment**

Include here any relevant work experience, including part time or work undertaken on a voluntary basis in this section, starting with your most recent experience. Ensure you put in full details of dates, names and addresses and your job title. **You will need to explain any gaps in your employment.**

### **Education, Qualifications and Training**

Ensure that you give all the information requested. Proof of qualification is required before the appointment is confirmed.

### **Personal Statement**

This is an important part of the application form and is your opportunity to explain how you meet the person specification for the post. You should demonstrate your skills, knowledge and experience and give short examples. Describe how you match the requirement of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement. If you do not complete this section of the form you will not be considered for short listing. CV's will not be accepted.

## **Additional Information – Disability**

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made.

## **Disclosure of a Criminal Record**

All positions within the School will be exempt from the Rehabilitation of Offenders Act 1974. You must declare all cautions and convictions including those that are 'spent', and you will be subject to an Enhanced Criminal Records Bureau check if you are successful. You must provide details of any conviction(s) or offence(s) in a sealed envelope marked private and confidential with your application form.

If you do have a spent conviction this will not automatically disqualify you from employment. TBAP Multi-Academy Trust operates a Disclosure procedure in line with CRB guidelines. If you are successfully selected for a position within the School you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. All School based posts will require an Enhanced Disclosure

In the event of a successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a senior member of staff. As a minimum, the following will have been taken into account:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidates age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances

No decision will be made until your explanation and the above issues have been considered.

If you believe the disclosure information is inaccurate you would need to contact the DBS.

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. The disclosure forms are not kept on personal files.

## **Declaration: Relatives and Other Interests**

If this applies to you, please give the name of the employee, the Department they work in and the relationship, eg partner, daughter

## **Equal opportunities Monitoring Form**

All job applicants are expected to complete the Equalities monitoring form to assist us in complying with statutory requirements.