|  |  |
| --- | --- |
| http://stbedeceprimarymat.org/wp-content/uploads/2020/01/MAT-logo-Final-1024x587.jpg | \\tm-srv-fs\tm-profiles-staff\kellehern\Desktop\TM Logo.jpg Tonge Moor Primary Academy,  (Part of the St Bede family). Employment Job Application FormPost:  |
|  |  |

# To be completed & returned with your CV:

## Personal Information

**NAME:**

 Title First Middle Surname

**HOME ADDRESS:**

 Post Code:

**TELEPHONE Nos:** Home Mobile

**E-MAIL ADDRESS:**

## Job Information

**Do you consider yourself to have a work-relevant disability:** No/Yes

(Please tell us if there any reasonable adjustments we can make to assist you in your application or with our recruitment process):

**Are you related to anyone employed at Tonge Moor Academy?**

No/Yes (Name)

**Do you hold a valid current Driving licence:** Yes/No

**Have you ever been convicted of a criminal offence:** Yes/No

N.B. under the Rehabilitation of Offenders Act 1974 you may be entitled to answer ‘no’ even if you have in the past been subjected to criminal proceedings resulting in conviction(s). However, certain types of employment are excluded from protection under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. It is suggested you take appropriate advice if you are in doubt as to the correct answer to give)

## Referees

Please provide 2 referees. Preferably both should be work-related, including your most recent employer *or* 1 professional referee and 1 personal referee:

**NAME (including title):**

Position:

Email address:

Postal address:

Please indicate if your referee may be contacted before interview: Yes/No

**NAME (including title):**

Position:

Email address:

Postal address:

Please indicate if your referee may be contacted before interview: Yes/No

## Employment History

**Present employment:**

Employer’s Name and Address:

Job Title:

Date Started:

Weekly Wage or Monthly Salary: £

Number of day’s absence in last 2 years:

Duties:

Notice period required:

**Previous employment:**

Position:

Brief outline of your duties:

Employer’s name:

Period: From: To:

Reason for leaving:

Position:

Brief outline of your duties:

Employer’s name:

Period: From: To:

Reason for leaving:

**Have you been dismissed or has any disciplinary action been taken against you by any of your previous employers?** Yes/ No (If yes, further details may be required)

## Education History

Most recent:

Course provider: From: To:

College: From: To:

School: From: To:

## Qualifications, Skills, Knowledge & Experience

Qualifications:

Relevant Skills:

Relevant Knowledge:

Relevant Experience:

## Procedure

**Please note:** Current legislation requirements: You will need to provide documentary evidence (e.g. NI number) showing your entitlement to work in the UK. You will be asked to provide this prior to appointment.

**Declaration:**

**I declare that to the best of my knowledge and belief all statements contained in this application form are correct. I accept that providing false information could result in my dismissal:**

**Signed Date:**

**Print name:**

**Your application form should be returned to:** **vacancies@stbedeceprimarymat.org**

**All information is confidential & stored securely in accordance with the**

**Data Protection Act 1998**

## Any additional information

Please use this page to add any additional information

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |