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| **Confidential** |  | | | | | | |
| Essa Foundation Academies Trust  Application For Employment  **Applicants- please complete:**  Full Name………………………………………………………………………………………  Role applied for……………………………………………………………………………….  Role location (please delete as appropriate)  Essa Nursery/Essa Primary/Essa Academy/EFAT Support Services  Where did you see this role advertised?..........................................................................................    **For office use only:**  Date received…………………………………….  Method of application……………………………  Shared with panel……………………………….  Ref 1 sent …………. Ref 1 received………….  Ref 2 sent………….. Ref 2 received………….  Gaps checked……………………………………. | | | | | | | |
| ***Essa Academy and Essa Foundation Academies Trust (EFAT) values diversity and is striving to be an Equal Opportunity Employer*** | | | | | | | |
| *We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.* | | | | | | | |
| Instructions for completion:   * Please complete this form in black ink or type * Please complete this form in it’s entirety and sign the declaration before returning * Please account for any gaps in employment and education history from the age of 16 years, explaining any gaps, for example summer holiday between school and university * Please return this form along with a covering letter. Applications received without an accompanying cover letter can not be considered   **Personal:**  Please complete all sections to enable your application to be considered | | | | | | | | | |
| Surname:  Previous names: (if relevant) | | | | |  | Forename(s): | | | |
|  | | | | | | | | | |
| Address: | | | | |  | Date of Birth: | | | |
|  | | | |
| E-mail: | | | |
|  | | | |
|  | Daytime telephone:  Evening telephone: | | | |
| NI Number: | | | | |  |
| If applying for a teaching position, please complete section: a) and b) | | | | | | | | | |
| 1. Teacher ref no: | |  | |  | | | | | |
| 1. QTS/QTLS status: | |  | (please delete as appropriate) | | | | | |

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| --- | --- |
| **Current/Most Recent Employment** | |
| Post held: | Scale/Allowance: |
| Incremental point: |
| Place of work: | Annual salary: |
| Additional allowances (e.g. TLR): |
| If applying for a teaching post, date first went through threshold, (if applicable) |
|  | |
| Main duties/responsibilities: | |

|  |  |
| --- | --- |
| Date appointed to post: | Date left (if applicable): |
| Name and address of present or most recent school: | |
| Notice period: | |
| Date employed from: | |
| Telephone: | |
| E-mail: | |
| **Employment background**  Please detail chronologically all previous work experience, unpaid and paid, voluntary, non-teaching as well as teaching, **since leaving secondary/further education and explanations for any gaps (if applicable)**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **From (Month/Year)** | **To: (Month/Year)** | **Employer** | **Salary/Grade** | **Title** | **Reason for Leaving** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |   **Education background**  **Secondary education** | |

**Education History**

Please detail all education history from secondary education onwards. Please note that proof of qualifications may be required.

**Secondary Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Institution** | **From (Month/Year)** | **To (Month/Year)** | **Qualifications obtained (including grade)** |
|  |  |  |  |
|  |  |  |  |
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**Further, higher and professional education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Institution** | **From (Month/Year)** | **To (Month/Year)** | **Qualifications obtained (including grade)** |
|  |  |  |  |
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| --- | --- | --- | --- | --- | --- |
| **Professional development/training**  State involvement in the last five years appropriate to your application | | | | | |
| **Dates of course** | **Length of course** | **Details of course** | | **Course provider** | |
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|  |  |  | |  | |
| **Early retirement or ill-health retirement** | | | | |
| Have you been granted early retirement or ill-health retirement from any Local Authority or any organisation under the Modifications Order? | | | **Yes ☐**  **No ☐**  (please tick) | |
| If yes, which authority or organisation and what date? | | | | |

**Rehabilitation of Offenders Act 1974**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Owing to the nature and location of the work, the teaching profession is exempt from the provisions of the above Act, therefore, you must declare, whether spent or not, any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The Academy has the facility to check for previous convictions prior to employing staff and will undertake appropriate DBS checks. | | | | |
|  | | | | |
| Have you at any time been convicted of any criminal offence? **Yes ☐ No ☐** (including cautions, bind-overs and any pending prosecutions) | | |  | | |
|  | | | | | |
| If yes, please give details in strict confidence | | | | | |
| Are you on List 99, disqualified from working with children or subject to any **Yes ☐ No ☐**  sanctions imposed by a regulatory body i.e. GTC? |  |  | |  | | |
| I understand and accept that the Academy will check information under this heading. | | | | | |
| **Signature:** | | | | | |

|  |
| --- |
| Are you related to any employee, Governor or Trustee of Essa Academy, Essa Primary or Essa Foundation Academies Trust?  **Yes ☐ No ☐** if yes please give details. |
| Current legislation means that you will need to provide documentary evidence (for example National Insurance Number) showing your entitlement to work in the UK. You should be aware that you will be asked to provide this prior to appointment. Do you need a work permit or are there any restrictions upon your right to work in the UK? |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **References** | | | | | |
| Please give the name and address of two persons from whom references may be obtained, **one of these MUST be your current Head Teacher, Principal or Line Manager**. If not currently working with children, then one reference should be from a previous employer in a child related role, if applicable. **References from friends or relatives will not be accepted. References will be sought prior to interview.** | | | | | |
|  | |  |  | | |
| (1(1) Full Name: |  |  | (2) Full Name: | |  |
| Position held: |  | Position held: | |  |
|  | |  |  | | |
| Full Address: (including Post Code) | |  | Full Address: (including Post Code) | | |
| Telephone No: |  | Telephone No: |  | |
| E-mail: |  |  | E-mail: |  | |
| Employment or Character reference: |  |  | Employment or Character reference: |  | |
|  | | | | | |
|  | | | | | |

**Data Privacy and Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| The information which you give on your application form will be collected and processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulation to enable us to process your application and create an electronic and paper record of it. Your information will be kept securely, for no longer than necessary and will not be passed onto a third party unless required by law. For further information, please contact our Data Protection Officer.  I declare that, to the best of my knowledge and belief, all statements contained in this form are correct and I understand that, should I conceal any material fact or if it is discovered that any statement is false or misleading, my offer of employment may be withdrawn and I will, if engaged, be liable to the termination of my employment with such notice as may be appropriate. *(Note if you have submitted your application electronically or email, you will be asked to sign a hard copy if you are invited for interview)* | | | |
| **Signature:** |  | **Date:** |  |



**Fairness in Employment Monitoring**

***Strictly Confidential***

***Role…………………………………. Grade………………………………..***

We are committed to treating all our job applicants fairly and with respect, irrespective of their actual (or assumed) race, sex, age, sexuality, religion (or belief), disability or any other protected characteristic. The information you provide us for the purposes of equal opportunities monitoring is not part of the selection criteria and will not be taken into account in selecting the successful candidate. All information supplied will be treated in the strictest confidence. It will not be linked to your application or placed on your personnel file and you will not be able to be personally identified from it.

We make reasonable adjustments to our selection processes for candidates who indicate that, owing to a disability (including non-visible disabilities e.g. Dyslexia), our recruitment arrangements might otherwise disadvantage them - please let us know if you think this applies to you.

**Ethnicity:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **White** | British ☐ | Irish ☐ | European ☐ | Other ☐ | |
| **Black or British Black** | Caribbean ☐ | African ☐ | Other Black background ☐ | | |
| **Asian or British Asian** | Indian ☐ | Pakistani ☐ | Kashmiri ☐ | Bangladeshi ☐ | Other Asian background ☐ |
| **Mixed Race** | White & black Caribbean ☐ | White & black African ☐ | White & Asian  ☐ | Other mixed background  ☐ | |
| **Chinese or other group** | Chinese ☐ | Other ☐ | | | |
| **Prefer not to say** | ☐ | | | | |

**Gender:**

|  |  |  |  |
| --- | --- | --- | --- |
| Male ☐ | Female ☐ | Transgender ☐ | Prefer not to say ☐ |

***Gender identity****:*

|  |  |  |  |
| --- | --- | --- | --- |
| Transgender ☐ | Transsexual ☐ | Intersex ☐ | Prefer not to say ☐ |

**Sexuality:**

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual ☐ | Bisexual ☐ | Gay/Lesbian ☐ | Other ☐ |
| Prefer not to say ☐ | | | |

**Disability status:**

|  |  |
| --- | --- |
| I am not a disabled person ☐ | I consider myself to be a disabled person ☐ |
| Adjustments required at interview (if any) ☐ | |

**Age:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 16-19 ☐ | 20-29 ☐ | 30-39 ☐ | 40-49 ☐ | 50-59 ☐ |
| 60-69 ☐ | 69+ ☐ | Prefer not to say ☐ | | |

**Religion or belief:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Christian ☐ | Sikh ☐ | Hindu ☐ | Jewish ☐ | Muslim ☐ | Buddhist ☐ | None ☐ |
| Other religion ☐ | Prefer not to say ☐ | | | | | |

**Caring responsibilities:**

|  |  |
| --- | --- |
| I look after children ☐ | I help an adult with his/her daily routine ☐ |
| Prefer not to say ☐ |  |