

Application Form

New Bridge Multi Academy Trust

Learning Together, Learning for All, Learning for Life

The New Bridge Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

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| Vacancy Details | |
| Job Title: | Apprentice – Business Administration |
| Job reference number: |  |
| Where did you hear about this vacancy? |  |

Thank you for showing an interest in a post within the New Bridge Multi Academy Trust. We would like to take this opportunity to wish you every success in your application for employment.

Completing the application form is the first stage of the selection procedure. The information you provide in this document is the only evidence we will use in deciding whether or not you will be shortlisted for interview, so you are strongly advised to complete the application form as fully as possible.

Pre-prepared CVs will not be considered.

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| Qualified Teacher Information  *(Leave blank if you are not a qualified teacher)* | |
| Date of achieving QTS: |  |
| Date statutory induction completed: |  |
| Type of Teacher Training: |  |
| DCSF/TRN Number: |  |
| Are you a member of the Teachers’ Pension? |  |

It is the policy of the New Bridge Multi Academy Trust (MAT) to ensure that all appointments are made on merit. This part of the form is for data purposes only.

The details supplied by you on this form are confidential but will form part of the personnel record of the successful candidate. Please ensure your details are accurate as they are the only way we have to get in touch with you. It is important that you supply a National Insurance number. Our preferred method of contact is via email to [hr@newbridgegroup.org](mailto:hr@newbridgegroup.org)

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| Personal Details | | |
| Title: |  | |
| First Name(s): |  | |
| Last Name: |  | |
| Previous Name(s): |  | |
| Date of Birth: |  | |
| Address: |  | |
| Postcode: |  | |
| Telephone Number - Home: |  | |
| Telephone Number - Work: |  | |
| Telephone Number - Mobile: |  | |
| Email address: |  | |
| National Insurance Number: |  | |
| Gender |  | |
| Is your gender identity the same as the gender you were assigned at birth? |  | |
| Ethnic Origin |  | |
| Religion / Belief |  | |
| Sexual Orientation |  | |
| If you are currently, or have previously been employed by this organisation, please give details here. | Date From: |  |
| Date To: |  |
| Reason for leaving (if applicable): |  |

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| Canvassing / Relationships | | |
| You must not canvass (ask for help or favours) from New Bridge MAT employees in order to further your application or give you an unfair advantage. If it becomes clear that you have canvassed then your application will not be considered. Making a declaration about a personal, business or professional relationship with an employee will not in itself disqualify you for consideration unless, in the view of the organisation, the nature of that relationship and the duties and influence of the post for which you are applying could result in a conflict of interest. If evidence of canvassing or failure to declare a relationship comes to light after you have been appointed you will face disciplinary action or possible dismissal. | | |
| If you are related to a member of staff, governor or pupil of this organisation please give details. | Name: |  |
| Relationship to you: |  |

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| Caring Responsibilities | |
| If there is anyone who relies upon you for care and attention AND who you assist with their daily routine, please give details here: |  |

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| Disability | |
| This organisation is committed to improving employment opportunities for people with disabilities and will interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification. Declaring your disability will not have any adverse effects on your application. You might also be entitled to further support. | |
| The Equality Act defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (i.e. has lasted or is expected to last over 12 months)  Do you consider yourself to be disabled according to this definition? |  |
| If you answered yes, how would you define this impairment? | |
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| Please specify any arrangements we can make to assist you if you are invited for interview / assessment. | |
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| Eligibility To Work in the UK | |
| Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements. | |
| Do you have an entitlement to work in the UK? |  |

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| Rehabilitation of Offenders / Criminal Convictions | | | |
| *This post involves working with children, young people, vulnerable adults or is a position of trust and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must, therefore, disclose details of cautions, bind-overs, reprimands, final warnings and convictions, including ‘spent convictions’. Any failure to disclose such information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a position. New Bridge MAT strives to be an equal opportunities employer and challenges all forms of unlawful and unfair discrimination. You are advised that the disclosure of a criminal conviction or binding over order will not necessarily bar you from applying for work within the organisation as each case will be dealt with on its own merit and given full and fair consideration. The MAT will arrange for appropriate background checks into potential employees. This may disclose details of cautions, reprimands and final warnings as well as convictions. Under the Rehabilitation of Offenders Act 1974, you are required to give details of any criminal convictions which are not ‘spent’. In addition the MAT also requires you to disclose any cautions and binding over orders that you have received in the last 12 months. Failure to do so may render you liable to summary dismissal.* | | | |
| Declaration | | | |
| Nature of Offence/s (i.e. Conviction, caution, bind–over, reprimand, warning or allegation) | Offence/s | Date of Offence/s | Disposal (if known) |
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| Dismissal | | |
| If you have ever been dismissed from any employment for any reasons other than redundancy please give details here: | | |
| Employer | Reason | Date |
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| References | |
| Please provide the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend. References will be sought prior to interview; the references will ask your current/previous employer / tutor about any disciplinary offences relating to children. | |
| Reference 1 - Current or Most Recent Employer | |
| Referee name: |  |
| Job title (if applicable): |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Contact Number: |  |
| Email address: |  |
| In what capacity do you know the referee? |  |
| Are you related to, or the partner of this referee: |  |
| Reference 2 - Other Employer for whom you worked with children. | |
| Referee name: |  |
| Job title (if applicable): |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Contact Number: |  |
| Email address: |  |
| In what capacity do you know the referee? |  |
| Are you related to, or the partner of this referee: |  |

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| Employment History – Recent | |
| Please list all jobs held starting with the most recent, including any previous or current employment with the MAT. There should be no gaps in your employment and education history. Please indicate where you were and the dates of any gaps you may have. If this is your first job after leaving education, give the school or college’s name in place of employer’s name, and your date of leaving and disregard the other items. | |
| Current or Most Recent Employer | |
| Name of school / employer: |  |
| Job Title: |  |
| Salary: |  |
| Date from (dd/mm/yyyy): |  |
| Date to (dd/mm/yyyy) (if applicable): |  |
| Age range of students if this employment was in a school. |  |
| Period of notice required (if applicable): |  |
| Reason for leaving: |  |
| Please provide brief details of duties and responsibilities: |  |
| Previous Employer | |
| Name of school / employer: |  |
| Job Title: |  |
| Salary: |  |
| Date from (dd/mm/yyyy): |  |
| Date to (dd/mm/yyyy) (if applicable): |  |
| Age range of students if this employment was in a school. |  |
| Period of notice required (if applicable): |  |
| Reason for leaving: |  |
| Please provide brief details of duties and responsibilities: |  |

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| Employment History – Previous | | | | | | |
| You should also list your previous employment and any voluntary, part-time, casual and unpaid work you have done. | | | | | | |
| Previous Posts | | | | | | |
| Name of school /  employer: | Job Title &  Salary | Date from -  Date to  (dd/mm/yyyy) | Age Range taught (if any) | Status/  Curriculum/  Responsibilities / Subjects | Reason for leaving | Please provide brief details of duties and responsibilities |
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| Unaccounted Periods |
| If there are any periods of time that have not been accounted for, for instance periods of travel or caring for others, please give details of them here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and other experience. |
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| Education and Training – Formal Qualifications | | |
| List your qualifications below ensuring that you do not miss any identified in the person specification or you may disqualify yourself at shortlisting. If you are awaiting results, give the expected grade and make clear that this result is still unknown. If called for interview you will be asked to provide evidence of your qualifications. | | |
| College / University / Provider | Qualification / Result / Grade | Date Obtained |
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| Other Relevant Training | | |
| List any training relevant to this post, even if undertaken outside of your formal employment. Continue on a separate sheet if necessary. | | |
| Training Title | Grade Awarded | Date |
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| Current Membership of Professional Bodies | | | |
| Name of Professional Body | Type of  Membership | Date of  Membership | Membership  Number |
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| Supporting Information |
| Skills, Knowledge and Experience |
| This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.  Those that are emboldened are the essential criteria which must be supported by evidence on this application form. This may be from your current or previous job, from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities or you may organise social or community activities in your spare time.  Maximum 1½ sides of A4 in a font no smaller than size 10. |
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In line with the Data Protection Act 1998, in signing the declaration you agree to us disclosing information such as your name to the Job Centre and New Deal participants for statistical purposes; this information will not be retained or processed for any other purpose. Once the recruitment process is completed the hard copy data will be kept for 6 months and the computerised record of these details kept for 18 months.

We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

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| Declaration / Confirmation of Details | |
| Please read the declaration below and sign and date to confirm that the information that you have supplied is complete and truthful, and that you agree to the information being processed and used by the New Bridge Multi Academy Trust for the purposes of recruitment, monitoring and (if appropriate) subsequent employment.  By supplying the information on this form you consent to its being processed for all employment purposes as defined in Data Protection legislation and its use in any verification checks that may be made. We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information for the same purposes with other organisations that handle public funds.  I certify that to the best of my knowledge that all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, in the event of my appointment, may be dismissed without notice. I also understand that the appointment will be subject to satisfactory medical examination, references and criminal records checks (as appropriate).  If this is an electronic application, please tick the box to confirm that the information you have supplied is complete and truthful and enter the date below. Please note you will be required to sign this form should you be called for interview. | |
| Online Form Declaration |  |
| Signed: |  |
| Date: |  |