

# APPLICATION FORM

If you need a copy of this form in large print, Braille, another language, or in audio format, please contact us to advise.

Application for the Post of:	Click or tap here to enter text.	Job Ref number:	Click or tap here to enter text.
------------------------------	----------------------------------	-----------------	----------------------------------

## Personal Information

First Name(s):	Click or tap here to enter text.	Last Name:	Click or tap here to enter text.
Previous Name(s): (if applicable)	Click or tap here to enter text.		
Address:	Click or tap here to enter text.		
Email address:	Click or tap here to enter text.		
Home Telephone Number:	Click or tap here to enter text.	Mobile Telephone Number:	Click or tap here to enter text.
Work Telephone Number:	Click or tap here to enter text.		
	National Insurance Number:	Click or tap here to enter text.	

\*To be completed if the job requires driving or requires you to be mobile across sites/geographical area.

Do you have a full current driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have daily use of a vehicle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any penalty points on your licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please further information (specify the number of points, reason, and date issued)	Click or tap here to enter text.	

The organisation welcomes applications from disabled people.

Do you require any adjustments because of a disability to participate in the selection and interview process?

Yes  No

If Yes, please outline your requirements

Click or tap here to enter text.

How did you find out about this job?	Click or tap here to enter text.
Are you applying on a Job Share basis?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, please state the proportion of full-time you are willing to work:	Click or tap here to enter text.

## Employment History

### Present or Most Recent Employment

Job Title:	Click or tap here to enter text.
------------	----------------------------------

<b>Start Date:</b>	Click or tap here to enter text.	<b>End date:</b> (if applicable)	Click or tap here to enter text.
<b>Employer's name, address and telephone number:</b>	Click or tap here to enter text.		
<b>Grade/Salary:</b>	Click or tap here to enter text.	<b>Allowances:</b> (please specify)	Click or tap here to enter text.
<b>Notice required:</b>	Click or tap here to enter text.	<b>Reason for leaving:</b>	Click or tap here to enter text.

Please provide a brief description of the duties and achievements of the post:

Click or tap here to enter text.

## Previous Employment

Beginning with the most recent, all periods since leaving full-time education should be accounted for e.g. unemployment, voluntary work, raising a family or any part-time work undertaken whilst in education. (Continue on a separate sheet if necessary).

Job Title:	Click or tap here to enter text.		
Employer, Address & Telephone Number	Click or tap here to enter text.		
Start Date:	Click or tap here to enter text.	End Date: (If applicable)	Click or tap here to enter text.
Salary:	Click or tap here to enter text.		
Brief Details of Duties & Achievements:	Click or tap here to enter text.		
Reason for Leaving	Click or tap here to enter text.		

Job Title:	Click or tap here to enter text.		
Employer, Address & Telephone Number	Click or tap here to enter text.		
Start Date:	Click or tap here to enter text.	End Date: (If applicable)	Click or tap here to enter text.
Salary:	Click or tap here to enter text.		
Brief Details of Duties & Achievements:	Click or tap here to enter text.		
Reason for Leaving	Click or tap here to enter text.		

Job Title:	Click or tap here to enter text.		
Employer, Address & Telephone Number	Click or tap here to enter text.		
Start Date:	Click or tap here to enter text.	End Date: (If applicable)	Click or tap here to enter text.
Salary:	Click or tap here to enter text.		
Brief Details of Duties & Achievements:	Click or tap here to enter text.		
Reason for Leaving	Click or tap here to enter text.		

Job Title:	Click or tap here to enter text.		
Employer, Address & Telephone Number	Click or tap here to enter text.		
Start Date:	Click or tap here to enter text.	End Date: (If applicable)	Click or tap here to enter text.
Salary:	Click or tap here to enter text.		
Brief Details of Duties & Achievements:	Click or tap here to enter text.		
Reason for Leaving	Click or tap here to enter text.		

Job Title:	Click or tap here to enter text.		
Employer, Address & Telephone Number	Click or tap here to enter text.		
Start Date:	Click or tap here to enter text.	End Date: (If applicable)	Click or tap here to enter text.
Salary:	Click or tap here to enter text.		
Brief Details of Duties & Achievements:	Click or tap here to enter text.		
Reason for Leaving	Click or tap here to enter text.		

Job Title:	Click or tap here to enter text.		
Employer, Address & Telephone Number	Click or tap here to enter text.		
Start Date:	Click or tap here to enter text.	End Date: (If applicable)	Click or tap here to enter text.
Salary:	Click or tap here to enter text.		
Brief Details of Duties & Achievements:	Click or tap here to enter text.		
Reason for Leaving	Click or tap here to enter text.		

Job Title:	Click or tap here to enter text.		
Employer, Address & Telephone Number	Click or tap here to enter text.		
Start Date:	Click or tap here to enter text.	End Date: (If applicable)	Click or tap here to enter text.
Salary:	Click or tap here to enter text.		
Brief Details of Duties & Achievements:	Click or tap here to enter text.		
Reason for Leaving	Click or tap here to enter text.		

## Gaps

If you have any gaps in your employment history or you have lived/travelled overseas please use this section to provide details

Click or tap here to enter text.
----------------------------------

## Qualified Teacher Information

\*To be completed for Teacher positions only

Date Qualified Teacher Status gained:	Click or tap here to enter text.		
Teacher Registration number:	Click or tap here to enter text.		
Subject/Specialisms:	Click or tap here to enter text.		
Age range taught:	Click or tap here to enter text.		
If you qualified after 7th May 1999, have you completed your induction year?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, give date:	Click or tap here to enter text.

\*For Trainees only

Have you passed your skill tests?	Numeracy <input type="checkbox"/>	Literacy <input type="checkbox"/>	ICT <input type="checkbox"/>
-----------------------------------	-----------------------------------	-----------------------------------	------------------------------

If not, when do you expect to complete them?

Click or tap here to enter text.

Successful applicants will be required to provide evidence of their registration with the Teaching Agency

### Professional Qualifications

Name of Professional Association	Professional Qualifications/ Membership & Date Obtained	By Award or Examination
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

### Education History

Please give details of all nationally recognised qualifications awarded/results awaited, from GCE Advanced Level to Further Degree Level or their equivalents in chronological order.

Name of School/College	Qualification	Subject	Grade/Level	Date Gained
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Name of School/College	Qualification	Subject	Grade/Level	Date Gained
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Copies of essential qualifications will be required on appointment.

### Training/Continuing Professional Development

Please list any relevant course or training you have attended in the last five years, starting with the most recent. If applying for a headship, please include details regarding NPQH.  
Please continue on a separate sheet if necessary.

Title of Course	Organising Body	Awards (if any)	Date of Attendance
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

### Supporting Information

Please provide supporting information for your application, in particular any experience, skills, knowledge, training and qualifications relevant to the post applied for as detailed in the Job Description and Person Specification. Please continue on a separate sheet if necessary but must be no more than 2 sides of A4 in not less than 11 font.

Click or tap here to enter text.

## References

One reference should relate, if applicable, to your present job, or most recent employer, or a member of the School/University Academic Staff. Please state in what capacity the two referees are acting, e.g. current employer. **It is the Academy's policy to direct reference requests via the Headteacher/Principal, so please include this information should a school referee be detailed.** If you have recently left full-time education, please ensure you include a Head Teacher/College/University Principal as one of your references.

### 1st Referee

Name and Address:	Click or tap here to enter text.		
Telephone Number:	Click or tap here to enter text.	Capacity Known:	Click or tap here to enter text.
Email Address:	Click or tap here to enter text.		

### 2nd Referee

Name and Address:	Click or tap here to enter text.		
Telephone Number:	Click or tap here to enter text.	Capacity Known:	Click or tap here to enter text.
Email Address:	Click or tap here to enter text.		

**Teaching roles:** Please note your referees will be contacted should you be shortlisted for interview. The organisation reserves the right to request further references if required to satisfy the pre-employment checking process.

**Support Staff roles only:** Do you consent to your references being contacted if you are shortlisted for interview:

Yes  No

The organisation reserves the right to request further references if required to satisfy the pre-employment checking process.

## Right to Work

Immigration, Asylum and Nationality Act 2006

All shortlisted applicants will be required to provide original material evidence of their Right to Work in the UK. With reference to the accompanying Guidance Notes, please confirm that you are able to provide the appropriate documents.

Yes  No

## Disclosure & Barring Recruitment Checks

This post involves working in a school and appointment will therefore be subject to a satisfactory Disclosure & Barring Service (DBS) clearance.

## Health Requirements

Appointment is subject to a satisfactory medical report from our Medical Adviser.

## Declarations

Please note if you are shortlisted you will be asked to complete a Self Disclosure Form to self-disclose any criminal history. You will be required to submit a fully completed and signed form prior to interview.

To your knowledge are you related to a member of staff, or Governor of the School or Multi Academy Trust?

Yes  No

If yes, please state their name and position held: Click or tap here to enter text.

The information given in this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 2018 the information you give us will be kept confidential and will only be used for the purposes of personnel management. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and/or electronically and if unsuccessful, your application will be disposed of after 6 months. By signing the application form I give consent to Primitas Learning Partnership permission to hold, delete and use personal data for the performance of the contract in line with the Trust Document Retention Policy and GDPR Policy.

I declare that all the information I have provided is true, that I have not canvassed a member/officer of the School/Multi Academy Trust, directly or indirectly, in connection with this application and further, that I will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member/officer of the School/Multi Academy Trust or providing information which is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment, I may be liable to dismissal without notice. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signed: Click or tap here to enter text.

Date: Click or tap here to enter text.