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| **EMEMPLOYMENT APPLICATION FORM** |
| **Post Applied For (Job Title):** | **School/Department:** |
| Where did you see this vacancy advertised?[ ]  Academy Website[ ]  Aldridge Education Website[ ]  Academy’s Social Media page[ ]  Refer a Friend Scheme Please state their name and Academy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  LinkedIn[ ]  Recruitment Agency (please state)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  TES[ ]  Local jobs board (please state)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Other job website (please state)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Other[ ]  If Other, please add details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PERSONAL DETAILS** |
|  Title: | First Name: | Last Name: | Previous Name: |
| Address:Postcode: | Work Tel No:(if convenient to receive a call)Home Tel No:Mobile No:Email: |
| How would you like us to contact you about your application? |  | Yes | No |
| By Phone |  |  |
| By Email |  |  |
| Are you eligible to work in the UK? | Yes [ ]  No [ ]   |
| Do you require sponsorship to take up this position? | Yes [ ]  No [ ]   |
| Under the Immigration, Asylum and Nationality Act 2006, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office. |
| National Insurance Number: |  |
| Do you have Qualified Teacher Status?*Teaching Staff only* | Yes [ ]  No [ ]  |
| *If yes please give details of completion:* |  |
| Have you successfully completed a period of induction as a Newly Qualified Teacher/Early Careers Teacher in this country?*Teaching Staff only* | Yes [ ]  No [ ]  |
| *If yes please give details and date of completion:* |  |
| *Please give details of your Teacher Reference Number (e.g.12/34567)* |  |
| Are you subject to any conditions or prohibitions placed on you by the Teaching Regulation Agency? | Yes [ ]  No [ ]  |
| *If yes please give details:* |  |
| Have you ever lived or worked abroad? | Yes [ ]  No [ ]   |
| **CURRENT (OR MOST RECENT) EMPLOYMENT** |
| Name of Employer:Address:Post Code:Telephone Number:Date Started:Date Left (where applicable): | Job Title/Post Held:Grade/spine point:Current Salary:Notice Required:Reason for leaving/wishing to leave: |
| Brief description of main duties/responsibilities: |
| Please provide us with information on how you meet the Person Specification, this will help to inform our decision when shortlisting. |
| **REFERENCES** |
| *Please supply the names and addresses of two referees; one should be your current or most recent employer and the other your previous employer (someone who knows you in a professional or training/education context)***By signing the declaration below, you are giving us permission to request references prior to interview.**  |
| **Name:***Referee No.1**Current/Most Recent Employer* | **Name:***Referee No.2**Previous Employer* |
| Job Title:Company Name:Address:Telephone Number:Email:Relationship: | Job Title:Company Name:Address:Telephone Number: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 interview for employment has been confirmed and without further reference to you. In addition, I hereby authorise you to take up other reference checks, as you may deem appropriate.** |
| Signed:  | 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.* |
| **Dates From/To** | **Name and address of organisation** | **Telephone and contact details** | **Job/Role and brief description of duties** | **Reason for Leaving** |
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| Gaps in employment historyPlease give details of any gaps in your employment history, including dates and the reason for the gap. |
| **EDUCATION, QUALIFICATIONS & TRAINING** |
| **Secondary/Further:** |
| **From** | **To** | **Qualification results with grades:** | **School/College/University:** |
|  |  |  |  |
|  |  |  |  |
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| **Academic/Professional:** |
| **From** | **To** | **Qualification results with grades:** | **School/College/University:** |
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| **Other training courses attended e.g. in-service training** |
| **From** | **To** | **Qualification results with grades:** | **School/College/University:** |
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| Please continue on a separate sheet if necessary. |
| **Health** |
| *Please note that the successful candidate will be required to complete a medical questionnaire and may be asked to attend for a medical examination.* |
| **Safeguarding Statement** |
| Aldridge Education is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.**Where the role for which you are applying involves engaging in regulated activity, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.**A copy of Aldridge Education’s Child Protection policy is available on our website at www.aldridgeeducation.org |
| **Additional Information** |
| Have you ever been dismissed from employment for a reason other than redundancy? | Yes [ ]  No [ ]  |
| Is YES please give reasons: |
| Have you ever been suspended or subject to informal or formal disciplinary action in any employment? | Yes [ ]  No [ ]  |
| If YES please give reasons: |
| **Checks** |
| **Prohibition Checks**Following successful interview, Aldridge Education will carry out the necessary prohibition checks for all teaching staff, as well as for all candidates appointed within a classroom-based job role, irrespective of whether the role permits for unsupervised “teaching work” as defined by The Teachers’ Disciplinary (England) Regulations 2012. This check will provide verification that the candidate has not been prohibited from teaching or carrying out teaching work by the Teaching Regulation Agency in the past.**Declaration of Offences**If you are shortlisted for the position you are applying for, you will be required to complete a Declaration of Offences giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form. Any offer of employment will be made conditional upon a satisfactory Enhanced DBS check including a Child/Adult barred list check (where applicable to the role in question).The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults. More information on The Disclosure & Barring Service can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).A copy of Aldridge Education’s Safer Recruitment policy is available to view at <https://www.aldridgeeducation.org/Finance-policies-and-legal-information/> **Online Checks**If you are shortlisted for the position you are applying for, Aldridge Education will undertake online searches (including social media) in accordance with KCSIE 2022. These searches will be in addition to the usual recruitment checks and not instead of. Aldridge Educationwill act in accordance with its data protection and equal opportunities obligations.**Childcare Disqualification Requirements**In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. All shortlisted candidates whose role would involve being responsible for the provision or management of such childcare (including teaching) shall be required to declare that they are not disqualified from undertaking such work. A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:* Inclusion on the Children’s Barred List;
* Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
* Grounds relating to the care of children (including where an order is made in respect of a child under the person’s care);
* Having registration refused or cancelled in relation to childcare or children’s homes or being disqualified from private fostering.

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.Should you need to, you can find out more about disqualification in the Department for Education’s guidance: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006> |
| **Relatives/Close Personal Relationships** |
| The canvassing of members, employees or Governors directly or indirectly will disqualify candidates from appointment. |
| Are you related to, or the partner of, of have a close personal relationship with any member, employee or Governor of Aldridge Education? | Yes [ ]  No [ ]  |
| If so, please give Name: |
| Department: | Relationship: |
| **Data Protection Act 2018 and GDPR** |
| Aldridge Education processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws. Further details can be found on our website.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 providing misleading or false information/qualifications may affect any recruitment decision made relating to me or if appointed, may lead to disciplinary action and dismissal.**I authorise Aldridge Education to check the information supplied and hold all such information in both paper and electronic formats.**If your application or interview is unsuccessful for the above vacancy, we may retain your application in our Trust’s Talent Pool for 6 months for any future vacancies.[ ]  **Please tick here if you do not wish for your details to be retained for Aldridge Education’s Talent Pool.** |
| **Disability**The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.Do you have a disability you wish us to know about at this stage?Yes [ ]  No [ ] If yes, please let us know what access requirements you may have: |
| Signed: Date:**Note:** Signature indicates that all information given by the applicant is accurate. |

**Equal Opportunities Monitoring Form**

In accordance with our Equal Opportunities and Diversity Policy, we are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

We aim to create a culture that encourages and values diversity, and that appoints, rewards and promotes staff based on merit. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be.

Your responses to the questions set out below will be used only to monitor the effectiveness of our policies and practices, and to ensure that we do not inadvertently discriminate against employees or prospective employees

The information you give will be kept strictly confidential, and will not be seen by the staff directly involved in the recruitment process for the post below. Your response will remain separate from your application form upon receipt. It will be used only to provide statistics for monitoring purposes and will be stored separately, in accordance with the Data protection privacy notice provided to you in relation to this recruitment process and our Data Protection Policy and Records Retention Policy.

Please note it is not mandatory to provide this information, but if you do so, it will be helpful for the purposes set out above.

**About the vacancy**Please state which job you have applied for and the closing date given for applications.

|  |  |
| --- | --- |
| School / Location: |  |
| Job applied for: |  |
| Closing date for applications |  |

**Gender Identity**
Which of the following best reflects how you would describe your gender identity?

|  |  |
| --- | --- |
| Male |  |
| Female |  |
| Other (please describe, if you are happy to do so) |  |
| Prefer not to say |  |

(If you are undergoing gender reassignment, please use the gender identity you intend to acquire.)

Does your gender identity align with the gender assigned to you at birth?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

**Ethnic group**How would you describe yourself?

|  |
| --- |
| Asian or Asian British |
| Bangladeshi |  |
| Indian |  |
| Pakistani |  |
| Chinese |  |
| Other Asian background (please write in box) |  |
| Prefer not to say |  |

|  |
| --- |
| Black or Black British  |
| African |  |
| Caribbean |  |
| Other Black background (please write in box) |  |
| Prefer not to say |  |

|  |
| --- |
| Other Ethnic Group |
| Arab |  |
| Other ethnic background (please write in box) |  |
| Prefer not to say |  |

|  |
| --- |
| Mixed /Multiple Ethnic Groups |
| White and Asian |  |
| White and Black African |  |
| White and Black Caribbean |  |
| Other mixed/multiple ethnic background (please write in box) |  |
| Prefer not to say |  |

|  |
| --- |
| White |
| British |  |
| English |  |
| Gypsy or Irish traveller |  |
| Irish |  |
| Northern Irish |  |
| Scottish |  |
| Welsh |  |
| Other white background (please write in box) |  |
| Prefer not to say |  |

**Marital status**

|  |  |
| --- | --- |
| Married (different sex) |  |
| Married (same sex) |  |
| Civil Partner |  |
| Single |  |
| Other |  |
| Prefer not to say |  |

**Sexual orientation**Would you describe yourself as:

|  |  |
| --- | --- |
| Bisexual |  |
| Gay/lesbian |  |
| Heterosexual/straight |  |
| Other |  |
| Prefer not to say |  |

**Age (please tick the applicable box)**

|  |  |
| --- | --- |
| Under 25 |  |
| 25–34 |  |
| 35–44 |  |
| 45–54 |  |
| 55–64 |  |
| 65 and over |  |

**Religion or Belief**

The list below includes those religions that are most commonly found in Britain. They are listed in alphabetical order and not intended to signify rank in terms of importance. This list is not exhaustive; if your religion is not listed then we ask you not to take offence as none was intended.

Please tick the box that best describes your religion or belief:

|  |  |
| --- | --- |
| Buddhism |  |
| Christianity |  |
| Hinduism |  |
| Judaism |  |
| Islam |  |
| Sikhism |  |
| Other religion or belief (please specify) |  |
| No particular religion or belief |  |
| Prefer not to say |  |