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**The Diocese of Chichester Academy Trust has a commitment to equality and diversity and welcomes applications from people from a diverse background**. Selection is based on how you demonstrate your ability to do the job detailed in the Job Description. The equal opportunities information will be separated from your application before shortlisting. Shortlisted candidates will be asked if they require any adjustments to be made to support them to attend the interview. At the interview, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

**The Diocese of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults. Your role may require you to be in contact with children. Therefore, we will need to obtain an Enhanced DBS clearance (including children's barred list information) before you start work with DCAT and a Section 128 barring listing check, for any management posts. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children**

Please complete this form to clearly demonstrate how well you match the Person Specification for your application. **Please save this file in Microsoft Word format.** You can attach further documents to support your application but please note that **a CV is not required**.

**SECTION 1 – APPLICATION DETAILS**

|  |  |
| --- | --- |
| **Job title and job reference no (if any)** |  |
| **How did you find out about this job?** |  |
| **Academy name** |  |
| **Work Arrangement** | [ ]  Full-time [ ]  Part-time [ ]  Job Share - please specify:  |
| **If the post is full-time, would you be prepared to consider working on a job-share basis** | [ ]  No [ ]  Yes – Please specify preferred arrangement: |
| **If appointed, when can you start?** |  |
| **Are you currently working for DCAT?****(exclude agency staff)** | [ ]  No [ ]  Yes - Please specify:  |

**Your Personal Details**

|  |  |
| --- | --- |
| **Title** | [ ]  Mr [ ]  Miss [ ]  Mrs [ ]  Other - Please specify: |
| **First Name(s)** |  | **Last Name** |  |
| **Last Name** |  | **Known As**  |  |
| **Correspondence Address** |  |
| **Email Address**  |  | **National Insurance No.**  |  |
| **Telephone**  | [ ]  Home: | [ ]  Work: | [ ]  Mobile: |
| **Preferred**  | [ ]  Email [ ]  Phone [ ]  Post [ ]  No preference |

**SECTION 2 – QUALIFICATIONS**

List all of your achievements relevant to this job and any others you feel could be important (for example, for your career development), **starting with the most recent**. Proof of qualifications and membership to professional bodies will be checked if an offer is to be made.

1. **Qualifications**

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| --- | --- | --- | --- |
| **Qualification type and subject** **(for example GCSE English)** | **Grade/Level attained** | **Name of school, college, university**  | **Date achieved (mm/yyyy)** |
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1. **Membership to professional bodies**

|  |  |  |
| --- | --- | --- |
| **Name of professional body** | **Date achieved** | **By exam or election?** |
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**SECTION 3 – EXPERIENCE**

Tell us about how you meet the requirements within the experience section of the person specification. Please give your Full Job History with details of your employment starting with your current or most recent job. Indicate gaps in employment and full-time study and tell us what you were doing during this time (e.g. full time study). Any gaps in employment may be questioned at interview. Please continue on a separate sheet if necessary.

1. **Present Position / Most Recent Job**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer** | **Job Title and Duties** | **Employment From/to****(exact date)** | **Salary** | **Reason for leaving**  |
|  |  |  |  |  |

1. **Full Previous Job History In chronological order (Use separate sheet if necessary)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer** | **Job Title and Duties** | **Employment From/to****(exact date)** | **Salary**  | **Reason for leaving**  |
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**SECTION 4 – LETTER OF SUPPORT**

Please provide evidence of how you meet the requirements of the person specification/job profile. This evidence should include examples where appropriate from your current or previous experience. If you do not have the qualification(s) or membership(s) required, or you have any relevant experience you have had outside of work which shows how you meet the job requirements. Please answer fully as this information will be used to shortlist candidates for interview.

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| *Note: Please write in support of this application, showing how your experience, qualifications and interests are relevant, how you would contribute to the post and give further information about yourself.* ***This section should be submitted as separate sheet in MS Word format.*** |

**SECTION 5 – REFERENCES**

Please provide two references or three references for any management position. One must be your current employer or last employer (where applicable) and the other, a second employer. If you are not currently working with children, one referee must be from the last time you worked with children (where applicable). If you have not been employed previously, please provide an academic and character reference. For students, one referee should be from your college. Internal candidates are required to provide one referee who must be their current manager.

References will be taken up after shortlisting, prior to interview. If you do not wish us to contact your referees prior to interview, please indicate as shown. A job offer will not be made without 2 references.

We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the ‘Previous Employment’ section of this form.

|  |  |  |
| --- | --- | --- |
|  | **Reference 1****(Current Employer)** | **Reference 2** |
| **Name** |  |  |
| **Telephone number** |  |  |
| **Email** |  |  |
| **Full address** |  |  |
| **How long have you known this person and in what capacity?** |  |  |
| **May we contact this referee prior to interview?** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |

|  |  |
| --- | --- |
| **For Management Position Only**  | **Reference 3** |
| **Name** |  |
| **Telephone number** |  |
| **Email** |  |
| **Full address** |  |
| **How long have you known this person and in what capacity?** |  |
| **May we contact this referee prior to interview?** | [ ]  Yes [ ]  No |

**Relationships**

Failure to disclose a close personal relationship as below may disqualify you.

Are you a relative of, partner of, or do you have a close personal relationship with any employee connected to the Diocese of Chichester Academy Trust? If so, please state the full name(s), position(s) and place(s) of work.

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**SECTION 6 - WHAT HAPPENS NEXT?**

Return your completed form as directed within the job advert. **If we have not contacted you by the advertised interview date, please assume that you have not been successful.** If you are the successful/preferred candidates, we will need **two or** **three (where applicable)** satisfactory references, proof of your necessary qualifications, medical clearance, and proof of your eligibility to work in the UK before you start work with DCAT.

**Rehabilitation of Offenders**

This post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and associated Order and therefore all convictions, cautions, and bind-overs, including those regarded as 'spent', must be declared if you are successfully shortlisted for the role. A copy of the school’s Child Protection Policy can be found on the individual school’s website.

**SECTION 7 - DECLARATION**

The information that you provide will be handled and processed in accordance with the Data Protection Act 2018. If you are appointed, this information will form part of your personnel record and may be used by the Trust for business purposes including the prevention and detection of fraud. Information about DCAT’s privacy notice and GDPR policies can be found [here](https://dcat.academy/statutory-documentation/trust-policies/)

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| --- |
| **I declare that the information I have given both on this application form and the attached equal opportunities monitoring form is true and correct** |

|  |  |
| --- | --- |
| **Print Name** |  |
| **Signature** | Date signed: | If the form has been completed electronically, **please tick this box** [ ]  **to indicate your consent** |

**NB: Attachments**

**This form has been designed to gain all the information from you which we require for shortlisting. Only attach further documents which you think will support your application with further information.**

**Reminder – please submit this application together with (1) Letter of Support as stated in section 4 and**

**(2) Equal Opportunities Monitoring Form which can be downloaded from our website.**

**Thank you for your application**