

# Employment Application Form



**Position Applied For and School**

## Personal Details

**First Name**

**Surname**

**Preferred Title**

**Previous Surnames**

**National Insurance No**

**Do you hold a current Driving License**

Yes

No

## Contact Details

**Full address, including postcode**

**Home Phone**

**Mobile Phone**

**Email Address**

## Disability and Accessibility

The Academy is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatments. If you have a disability or impairment and would like us to make adjustments to assist if you are called for an interview, please state the arrangements you require.

### Current Employment Details

Job Title	Name and Address of Employer	Dates Employed Month & Year	Permanent or Temporary	Part-time or Full-time	Salary Details (Including Allowances)

### Previous Employment – Most Recent First (please add additional boxes if required)

Job Title	Name and Address of Employer	Dates Employed Month & Year	Reason for Leaving
Description of Responsibilities (bullet point format):-			

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### Gaps in Employment

Please provide details of any gaps in employment (secondary education onwards). This is essential for safer recruitment purposes and MUST be completed for your application to be considered.

Dates	Reason

## Education and Qualifications

Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications.

<b>Dates Attended (Month and Year)</b>	<b>Name and Location of School/College/University</b>	<b>Qualifications Gained (Including Grades)</b>

## Training and Professional Development

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application.

<b>Course Dates</b>	<b>Length of Course</b>	<b>Course Title</b>	<b>Qualification Obtained</b>	<b>Course Provider</b>

## Teacher Status *(teaching applicants only)*

<b>Teacher Reference Number</b>	
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## Supporting Statement

Please list in **bullet point format** any skills, experience, achievements or other information which you believe are relevant to this role. (Maximum 300 words)

Please explain why you have applied to this position and provide any additional information in support of your application. (Maximum 300 words). **NOT OTHER ATTACHMENTS WILL BE CONSIDERED.**

## References

Please give names of **two people** who are able to comment on your suitability for this post. One must be your **present or last employer**. If you have not previously been employed, please provide details of another suitable referee. The Academy reserves the right to seek any additional references it deems appropriate.

### **CONSENT TO OBTAIN REFERENCES**

By completing this application, I give my consent for the Academy to approach the below named referees for the purpose of obtaining current or previous employment reference information or any other information they feel is relevant to this application.

If you do not wish us to contact your referee before a job offer is made, please tick this box:

**SIGNED:** ..... **DATE**.....

Name	Relationship to You	Address and Post Code	Contact Number	Email Address	Is this your Current Employer?

## Relationship to the School

Please list any personal relationship that exists between you and any member/s of the school/trust community: **Governors/Trustees; Staff or Pupils.**

Name	Relationship	Role at the School

**I CONFIRM THAT ALL INFORMATION PROVIDED IS FULL, TRUE AND ACCURATE**

**SIGNED:** ..... **DATE**.....