

**CONFIDENTIAL** - The information you provide on this form will be used for recruitment, selection and for employment contract purposes. This form should be used to apply for currently advertised vacancies only.

**Please complete this application in black ink or by typing.**

<b>POST APPLIED FOR</b> (It is <b>essential</b> that candidates complete all details in this box so their application can be considered)	Job Title:			
	Reference Number:		Closing Date:	
	School:			

### Data protection

Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because:

- You consent to your data being processed
- Processing is necessary to evaluate your application for the position for which you have applied
- Processing is necessary for complying with legal obligations
- Processing is necessary for our legitimate interests

### PART A – PERSONAL DETAILS

Last Name:										
First Name(s):						Title:	Dr/Miss/Mr/Mrs/Ms/Other			
Address:	(Address Line 1):									
	(Address Line 2):									
	(Address Line 3):									
Town / City:										
Post Code:										
National Insurance Number:										
Date of Birth (dd/mm/yyyy):*										
Ethnicity:										
Contact Phone Number:										
Email Address:**										

\* Required to meet DfE Safeguarding Children and Safe Recruitment in Education Guidelines.

\*\* Required to complete your DBS and children barring check.



## Disclosure and Barring and childcare disqualification

The Forge Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and The Forge Trust privacy statement.

**Do you have a DBS certificate?:** ☐ Yes ☐ No **Date of check:**

If you have lived or worked outside of the UK in the last 5 years The Forge Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last 5 years?:** ☐ Yes ☐ No

## Right to work in the UK

The Forge Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

## REFERENCES:

Please see notes below before completing	Reference 1 (Current/Most Recent Employer)	Reference 2 (Employer prior to current/most recent)
Referee's Name:		
Job Title:		
In what capacity is this person known to you? i.e Line Manager		
Name/Address of organisation		
Email:*		
Telephone:		
<p>Please note:-</p> <ul style="list-style-type: none"> <li>At least TWO references for ALL shortlisted candidates will be requested <b>prior</b> to interview. By submitting this application for you agree to this practice. However, we may need to take up additional references from any previous employer. We will contact you for further information if we need to do so.</li> <li>Open references ('to whom it may concern') will not be accepted.</li> <li>To ensure the validity of the organisation, the email address of a referee should always be directed to the work/organisation email and not to a private email address.</li> </ul> <p>Referees should be an employer (i.e. manager) and not co-workers.</p>		
* Required.		

## PART B: INFORMATION IN SUPPORT OF APPLICATION

Secondary, Further Education and Higher Education			
Please provide details (including dates) of qualifications achieved:			
Institution/ Awarding Body	Dates (dd/mm/yyyy)	Qualification/ Training	Grade

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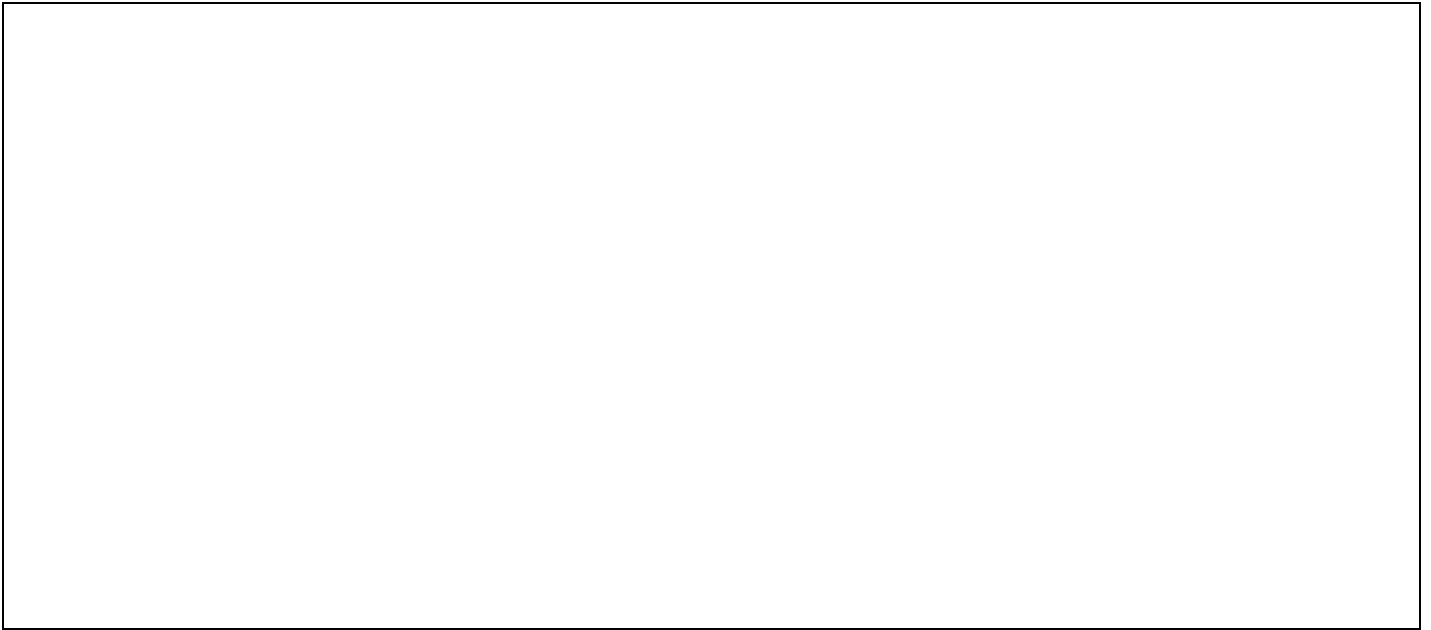
**Details of In-Service Training Courses**

Please include short courses, apprenticeships and any other training that supports your application and demonstrates your continuous professional development:

Training Provider	Dates from/to (dd/mm/yyyy)	Subject	Qualifications Obtained (if applicable)

**Professional Learning (CPD)**

Please give details (including dates) of subsequent qualifications, training or research:



**Current Post**

Please provide details of your current or most recent post (if not currently employed):

School, College or Educational Establishment:	Local Authority:	No. On Roll:	Dates (From & To) (dd/mm/yyyy)	Post and Age Ranges Taught / Grade:	Reason for Leaving:
Salary per annum:	£	Salary Point MPS / UPS:	£	Leadership / AST Salary:	£
TLR:	£	Other allowance:	£	Details:	
Please provide details of any gaps in employment:					

### Teaching Experience / Employment

Excluding your current post (above), please list in chronological order your FULL employment history and indicate full or part-time (including gaps in employment):

***Applicants for first teaching post should give details of teaching practice***

School, College or Educational Establishment:	Local Authority:	No. On Roll	Dates (From & To) (dd/mm/yyyy)	Post and Age Ranges Taught / Grade:	Reason for Leaving:



### **Additional Information in Support of your Application**

Using the Job Description and Person Specification please explain how your knowledge, skills and experience relates to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/ community work, spare time activities, education and training. If necessary, you may provide further required information on a separate sheet:

We advise applicants that the data held by the Trust in respect of employment will be used for cross-system comparison purposes for the prevention & detection of fraud.

**I understand that a medical examination may be necessary in connection with this post and that my appointment would be subject to satisfactory medical clearance.**

**I understand that any offer of employment is subject to obtaining suitable references and a satisfactory DBS check.**

**I declare that the information that I have given in this application is accurate and true.**

**I understand that providing misleading or false information will disqualify me from the appointment OR if appointed may result in disciplinary action including dismissal.**

Signed

Date

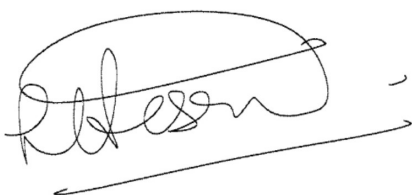
Our motto is '***labor omnia vincit***'. This means 'hard work conquers everything'.

Employees and staff at The Forge Trust are guided by this motto, as well as our other values. In our trust, children's interests come first. If you are interested in working at The Forge Trust, please demonstrate your alignment with our values, by ticking the agree section of the table below.

Value	Agree	Disagree	Additional comment (optional)
Work ethic			
Discipline			
Ambition			
Team Player			
Positivity			
Respect			

Finally, what is it about The Forge Trust that makes you want to apply for a job in our organisation?

Thank you for applying for a job within The Forge Trust.



L. Hessey (CEO)