



DIOCESE OF SOUTHWELL  
& NOTTINGHAM  
MULTI ACADEMY TRUST

## CONFIDENTIAL

### Application Form for Teaching Post

**Please complete ALL sections. Sections 1 -6 of the application form will be used to shortlist candidates for interview.**

POST APPLIED FOR:		CLOSING DATE:	
<b>1. PERSONAL DETAILS (please complete in block letters)</b>			
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)		Last Name:	
First name(s)			
Address for Correspondence:		Postcode:	
Home telephone no:		Mobile telephone no:	
Work telephone no: Extension (if applicable):		Teacher Reference Number	
Email address:			
<b>2. PRESENT OR LAST EMPLOYER</b>			
Name and address of employer:		Name and address of establishment where employed (if different):	
Postcode:		Postcode:	
Job Title:		Point on Scale:	
Current annual salary (gross):		Additional Allowance:	
Hours worked per week:		Other benefits (if applicable):	
Date appointed:		Notice required or leaving date if already left	
Reason for leaving:			
Brief description of duties:			

### 3. PREVIOUS EMPLOYMENT

Start with the most recent first. Include work/voluntary experience and any periods of unemployment. Do not leave any unexplained gaps. (Please continue on separate sheet if necessary).

Employer name & address	Job title	Salary/income	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
				From	To	

### 4. EDUCATION, TRAINING & QUALIFICATIONS

(Please continue on separate sheet if necessary). Please start with the most recent.

Secondary School/College/University	Dates		Please state all qualifications gained (state level e.g. A 'level, Degree)	Grade/class of degree	Date of award
	From	To			

### TEACHER TRAINING

Main teaching subject:		Subsidiary subjects:	
Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Further <input type="checkbox"/> (Please select as appropriate)		Age range trained for:	

**OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)**

Organising Body	Course title	Length of course

**MEMBERSHIP OF PROFESSIONAL BODIES**

Name of body	Type of membership	Date obtained

**5. INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please provide additional information / or a letter outlining why you are interested in this particular post and any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the job description / person specification.

**Please Note: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview. (Please complete on a separate sheet if necessary)**

**6. REFEREES**

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The Academy reserves the right to approach any previous employer or manager.

**Please note:**

**If you are shortlisted and invited to interview, referees will be contacted and references obtained prior to interview in line with current statutory guidance.**

Name (Referee 1):		Name (Referee 2):	
Title	Mr/Mrs/Miss/Ms/other	Title	Mr/Mrs/Miss/Ms/other
Role:		Role:	
Organisation (if appropriate):		Organisation (if appropriate):	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
How long known?		How long known?	
Do you give consent to us contacting your present employer prior to interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
If no, you may wish to give reasons:	If no, you may wish to give reasons:		

## 7. PROTECTION OF CHILDREN

The Academy is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Independent and confidential advice may be sought from: UNLOCK [www.unlock.org.uk](http://www.unlock.org.uk) NACRO [www.nacro.org.uk](http://www.nacro.org.uk) 0300 123 1999

Please answer the following questions.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you at present the subject of a criminal charge or investigation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is there any other relevant information that you wish to disclose?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If YES to any of the above questions, please give brief details including dates.

If you are subsequently employed by the Academy and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the Academy. During the course of your employment with the Academy, should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

## 8. REASONABLE ADJUSTMENTS FOR A DISABILITY

If you are disabled, please give details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact the Academy or the Trust HR Manager to discuss any requirement.

## 9. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

## 10. DATA PROTECTION

In completing this application form you should refer to the Recruitment Privacy Notice sent out with this document. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on the Trust website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the Trust without seeking your permission first, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date

## 11. GENERAL

Are you interested in job sharing?

YES ☐ NO ☐

Please give details of any dates within the next 2 months when you will not be available for interview. We cannot guarantee being able to offer you an alternative date.

Do you hold a current full driving licence?

YES ☐ NO ☐

Do you have regular use of a vehicle?

YES ☐ NO ☐

You are required to declare below any relationship with or to an employee of the Trust.

Please state name and position:

Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.

YES ☐ NO ☐

This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

## 12. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Academy.

Signed

Date

**Please return your completed form by email, post or by hand by the closing date to:**

**Business Manager at email: [@snmat.org.uk](mailto:@snmat.org.uk)**

**If you have not received a reply within the next 6 weeks, you should assume that your application has been unsuccessful.**