**Private and confidential**

**JOB APPLICATION FORM**

**Vacancy Details**

|  |  |  |
| --- | --- | --- |
| Job Title |  | Email or post completed form to:  Sue Richmond HR Administrator, Transform Trust, Unit 11 Castlebridge Office Village, Kirtley Drive, Nottingham NG7 1LD  Email [sue.richmond@transformtrust.co.uk](mailto:sue.richmond@transformtrust.co.uk)  Telephone number 0115 9825090 |
| Closing Date |  |
| Date Received |  |

**Personal Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Last Name |  | First Name(s) | |  | |
| Address |  | Telephone (home) | |  | |
| Telephone (work) | |  | |
| Postcode |  | Mobile | |  | |
| Email |  | | | | |
| Are you eligible to work in the UK? | | | Yes | | No |
| National Insurance Number | | | | | |
| Teacher Registration Number (teachers only) | | | | | |
| **Referee Details**  **Please provide details of two referees below. One of the referees should be your present or most recent employer and normally no offer of employment will be made without reference to them. If you have not previously been employed, then headteachers, college lecturers or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. We cannot accept personal/character references from relatives or friends** | | | | | |
| First Referee (current or last employer) | | Second Referee | | | |
| Name and address  Telephone Number:  Email Address:  How do they know you? | | Name and address  Telephone Number:  Email Address:  How do they know you? | | | |

**Present / most recent employment**

|  |  |  |
| --- | --- | --- |
| Name and address of current/last employer | Job Title |  |
|  | Start Date |  |
| Notice Required |  |
| Salary (noting any additional payments) |  |
| Reason for leaving (if applicable) |  |
| Brief description of duties: | | |

**Previous employment** (most recent first and including any temporary, unpaid or voluntary

work experience). Exact dates are required as is the reason for leaving in every period of employment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date from Month/Year | Date to Month/Year | Employer (include LA if applicable ) | Job title | Salary (include grade/scale if applicable) | Reason for leaving |
|  |  |  |  |  |  |

**Gaps in employment/Living overseas** please provide details of any gaps in your employment history with exact dates and reason for the gap. Please also provide details of periods of living and/or working overseas in the last 10 years ( if you are appointed we will require you to provide a certificate of good conduct/ police clearance from all countries outside the UK that you have lived in for 3 months or more in the last 10 years)

|  |  |  |
| --- | --- | --- |
| Date from Month/Year | Date to Month/Year | Reason |
|  |  |  |

**Membership of professional bodies –** Proof of post specific membership will be required. Please state if you are a member of a particular institute or registered body relevant to the post for which you have applied.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of body | Category of membership | Date of joining | Qualification (if applicable) |
|  |  |  |  |

**Education and qualifications** (please note you may be required to produce original documents/proof of qualifications. Please also include age range trained for if a teacher)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date From | To | Secondary Schools, Colleges, Universities attended – including part time | Subjects and qualifications (gained or pending) | Result |
|  |  |  |  |  |

**Other qualifications and attendance at training courses relevant to this job**

|  |  |  |  |
| --- | --- | --- | --- |
| Organising body | Course title | Duration | Date |
|  |  |  |  |

**Personal Statement**

|  |
| --- |
| **Please attach additional sheets to explain how you meet each of the Essential requirements marked in the Person Specification.**  **Please ensure that the statement is named and identifies the post applied for and is secured to the rest of your application details.**  **Please note that C.V.’s can only be considered alongside a fully completed application form and additional sheets.** |

**Protection of Children: Disclosure of a Criminal Background**

|  |
| --- |
| **Transform Trust is committed to the protection of all those who use its services and of its**  **employees.**  **If you are appointed, in order to protect children and vulnerable adults, the Trust / School will require you to comply with the employment checks relevant to your post.**  **All employees in schools are required to pass an enhanced Disclosure and Barring Service (DBS) check, which will identify whether you have any criminal convictions, including cautions and reprimands.**  **Rehabilitation of Offenders Act (1974)**  The position you are applying for gives you privileged access to vulnerable groups therefore, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure. This means that you must disclose spent and unspent convictions other than those which are so “protected”. This may include any driving offences. Guidance on the filtering of “protected” convictions and cautions can be accessed on the Disclosure and Barring Service website.  **Where you are making an application in writing, any conviction as outlined above must be confirmed and sent in a separate, sealed envelope marked “confidential” and returned with your completed Application Form and any other supplementary or supporting documents.** |

**Data Protection**

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| --- |
| The accompanying Privacy Notice explains about the data that will be held on you by the School and Transform Trust as employer and explains how that data will be used. Information will be held in accordance with the General Data Protection Regulations and Data Protection Act 2018. Please confirm that you have read and understand the Privacy Notice:  **I confirm that I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name), have received a copy of the Trust’s Privacy Notice and that I have read and understand it.**  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Application Certification and Signature**

|  |  |
| --- | --- |
| You are advised that information given on this form may be checked for accuracy.  **I declare that I have read the Guidance Notes and that the information given in this application is true. I have not canvassed (either directly or indirectly) any senior officer of Transform Trust and will not do so. I accept that should I not have provided full and accurate information it could result in me not being appointed, an offer of employment being withdrawn, or disciplinary action being taken against me.** | |
| **Signed\*:** | **Dated:** |

\* If submitting this form by email please mark this box in lieu of a signature as an indication of your acceptance of the above conditions

**General details**

|  |  |
| --- | --- |
| Where did you find out about this vacancy? |  |
| Are you related to or partner of any employee or governor of the School? If yes, please give details. |  |
| Please give details of any dates during the next four weeks when you would not be available for interview. |  |
| Do you have any requirements that you would like us to consider to enable you to fully participate in the selection process? (e.g. wheelchair access, sign language interpreter, additional reading time etc.) If yes, please give details. |  |

Thank you for applying for this job. If we have not contacted you within 10 working days of the closing date, please assume your application was unsuccessful on this occasion.

**EQUALITY AND DIVERSITY MONITORING FORM**

We aim to have a workforce that represents the communities we serve. We welcome applications from all sections of the community. The information you provide below does not form part of the recruitment process and will be detached from your application.

|  |  |
| --- | --- |
| Job Title |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of birth |  | Age |  | Gender | Male  Female |
| Do you consider yourself to be disabled? Yes  No | | | | | |
| Do you have any long-term illness, health problems or disability that, with or without the use of aids or medication, limits your daily activities? (Please see Guidance Notes for definition of long-term and aids)  Yes  No | | | | | |

**My racial/ethnic origin is:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. White | B. Mixed | C. Asian or Asian British | D. Black or Black British | E. Chinese or Other Racial Group |
| British | White & Black Caribbean | Indian | Black Caribbean | Chinese |
| Irish | White & Black  African | Pakistani | Black African | Other Racial Group |
| Other White | White and Asian | Bangladeshi | Other Black |  |
|  | Other Mixed | Other Asian |  |  |
| If other, please state | If other, please state | If other, please state | If other, please state | If other, please state |

**My religion is:**

|  |  |  |  |
| --- | --- | --- | --- |
| None | Buddhist | Hindu | Jewish |
| Muslim | Sikh | Other |  |
| Christian  (including Church of England, Catholic, Protestant and all other Christian Denominations) | | | |

**My sexual orientation is:**

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