



**CONFIDENTIAL**

## Job Application Form

**Please complete all sections of the form using black ink or type.**

The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached prior to shortlisting. This ensures that your application is dealt with objectively. **The application form must be fully completed and returned to:**

**St. Bart's Multi-Academy Trust, c/o Belgrave St Bartholomew's Academy, Sussex Place, Longton, Stoke-on-Trent, ST3 4TP**

CVs will not be considered.

### Data Protection Act

Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by the **St. Bart's Academy Trust** in accordance with the Act.

### 1. Vacancy Information

Application for the post of	Headteacher / Principal
Name of School/Unit/Service	Longford Primary Academy
Closing Date	Monday 26 <sup>th</sup> February, 2018 Interviews Thursday 15 <sup>th</sup> March, 2018

### 2. Personal Details

Title	Ms/Miss/ Mrs/Mr/Dr	Family Name		First Name(s)		
Address						
					Postcode	
Tel No. Home				Work/Mobile		
Email				Date of Birth	/	/
				NI No.		

### 3. Education and Qualifications

Give details of secondary and further education. Specify GCSE, CSE, 'O', 'A' level or equivalent (if applicable)

Date Attended from (mm/yyyy)	Date Attended To (mm/yyyy)	Name of School/ College/ other institution	Qualifications obtained and grade/level

Give details of higher education of equivalent course (if applicable)

Date Attended from (mm/yyyy)	Date Attended To (mm/yyyy)	Name of School/ College/ other institution	Qualifications obtained and grade/level	Name of Awarding Body

Give details of any professional or vocational qualifications you hold that are relevant to your application (if applicable)

Dates obtained	Qualification and Grade Level obtained	Name of awarding body and details of any memberships

### 4. Continuing Professional Development

Give details of most recent, relevant courses attended (last 5 years) and indicate if any awards earned (if applicable)

Course Title	Award	Provider	Date(s)

## 5. Present/Last Employer (please delete as applicable)

Please give details of your present employment. If you are a newly qualified teacher, please give details of your training establishment and your most recent major teaching practice school.

Job Title		Salary/Grade		Spinal Point	
Details of allowances/Benefits (TLR, SEN, R&R, or range if Leadership) please state which					
Name of school/establishment					
Address				Postcode	
Tel. No		Local Authority			
Approx. no. on roll		Age range (if applicable)		Start Date	
Notice Period		Dates NOT available for interview			
Summary of duties/responsibilities and skills/responsibilities required					
Reason for leaving/wanting to leave					

## 6. Employment History. Previous employers may be contacted to validate information provided

Teachers only to complete section (a)

(a) **Teaching experience:** Please list posts, most recent first, but not including your present post. Please indicate whether full or part-time (and in the case of part-time the proportion of full-time equivalence e.g. 0.6 fte) (if applicable)

1. From (give mth. & yr.)		To		Local Authority	
Name & Type of School			Age Range	No. on Roll	
Subject(s) Taught or Responsibilities					
Post Held & Mgt/TLR/SEN Points					

2. From (give mth. & yr.)		To		Local Authority	
Name & Type of School			Age Range	No. on Roll	
Subject(s) Taught or Responsibilities					
Post Held & Mgt/TLR/SEN Points					

3. From (give mth. & yr.)		To		Local Authority	
Name & Type of School			Age Range	No. on Roll	
Subject(s) Taught or Responsibilities					
Post Held & Mgt/TLR/SEN Points					

4. From (give mth. & yr.)		To		Local Authority	
Name & Type of School			Age Range	No. on Roll	
Subject(s) Taught or Responsibilities					
Post Held & Mgt/TLR/SEN Points					

5. From (give mth. & yr.)		To		Local Authority	
Name & Type of School			Age Range	No. on Roll	
Subject(s) Taught or Responsibilities					
Post Held & Mgt/TLR/SEN Points					



## 8. Equal Opportunities (*Please tick appropriate boxes*)

**Ethnic Origin:** How would you describe your ethnic origin?

<b>White</b>	English, Scottish, Welsh, Northern Irish	<input type="checkbox"/>
	Irish (Republic of)	<input type="checkbox"/>
	Any other White background (please state)	
<b>Mixed</b>	White and Black Caribbean	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>
	White and Asian	<input type="checkbox"/>
	Any other Mixed background (please state)	
<b>Asian or Asian British</b>	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Any other Asian background (please state)	
<b>Black or Black British</b>	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	Any other Black background (please state)	
<b>Chinese or other Ethnic group</b>	Chinese	<input type="checkbox"/>
	Any Other background (please state)	

## 9. Disability

The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled, and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.

The impairments may relate to one or more of the following:

Mobility; Manual dexterity; physical co-ordination; Continence; Speech, hearing or eyesight; ability to lift, carry or otherwise move objects; Multiple disabilities; Memory, or ability to concentrate, learn or understand; Perception of risk of physical danger.

**Do you consider yourself to have a disability?**      **Yes**         **No**  

**If YES please circle from the list above**

## 10. Asylum and Immigration

To comply with Asylum and Immigration Legislation you will be required, if appointed, to provide one or more documents from the specified list, which provides evidence of your entitlement to work in the UK. Please tick at least one of the following original documents that you will be able to provide when requested.

<input type="checkbox"/>	A Document from a previous employer, the Inland Revenue, the Benefits Agency, the Contribution Agency or the Employment Service showing your name and National Insurance number. This could be a P45, a pay slip, a P60, a NI card or letter
<input type="checkbox"/>	A Passport confirming that you are either a British citizen or a European Economic Area national or which shows you are otherwise entitled to live and work in the United Kingdom
<input type="checkbox"/>	A Birth certificate confirming birth in the United Kingdom or Republic of Ireland
<input type="checkbox"/>	A Letter from the Home Office confirming that you are allowed to work

# 11. References

Please give the names of two persons who are able to comment on your suitability for this post.

One must be your present or last headteacher or employer, or in the case of newly qualified Teachers your training institution and one of your placements (and on their letterhead).(N.B. If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children). (For applications for headteacher posts a reference will be sought from your present local authority or employer). The employing body reserves the right to seek any further references it deems appropriate.

**Please let your referees know that you have quoted them as a referee and to expect a request for a reference should you be shortlisted. References will not be accepted from relatives, or persons who only know you as a friend.**

## Present/most recent Employer\*

Name	
Position	
Relationship to Applicant	
Address	
Postcode	
Business Phone No.	
Home Phone No.	
Email	

## Previous Employer/other

Name	
Position	
Relationship to Applicant	
Address	
Postcode	
Business Phone No.	
Home Phone No.	
Email	

If the referee knows you by a different last name please state:

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\*If you have not previously been employed, please provide details of another referee.


### For persons who are not British or EU Nationals:

If you have any conditions related to your employment please give full details below:


Please tick the relevant box if you do **not** want us to contact your referees without your prior agreement.

My present/most recent employer

My previous employer/other referee

## 12 Personal Declaration

<b>Criminal Offences</b>	
The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, "bind-overs", or any criminal convictions including any that would otherwise be considered "spent" under the Act	
<b>Have you ever been convicted of any offence or "bound-over" or given a caution? YES/NO</b>	
If 'yes', please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure"	
I understand that if my application is successful I will be required to obtain a CRB Disclosure at the appropriate level, and any job offer will be subject to a satisfactory clearance	
<b>Medical Clearance</b>	
I understand that an offer of appointment will be subject to medical clearance	
<b>Declaration</b>	
I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.	
Canvassing will disqualify. <b>Candidates should specify here if they have a relationship to any St Bart's Trust governing body or Academy staff.</b> Failure to disclose such a relationship may disqualify the applicant or, if appointed render him/her liable to disciplinary action/dismissal. If yes please give details and state relationship	
<b>Signature</b>	<b>Date</b>
<i>Please note that personal data given on this form will be held on computer</i>	
<b>Thank you for your interest in this post and for taking the time to complete this application</b>	

The application form must be fully completed and returned to:

St. Bart's Multi-Academy Trust, c/o Belgrave St Bartholomew's Academy, Sussex Place, Longton, Stoke-on-Trent, ST3 4TP or emailed directly to office@sbmat.org