

Application for Employment as:

at:

Instructions

Please fill in **all sections 1 to 15** as well as the **Recruitment Monitoring Form**. Please write in **black ink** so the form can be photocopied. **Sign and date** the declaration at the back of this form and the Recruitment Monitoring form. **Include a covering letter** of not more than 500 words with your application to give us more information about you and tell us why you want this job.

1. Personal Details

Title:	Surname:	E-mail:
First Names:		Telephone (home):
Date of Birth:		Telephone (work):
Previous Surname (if any):		Telephone (mobile):
Address (in full):		Previous Address (if any):
Postcode:		Postcode:
DfES reference number: <i>Teaching Posts only</i>		NI Number:
Date on which you could take up the appointment:		
Do you hold a valid driving licence for use in the UK?		Yes/No
Are you related to any Governor or anyone already employed by the Trust or any student at a school of the Trust?		Yes/No
If yes, please give details:		

2. Current Post

Name and address of employer:	Job title:
	Current or last salary or grade:
	Date started in post:
Type of School, Group Size and number on roll: <i>Teaching Posts only</i>	

3. Previous Employment

Have you previously worked for The Trust?			Yes/No	
If yes, please give details:				
<i>Please list all previous employment starting with the most recent.</i>				
Name and Address of Employer	Dates		Job Title and details	Reason for leaving
	From	To		

4. Periods not in Employment

If you have had any breaks in employment since leaving school, please give dates and details of your activities during these times e.g. unemployment, raising a family, study, voluntary work etc.

Dates		Reason for Break
From	To	

5. Secondary Education

Dates		Name and Address of School/College	Summary of GCSEs/ GCE 'O' Levels/GCE 'AS' and 'A' Levels or equivalent gained
From	To		

6. Further and Higher Education

University or other Awarding Body	Title of Degree or Diploma Pass or Honours Class and Division	Dates Studied		Date of Award
		From	To	

7. Professional Studies

Place of Study and Awarding Body	Title of Qualification Gained	Dates Studied		Date of Award
		From	To	

Date Qualified Teacher Status gained <i>Teaching Posts only</i>	
--	--

8. Membership of Trade Organisations or Professional Bodies

Name of Organisation/ Body	Level/Type of Membership	Registration Number	Date of Registration and Renewal

9. Other Professional Development Activity or Training

Date(s)	Organising Body	Brief description of activity

10. References

Please give the names and contact details of two people who have known you in a professional capacity and who have agreed to support your application. Applicants **must** include their current employer (or last employer if unemployed) as one of their referees. In accordance with the Department of Education “Keeping Children Safe in Education September 2016” Section 69, references will be sought on **all** short-listed candidates **before** an interview can proceed.

First Referee

Title:	Name:	Telephone:
Organisation:		
Occupation:	Fax no:	
Address (in full):	E-mail address:	
	How do they know you?	
	May we contact before shortlisting? YES/NO	
Post code:		

Second Referee

Title:	Name:	Telephone:
Organisation:		
Occupation:	Fax no:	
Address (in full):	E-mail address:	
	How do they know you?	
	May we contact before shortlisting? YES/NO	
Post code		

11. Criminal Convictions

The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to the receipt of a satisfactory disclosure from the Disclosure & Barring Service (DBS). However, in accordance with the Rehabilitation of Offenders Act 1974, a conviction for an offence which is not relevant to the safeguarding of children may not preclude the appointment of an applicant who is otherwise qualified for the post.

Applicants who have a conviction for a criminal offence, or who have accepted a caution in respect of an offence, **must** declare it in a letter addressed to the Principal and placed in a separate envelope marked "Private and Confidential" and enclosed with this application.

Please make the following declaration and tick the appropriate box.

I have read the statement about Criminal Convictions and I hereby declare that:

I have nothing to declare

I have information to declare and I have attached a sealed envelope containing details

12. Arrangements for People with Disabilities

If you have a disability and have demonstrated in your supporting information that you meet the essential criteria for the vacancy you will be invited for interview.

We will make reasonable adjustments to the recruitment and selection process (and to the job for successful candidates) if you let us know what your requirements are.

Do you have a disability?	Yes/No
---------------------------	--------

(For definition of disability please see the Recruitment Monitoring Form)

Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this job?	Yes/No
--	--------

If 'yes' please give details here:

--

13. Asylum & Immigration Act 1996

Do you need a Work Permit or Worker Registration Certificate to work in the UK?	Yes/No
---	--------

14. Fitness to Work – Teachers only

I can confirm to the best of my belief that I meet the fitness standards for teachers.	Yes/No
--	--------

15. Declaration

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise the Governors of Sapiaentia Education Trust or any person acting on their behalf to make any checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.

I agree that personal data relating to me which has been or is obtained by Sapiaentia Education Trust, including personal data given by me on this form, may be held and processed either on a computer or in manual records and may be disclosed to authorised employees of the Trust or agencies acting on behalf of the Trust and used for any purpose relating to my application and prospective recruitment and employment within the Trust. I understand that information from the recruitment process will be held for six months after which all records, except for those of the successful candidate, will be destroyed.

Signed	Date
--------	------

**SAPIENTIA EDUCATION TRUST
Recruitment Monitoring Form**

The information supplied on this form is strictly confidential and does not form part of your application. This page will be removed from your application form and the information will not be taken into account when making the appointment.

The information you provide will be handled and stored in accordance with the Data Protection Act 1998.

Sapientia Education Trust welcomes applications for employment from all sections of the community. It is a fundamental principle of our policies that all people are equally valued regardless of their gender, age, disability, race, ethnic origin, language, religion or sexual orientation. The aim of our policies is to ensure that the Trust's employment practices do not allow unfair discrimination and to promote equality of opportunity for all.

To help us meet this commitment, we hope that you will assist us in monitoring the recruitment process by completing this form.

Please fill in all sections in black ink.

Title of Post:	
Surname:	First Names:
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Nationality:
Present Situation: Are you currently employed by Sapientia Education Trust? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Age: I am: <input type="checkbox"/> Under 21 <input type="checkbox"/> 51 – 60 <input type="checkbox"/> 21 – 30 <input type="checkbox"/> 61 – 64 <input type="checkbox"/> 31 – 40 <input type="checkbox"/> 65 or over <input type="checkbox"/> 41 - 50
Vacancy I heard about this vacancy through: (Please give one answer only) <input type="checkbox"/> TES/TES Online <input type="checkbox"/> Local/National Newspaper* <input type="checkbox"/> Professional/Trade Journal* <input type="checkbox"/> Norfolk County Council <input type="checkbox"/> BSA <input type="checkbox"/> Jobs24*/EDP Online* <input type="checkbox"/> Norfolk County Council <input type="checkbox"/> College Website* <input type="checkbox"/> Other* *Please specify 	Religion: <i>(If you feel the choices below do not provide a suitable option, please write how you would describe your religion)</i> <input type="checkbox"/> Christian <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Buddhist <input type="checkbox"/> None <input type="checkbox"/> Other* *Please specify

Ethnic Origin:

(The following categories are recommended by the Commission for Racial Equality. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin)

(a) White:

- British
- Irish
- Any other White background

(c) Asian or Asian British:

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

(e) Chinese or other ethnic group:

- Chinese
- Any other

(b) Mixed:

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

(d) Black or Black British:

- Caribbean
- African
- Any other Black background

If you have ticked one of the 'Any other' boxes, please describe your ethnic origin below.

.....

Disability

Definition of Disability

The Equality Act 2010 defines disability as follows:

A person has a disability if he/she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day to day activities.

Do you have a disability?

Yes:

No:

Signed:

Date:

For office use only.

- Shortlisted
- Appointed