

Application for Employment

FOR OFFICE USE ONLY

Applicant No	Date Received

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.

PART 1 - PERSONAL INFORMATION

Post Applied for:

Section 1.1 Personal Details

Title:

Last Name:

First Name:

Previous Names:

(if applicable)

Address:

Town/City:

Postcode:

Daytime Telephone:

Evening Telephone:

Mobile Telephone:

E-mail address:

**National Insurance
Number:**



Are you entitled to work in the UK?

Yes

No

Section 1.2 References

If you currently work at a school or educational establishment you must supply us with the Headteachers details for a reference.

N.B. References will be taken up for all shortlisted candidates prior to interview.

First Reference (Must be current or most recent employer)		Second Reference	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position (job title):	<input type="text"/>	Position (job title):	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Postcode:	<input type="text"/>	Postcode:	<input type="text"/>
Telephone No:	<input type="text"/>	Telephone No:	<input type="text"/>
E-mail address:	<input type="text"/>	E-mail address:	<input type="text"/>

Employer

Employer

Reference Type
(tick as appropriate)

Academic

*Personal/Character
(must not be a
relative or a friend)*

Reference Type
(tick as appropriate)

Academic

*Personal/
Character(must not
be a relative or a
friend)*

For posts which have substantial access to children or vulnerable adults, the Academy reserves the right to approach any previous employer.

Section 1.3 Criminal Convictions

Under the Rehabilitation of Offenders Act 1974 you are entitled to withhold information about convictions that are 'spent' under the provisions of the Act.

Have you ever been convicted or cautioned in relation to a criminal offence, have you been bound-over, or subject to formal warnings or reprimands or are you at present the subject of any criminal proceedings or police investigation?

Yes

No

Please specify dates of summons, charges, cautions, reprimands, final warnings or convictions, court, nature of offence and sentence or order imposed.

Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post.

Section 1.4 Positive about Disabled People

Impact Education Multi Academy Trust is committed to the Two Ticks disability standard. This means that any applicant with a disability who meets the essential criteria for a job vacancy will be guaranteed an interview and considered on their abilities.

Do you consider yourself to have a disability? Yes No

If you have answered yes to the above question, please give details of your disability and any assistance you may need at interview (e.g. sign language interpreter, wheelchair access)

Section 1.5 Additional Information

Are you related to a staff member or Governor of the school?

Yes

No

If YES please give name, position and relationship:

I understand that canvassing, directly or indirectly in connection with this appointment or knowingly failing to disclose a relationship will disqualify me.

To be completed for Teacher positions only:

Teacher Reference
Number

Do you hold Qualified Teacher Status?

Yes

No

Section 1.6 Declaration

In submitting this application (whether signed or not) I declare that I am the person referred to on the form, I can confirm that the information I have provided in Part 1, 2 and 3 of this application is true, complete and correct.

I understand that if I provide incorrect information or a false statement this will lead to the withdrawal of any job offer, or if I am given the job this will result in disciplinary action which is likely to result in my dismissal from employment.

I authorise Impact Multi Academy Trust to contact any current or former employers at the appropriate stage to confirm the details provided.

I understand that not disclosing a relationship with a staff member or Governor, of which I am aware, will disqualify me.

In accordance with the Immigration, Asylum and Nationality Act 2006 I am entitled to work in the United Kingdom. I shall produce such original documentation as may be requested to evidence my right to work.

I can confirm that I am not disqualified from working with children through the ISA's barring lists (List 99).

I agree to the information contained in this application being processed under the Data Protection Act 1998, for the purposes of recruitment monitoring and in relation to forming any contract of employment.

I need to make a disclosure in relation to my DBS check and have completed the Self Disclosure form, which I confirm will be submitted in a separate envelope marked 'Private & Confidential, SDF.

This form will only be reviewed for shortlisted candidates. Yes No

Signed:

Date:

This marks the end of section 1

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Application for the post of:

Date of Birth: (dd/mm/yy):

Which age category do you fall into?

16-19 years

20-24 years

25-29 years

30-34 years

35-39 years

40-44 years

45-49 years

50-54 years

55-59 years

60+ years

Rather not state

What is your Ethnic Origin?

Please choose ONE section from 1 to 6, then tick the appropriate box to indicate your cultural background.

1. White

(a) White British

(b) White Irish

(c) White Other

2. Mixed

(a) Mixed White & Black
Caribbean(b) Mixed White &
Black African(c) Mixed White &
Asian

(d) Mixed Other

3. Asian or Asian British

(a) Asian Indian

(b) Asian Pakistani

(c) Asian
Bangladeshi

(d) Asian Other

4. Black or Black British

(a) Black
Caribbean

(b) Black African

(c) Black Other

5. Chinese or Other

(a) Chinese

(b) Other

6. Undefined

(a) Rather not state

Gender

Male

Female

Rather not state

For the purpose of this question, transgender is defined as an individual who lives, or wants to live, in the gender opposite to the one that they were assigned at birth.

Is your gender identity the same as the gender

Yes

No

Do you live and work full time in the gender role opposite to that assigned at birth? Yes No

Disability

Do you consider yourself to have a disability? Yes No

Sexual Orientation

Heterosexual	Bisexual
Gay man	Rather not state
Gay woman or lesbian	

Religious Belief/Faith

Christian Denominations	Jewish
Buddhist	Other
Hindu	No Religion
Muslim	Rather not state
Sikh	

This marks the end of section 2

PART 3 APPLICATION FOR EMPLOYMENT

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Application for the post of:

Section 3.1 Current or Most Recent Employment

If you are not currently employed, please give details of your most recent employment. If you have just left education or have not been employed before then please leave this section blank.

Job Title:

Grade:

Salary:

Other allowances/benefits:

Date of Appointment:

Date employment ended:
(if applicable)

Notice period (if applicable):

Employer:

Address:

Postcode:

Tel no:

Status:

e.g. Part Time/ Full Time/ Casual/ Temp:

Responsible to:

Nature of business:

Brief description of duties:

Reason for leaving
(if no longer employed):

Section 3.2 Previous Employment

Previous Employment (Please put your most recent employer first).

Name and Address of Employer	Job Title	Salary	Date From (dd/mm/yy)	Date To (dd/mm/yy)	Reason for Leaving

--	--	--	--	--	--

Please give reasons for any gaps between jobs, e.g. unemployment, study, childcare etc. (specify dates and reasons):

If you are successful will this be your only job? Yes No

If no, please state the weekly hours and nature of the additional work?



Type e.g. school, college, university, workplace	Qualifications gained (state level and grade)	Date

Multi Academy Trust

Section 3.4 Personal Development & Additional Learning

Learning & Development Activity/Course Details	Date

Section 3.5 Professional Membership

Relevant Institute/Body	Class of Membership e.g. Associate, Member, Student, Fellow etc.	Expiry Date	State if Examination

Section 3.6 Driving Licence Details

Note: This section should only be completed if driving is an essential requirement of the post for which you are applying

Do you hold a full, current driving licence valid in the UK? **Yes** **No**

If YES, state class: e.g. Full UK
Car, HGV, PSV, LGV etc.

Section 3.7 Personal Statement

Give details of experience, knowledge, skills, abilities and other relevant information – please refer to the person specification and demonstrate how you meet all the criteria for the post.

Advertising Media Please state where you saw this post advertised

Council Website

Council Job Sheet

TES

Uk Ed jobs

Schools Week

Job Centre Plus

Professional Journal

Other - *please state*

Returning your application

Applications can be submitted via e mail to:

admin@i-mat.org.uk

Postal applications should be returned to:

**Viv Helliwell
Impact Education Multi Academy Trust
First Floor,
Unit 12 Longbow Close,
Pennine Business Park,
Bradley,
Huddersfield
HD2 1GQ**

Telephone enquiries:

Tel: 01484 799321