

APPLICATION FORM

Private and Confidential



Post applied for:

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Please return this form to:

Mr M Smith (HR and Data Officer)
FAO Mr J Curtis
Headteacher
Sarum Academy
Westwood Road
Salisbury
SP2 9HS

recruitment@sarumacademy.org

This form should be completed in full. You should NOT send a C.V. (curriculum vitae) as an alternative to completing any section of this form, however you may use additional sheets of paper if there is not enough space to enter relevant information on any section.

Your application will be judged solely on the information provided in accordance with the person specification.

PERSONAL DETAILS

Surname: _____	Title (Ms, Miss, Mrs, Mr etc) : _____
Forenames: _____	
Home Address: _____	
Post Code : _____	
N.I. Number: _____	GTC Number: _____
Telephone Number(s) (to include STD codes)	
Home ☎: _____	
E-mail 📧: _____	
Mobile ☎: _____	
Work ☎: _____	
May we contact you at work?	Yes No
Please note we will exercise the utmost discretion should you authorise us to contact you at work.	

EDUCATION, TRAINING AND NON-VOCATIONAL EXPERIENCE

Please give relevant information about education received, and qualifications obtained with dates.

Secondary Schools, Colleges and Universities attended	Dates		Qualifications gained or pending (please state subject, level and date obtained)	Grade
	From	To		

N.B. You will be asked to produce the certificates where your qualifications are a requirement of the job

Do you have any non-vocational experience/skills which may be relevant to your application?
e.g. family duties, voluntary work, leisure interests. If yes, please give details:

Do you have any language skills?

Yes \ No

If yes, please state languages and level of skill (including sign language interpretation)

MEMBERSHIP OF PROFESSIONAL BODIES

Body	Grade of Membership	By Examination [Yes/No]	Date

ATTENDANCE AT TRAINING COURSES

Course	Duration	Date

PRESENT EMPLOYMENT (if applicable)

Employer	_____
Job Title	_____
Date appointed	_____
Notice period required	_____
Current wage/salary and grade (if applicable)	_____
Reason for wishing to leave present employment	

Please also list any other jobs you currently have (paid)	
Employer	_____
Job Title	_____
Date appointed	_____
Notice period required	_____
Current wage/salary and grade (if applicable)	_____

EMPLOYMENT HISTORY

Previous paid employment (if applicable). List all other employers (most recent first) using a separate sheet if necessary. **Account for any gaps in employment** (subject to provisions relating to disclosure under the Rehabilitation of Offenders Act 1974).

Employer's Name, Address and type of business	Post held	Dates	
		From	To

OTHER RELEVANT INFORMATION

Outline other relevant information and experience including current duties.

The information you provide in this section will be used in assessing your application. Please use this space to state your reasons for applying for the post relating your skills, experience and personal qualities to the person specification and requirements of the job. If you are a disabled person, but are unable to meet some of the job requirements because of your disability, please document this in this section.

Please continue on a separate sheet if necessary.

MISCELLANEOUS

Driving Licence

Do you have a full current driving licence? Yes / No

REFERENCES

Give the name and address of two referees of whom confidential enquiries may be made regarding your suitability for the post. One should be your present or last employer, the other a previous employer or someone who has known you in a professional capacity. [If you are a School, College or University leaver, your Principal, Headteacher or Tutor.] Please print details

Name		Name	
Post Title		Post Title	
Organisation		Organisation	
Email		**Email**	
Telephone (incl. STD code)		Telephone (incl. STD code)	
Fax No.		Fax No.	
Address		Address	
Post Code		Post Code	
Capacity in which known to you		Capacity in which known to you	

** It is standard procedure for us to contact both referees after short listing all references are sent via email**.

EQUAL OPPORTUNITIES MONITORING FORM

The following information is required in order that the Academy's Equal Opportunities Policy can be monitored effectively.

Please tick the box from the list below which best describes the ethnic group to which you belong:

Age: _____

Date of Birth _____

Sex: _____

White

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

British

Irish

Other White background

Please specify

Black / Black British

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Black Caribbean

Black African

Other Black background

Please specify

Chinese / other ethnic group

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Chinese

Any other background

Please specify

Asian / Asian British

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Indian

Pakistani

Bangladeshi

Other Asian background

Please specify

Mixed

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

White & Black Caribbean

White & Black African

White & Asian

Other mixed background

Please specify

Do you consider yourself to have a disability?

Yes / No

Is there anything we need to know about your disability in order to offer you a fair selection interview? (For example a signer or an accessible interview room)

Yes / No

If yes, please give details

This section of the form will not be used for shortlisting or interview purposes

Sarum Academy Self Disclosure Form

All information provided will be treated as confidential and managed in accordance with relevant data protection legislation and guidance.

Have you ever been known to any Children Services departments or Police as being a risk or potential risk to children? <small>(Please circle your answer)</small>	Yes	No
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If Yes, please provide further information

Have you been the subject of any investigation by any organisation or body due to concerns about your behaviour towards children? <small>(Please circle your answer)</small>	Yes	No
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If Yes, please provide further information

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activities due to inappropriate behaviour towards children <small>(Please circle your answer)</small>	Yes	No
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If Yes, please provide further information

Do you have any convictions, cautions, reprimands or final warning that are “protected” as defined by the Rehabilitation of Offender Act 1974 (Exceptions) Order 1975 (Amendment 2013)? <small>(Please circle your answer)</small>	Yes	No
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If Yes, please provide further information

Confirmation of declaration

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisations attention.

Signature:	
Print Name:	
Date:	

CRIMINAL CONVICTIONS

You are asked to provide details of previous convictions and cautions for criminal offences. You should read the attached guidance notes before doing so.

Details of conviction(s) including court(s) passing sentence	Date(s) of conviction(s)
<p><i>This section of the form will not be used for shortlisting or interview purposes</i></p>	
<p>I agree that, if necessary, the information I provide may be checked against police records. I understand that an offer of appointment may be withdrawn or dismissal may result if previous convictions for any criminal offences are not disclosed.</p> <p>Signed _____</p> <p style="text-align: right;">Date _____</p>	

How did you hear about this vacancy? (Please Circle)

TES

Sarum Academy Website

Direct Gov. Website

Spire Fm

Social Media

Other