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| **Non-Teaching Application Form - Confidential** |

1. **Job details**

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| --- | --- | --- | --- |
| **Please complete this section from information on the job advert** | | Do you consider yourself to be a disabled person?  *\*Guaranteed interview for people with disabilities* | Yes No |
| **Job title** |  | If yes, do you require any support or adjustments to enable you to take part in the selection process for this job? | Yes No |
| **Job reference** |  |
| **Closing date** | /  / | If yes, give details | |
|  |  |  | |

1. **Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Mr Mrs Ms Miss Other | | |
| **Surname** |  | Complete if applicable: | |
| **Forename** |  | **Home telephone No** |  |
| **Address** |  | **Work telephone No** |  |
|  |  | **Mobile telephone No** |  |
| **Postcode** |  | **Email** |  |

1. **Education/qualifications – most recent first**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School/college/**  **university/placement** | **Dates** (month/year) | | **Courses taken/qualifications** | **Grade** | **Date** (month/year) |
| **From** | **To** |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Are you a member of any professional bodies? | | Yes No |
| If yes, please state name of body: |  | |

1. **Present employment**

|  |  |  |
| --- | --- | --- |
| **Name and address of Present employer** | **Job title** |  |
|  | **Gross salary/wage** |  |
|  | **Date of appointment** | /  / |
|  | **Notice required** |  |
| **Brief details of duties and responsibilities** | | |
|  | | |

1. **Past employment (paid or unpaid) – most recent first** Include all previous employers

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s name**  (and address if appropriate) | **Position held** | **Dates** (month/year) | |
| **From** | **To** |
|  |  |  |  |

1. **Relevant training course attended – most recent first**

|  |  |  |
| --- | --- | --- |
| **Organising body** | **Course details** | **Dates** |
|  |  |  |

1. **Further information in support of your application** Please give reasons for making this application

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|  |

1. **Job share**

|  |  |
| --- | --- |
| **Are you applying as a job sharer?** | Yes No |

1. **Posts which involve driving**

|  |  |
| --- | --- |
| **Have you a full current driving licence?** | Yes No |

1. **Relationships**

|  |  |
| --- | --- |
| **Are you related to any member or employee of St Martin’s Multi Academy Trust?** | |
| Yes No | If yes, please state who |

1. **Disclosure of criminal and child protection matters**

The Directors of St Martin’s Multi Academy Trust are obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

1. **Rehabilitation of Offenders Act 1974**

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| --- |
| If you have no convictions, simply enter ‘nil’. If you have been convicted of a criminal offence, the details must be listed below together with any pending criminal convictions. Please also list any pending actions of the court hearings against you. |
|  |

1. **Disclosure and Barring Service**

In the event of a successful application a disclosure will be sought from the Disclosure and Barring Service in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

1. **Asylum and Immigration Act 1996**

In accordance with the Asylum and Immigration Act 1996, if short-listed you will be required to provide documentary evidence that you are legally entitled to live and work in the United Kingdom. You must therefore provide at the interview original copies of the official documents listed in the *Preventing Illegal Working – Home Office Regulations May 2004 A Guide for Candidates*.

|  |  |
| --- | --- |
| **Do you require a work permit to work in the UK?** | |
| Yes No |  |

1. **References**

*Note: Referees should not be friends or relatives*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Present/most recent employer** | | | | **Previous employer**  If no employment history, use a teacher or similar. | | | |
| **Name** |  | | | **Name** |  | | |
| **Job Title** |  | | | **Job Title** |  | | |
| **Address** |  | | | **Address** |  | | |
| **Postcode** |  | | | **Postcode** |  | | |
| **Telephone No** |  | | | **Telephone No** |  | | |
| **Status/relationship to you** | |  | | **Status/relationship to you** | |  | |
| Please check this box if you would prefer us **not** to contact this reference prior to interview: | | |  | Please check this box if you would prefer us **not** to contact this reference prior to interview: | | |  |
| We reserve the right to take up references with any previous employer.  Notes:   1. References will be contacted before interviews unless otherwise requested 2. If any of your referees knew you by any other name, please give the name in the space below | | | | | | | |

1. **Declaration**

If it is found that any of the information you have given on this application form is false or if you have knowingly omitted any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates. If such a discovery is made after you have been appointed then you will be liable to be dismissed.

|  |  |
| --- | --- |
| **Note:** *If unable to sign this form electronically you will be asked to sign the form if selected for interview.*  I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold. | |
| **Signature:** | **Date:**   /  / |

|  |  |
| --- | --- |
| Please complete this section from the information on the job advert | |
| **Job title** |  |
| **Job reference** |  |
| **Closing date** | /  / |

**Recruitment Monitoring Form**

This section forms an integral part of the application form and must be completed in full and accurately.

**This form is confidential and will not be seen by the selection panel.** The information provided will be used by St Martin’s Multi Academy Trust only to monitor the effectiveness of its equal opportunities and recruitment policies, and will be used only as part of aggregated statistics.

Please complete the following boxes as appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sex** | | **Disability** Do you consider yourself to be a disabled person? | |
| Female Male | | Yes No | |
| **Ethnic group**  To which ethnic group would you say you belong?  Mark **one** box please. | | Age  Please indicate the band in which your age falls. | |
| **White** | | Under 25 |  |
| British | 01 | 25 – 34 |  |
| Irish | 02 | 35 – 49 |  |
| Any other White background | 09 | 50 – 65 |  |
| **Mixed** |  | Over 65 |  |
| White and Black Caribbean | 10 | **Postcode:** | |
| White and Black African | 11 |
| White and Asian | 12 | **Vacancy** (mark only one) | |
| Any other mixed background | 19 | I became aware of this vacancy through: | |
| **Asian or Asian British** |  |  |  |
| Indian | 20 | Website |  |
| Pakistani | 21 | Express & Star |  |
| Bangladeshi | 22 | Internal advert |  |
| Any other Asian background | 29 | Job Centre |  |
| **Black or Black British** |  |  | |
| Caribbean | 30 |  | |
| African | 31 |  | |
| Any other Black background | 39 |  | |
| **Chinese or other ethnic group** |  | For Office use only | |
| Chinese | 40 | Shortlisted  Appointed | |
| Any other ethnic group | 49 |