Job Application Form

|  |
| --- |
| Data protection notice |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:* You have given us your consent
* We must process it to comply with our legal obligations

 You’ll find more information on how we use your personal data in our workforce privacy notice located on the Galileo MAT website under ‘key information’. |

|  |
| --- |
| vacancy information  |
| Application for the post of:Location of post i.e. School name/Central team:What date are you available to begin a new post?Where did you first hear about this job? |

|  |
| --- |
| Disclosure and barring and recruitment checks |
| The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. This post is exempt from the Rehabilitation of Offenders Act 1974 – the successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children’s barred list held by the DBS. Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974). Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy notice. If you’ve lived or worked outside of the UK in the last 5 years, the Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.**Have you lived or worked outside of the UK in the last 5 years?** [ ]  Yes [ ]  No Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. We may conduct online searches of shortlisted candidates as part of our due diligence checks.Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. |

|  |
| --- |
| Time spent living and/or working overseas  |
| If you’ve lived and/or worked outside of the UK, the Trust must make any further checks it considers appropriate (in addition to the usual pre-employment checks). We’ll base the decision on whether this is necessary on individual circumstances, and factors such as: * The amount of information you disclose in the DBS check
* The length of time you’ve spent in or out of the UK
 |

|  |
| --- |
| right to work in the uk |
| The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.By signing this application, you agree to provide such evidence when requested.If the vacancy is for a teaching position you can find out more about how the Trust recruits teachers from overseas in [guidance from the Department of Education](https://www.gov.uk/guidance/recruit-teachers-from-overseas). |

|  |
| --- |
| **Declaration:**I confirm that the information I have provided is complete, accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.  |

|  |
| --- |
| sign and date |
| Name (please print):Sign:Date: |

1. Instructions

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

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if this form is completed in full and returned to the address listed on the job advertisement.

1. Personal details

|  |
| --- |
| personal details |
| **First name** |  |
| **Surname** |  |
| **Preferred title** |  |
| **Previous first and surnames if applicable** |  |
| **If you prefer to be called by a name other than the one listed above, please specify** |  |

|  |
| --- |
| contact details |
| **Address** |  |
| **Postcode** |  |
| **Home phone** |  |
| **Mobile phone** |  |
| **Email address** |  |

|  |
| --- |
| disability and accessibility |
| The Trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make any adjustments, or arrangements to assist if you’re called for an interview, please state the arrangements you require: |

|  |
| --- |
| right to work in the uk |
| Do you have the right to work in the UK? [ ]  Yes [ ]  No  |
| If yes, please state on what basis: [ ]  UK citizen [ ]  EU settled status [ ]  Skilled worker visa [ ]  Graduate visa [ ]  Youth mobility visa [ ]  Other – please provide full details in the box below  |
|  |

|  |
| --- |
| Time spent living and/or working overseas  |
| Have you spent time living and/or working outside of the UK? [ ]  Yes [ ]  No  |
| If yes, please give details, including countries and relevant dates:   |

|  |
| --- |
| relationship to the SCHOOL OR trust |
| Please list any personal relationships that exist between you and any of the following members of the school/trust community i.e.* Trustees
* Local governors
* Staff
* Pupils

If you have a relationship with a Trustee, Local governor, or employee, this does not necessarily prevent them from acting as a referee for you.  |
| **Name** | **Relationship** | **Role at school/trust** |
|  |  |  |
|  |  |  |
|  |  |  |

1. Employment history

|  |
| --- |
| Current employment Details |
| **Job title** |  | **Permanent or temporary** |  |
| **Employer details (name, address, email and/or telephone** |  | **Part-time or full-time** |  |
| **Dates employed** |  | **Salary (inc. allowances)** |  |
| **Age range taught and No. on roll (if teaching post)** |  | **Description of responsibilities**  |  |

|  |
| --- |
| Previous employment |
| Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them in the table below. List the most recent employment first. |
| **Job title** | **Name and address of employer** | **Dates employed** | **Description of responsibilities** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| employment gaps |
| Please provide details of any employment gaps since leaving school and give the reasons for the gap. |
| **Start date** | **End date** | **Reason for employment gap** |
|  |  |  |
|  |  |  |

1. Education and training

|  |
| --- |
| education and qualifications |
| Please provide details of your education from secondary school onwards.You’ll be required to produce evidence of qualifications. |
| **Dates attended (month and year)** | **Name and location of school/college/university** | **Qualifications gained (including grades, awarding body and date of award)** |
|  |  |  |
|  |  |  |

|  |
| --- |
| training and professional development |
| Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application. |
| **Course dates** | **Length of course** | **Course title** | **Qualification obtained** | **Course provider** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

If this application is a teaching post, or you have ever been qualified as a teacher, please complete the below table:

|  |
| --- |
| teacher status |
| **Teacher reference number** |  |
| **Do you have QTS?** |  |
| **QTS certificate number (where applicable)** |  |
| **Date of qualification** |  |
| **Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?** |  |
| **Are you subject to a General Teaching Council sanction or restriction?** |  |

|  |
| --- |
| Additional information |
| Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.  |
|  |

If the post requires the post-holder to have a valid driving licence, include this section:

|  |
| --- |
| Driving licence details |
| **Do you have a valid driving licence?** |  |

1. Letter of application

Please attach an accompanying letter explaining why you’re applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

Please include your surname and the title of the post you’re applying for as the file name for the attachment.

The word limit for accompanying letters is no more than 1500 words.

1. References

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you’ve not previously been employed, please provide details of another suitable referee.

The Trust reserves the right to seek any additional references we deem appropriate.

Please note if you are shortlisted, we will contact your referees prior to interview. Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Relationship to you | address and postcode | contact number | email address | is this your current employer? |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

If either of your referees knows you by a different name, please state:

1. Equalities monitoring

We’re bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

|  |
| --- |
| equalities monitoring information |
| **What is your date of birth?** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
|  |  |  |  |  |  |  |  |
| **What is your sex?** | [ ]  Male [ ]  Female  |
| **What gender are you?** | [ ]  Male[ ]  Female[ ]  Other[ ]  Prefer not to say |
| **Do you identify as the gender you were assigned at birth?** | [ ]  Yes[ ]  No[ ]  Prefer not to say |
| **How would you describe your ethnic origin?** |
| **White**[ ]  British[ ]  Irish[ ]  Gypsy or Irish Traveller[ ]  Any other White background**Asian or British Asian**[ ]  Bangladeshi[ ]  Indian[ ]  Pakistani[ ]  Chinese | **Black or Black British**[ ]  African[ ]  Caribbean[ ]  Any other Black background**Mixed**[ ]  White and Asian[ ]  White and Black African[ ]  White and Black Caribbean[ ]  Any other mixed background | **Other ethnic groups**[ ]  Arab[ ]  Any other ethnic group[ ]  Prefer not to say |
| **Which of the following best describes your sexual orientation?** |
| [ ]  Bisexual[ ]  Heterosexual/straight[ ]  Homosexual | [ ]  Other[ ]  Prefer not to say |
| **What is your religion or belief?** |
| [ ]  Agnostic[ ]  Atheist[ ]  Buddhist[ ]  Christian[ ]  Hindu | [ ]  Jain [ ]  Jewish[ ]  Muslim[ ]  No religion | [ ]  Other[ ]  Pagan[ ]  Sikh [ ]  Prefer not to say |
| **Pregnancy and maternity** |
| Are you pregnant?[ ]  Yes[ ]  No[ ]  Prefer not to say | Have you given birth within the last 12 months?[ ]  Yes[ ]  No[ ]  Prefer not to say |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** |
| [ ]  Yes[ ]  No[ ]  Prefer not to say |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.** |
| [ ]  Physical impairment[ ]  Sensory impairment[ ]  Learning disability/difficulty[ ]  Long-standing illness[ ]  Mental health condition[ ]  Developmental condition[ ]  Other |