**STRICTLY PRIVATE & CONFIDENTIAL**

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| **Safeguarding Statement:**  **We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**  **(Jan 2025)** | | | | | | | | | | | | | | | | | | | | | | | |
| **POST TITLE: \***(*this field must be completed)*  Full- time or Part-time?  **ACADEMY:** | | | | | | | | |  | | | | | | | | | | | | | | |
| **CLOSING DATE:** | | | | | | | | | ………/……./………….. | | | | | | | | | | | | | | |
| *Please use black ink to complete this form or complete it electronically and return it by EMAIL to:*  **[ EMAIL ADDRESS].** | | | | | | | | | | | | | | | | | | | | | | | |
| Surname | | | | | | | | | Other Names | | | | | | | | | | | | | | |
| Previous Surnames | | | | | | | | | Preferred Title (e.g. Mr , Miss, Mrs, Ms, Dr) | | | | | | | | | | | | | | |
| Home Address  Postcode | | | | | | | | | Home Telephone | | | | | | | | | | | | | | |
| Mobile Telephone | | | | | | | | | | | | | | |
| Email Address | | | | | | | | | Work Telephone (if it is convenient to contact you) | | | | | | | | | | | | | | |
| \*\* If you have provided an email address, this will be the method by which you will be contacted. However, if you DO NOT wish to be contacted by email, please tick the box ☐ | | | | | | | | | | | | | | | | | | | | | | | |
| National Insurance Number | | | | | | | | | | | | | |  | | | |  | | |  | |  |
| Do you hold Qualified Teacher Status?(Teaching posts only) | | | | | | | | | | | | | | | | | | | | ☐ Yes | | | ☐ No |
| If yes, please give the date of the award & Teacher Reference number (TRN): | | | | | | | | | | | | | |  | | | | | |  | | |  |
| If no, are you registered with an official Body as an Instructor? | | | | | | | | | | | | | | | | | | | | ☐ Yes | | | ☐ No |
| Are you entitled to work in the UK? (You will be asked to provide evidence) | | | | | | | | | | | | | | | | | | | | ☐ Yes | | | ☐ No |
| Do you need a Certificate of Sponsorship? | | | | | | | | | | | | | | | | | | | | ☐ Yes | | | ☐ No |
| If applicable, do you hold a full valid driving licence? | | | | | | | | | | | | | | | | | | | | ☐ Yes | | | ☐ No |
| If applicable, do you have the daily use of a car? | | | | | | | | | | | | | | | | | | | | ☐ Yes | | | ☐ No |
| Have you previously sought employment with any academy with the One Multi Academies Trust (nee The Khalsa Academies Trust)?  If YES, please give details | | | | | | | | | | | | | | | | | | | | ☐  Yes | | | ☐  No |
| **PRESENT EMPLOYMENT**  *(if currently unemployed please give details of last employer****)*** | | | | | | | | | | | | | | | | | | | | | | | |
| Name, address and telephone number | | | | | | | | | | | | | | | | | | | | | | | |
| Date of commencement  ………./……………./……………… | | | | | | | Job Title | | | | | | | | |  | | | | | | | |
| Please give a description of your duties | | | | | | | | | | | | | | | | | | | | | | | |
| Present basic salary: | | | | | | | | | Notice required: | | | | | | | | | | | | | | |
| Full or part-time (FTE): | | | | | | | | | Reason for leaving: | | | | | | | | | | | | | | |
| Additional payments or benefits | | | | | | | | | | | | | | | | | | | | | | | |
| **EMPLOYMENT HISTORY**  *Please list your work experience since leaving full-time education. Start with the most recent employer. Please use a separate sheet if necessary*. *All gaps in employment* ***must*** *be accounted for\** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Dates**  **From To**  **DD/MM/YY** | | | | | **Employer’s name & address** | | | | | | | | **Job Title**  **Brief summary of duties and reason for leaving** | | | | | | | | | | | |
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| **Voluntary/Unpaid Activities** | | | | | | | | | | | | | | | | | | | | | | | | |
| **From** | | **To** | | | | **Position** | | | | | | **Brief details of duties** | | | | | | | **Name of organisation** | | | | | |
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| **\*Periods when not employed**  *All gaps/periods between jobs must be accounted for. Please provide details of periods of unemployment or the reason for any gap in employment and reasons for these.* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Start date** | | | **Finish date** | | | | | **Reason** | | | | | | | | | | | | | | | | |
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| **SECONDARY EDUCATION**  *(You will be required to produce evidence to demonstrate you have obtained all qualifications that you rely upon to support your application)* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Dates**  **From To** | | | | **Name & address of Academy/School** | | | | | | **Examinations Passed** | | | | | | | | | | | | | | |
| Awarding body | | | | | Qualification | | | | | | | Grade | | |
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| FURTHER EDUCATION *(You will be required to produce evidence to demonstrate you have obtained all qualifications that you rely upon to support your application)* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Dates**  **From To** | | | | **Name & address of College / University** | | | | | **Examinations Passed** | | | | | | | | | | | | | | | |
| **Awarding Body** | | | | | | Qualification | | | | | | | Grade | | |
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| **Other Qualifications held including vocational qualifications** | | | | | | | | | **Dates Awarded** | | | | | | | | | | | | | | | |
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| Are you a member of a professional body? ☐ Yes ☐ No  If yes, please specify: | | | | | | | | | | | | | | | | | | | | | | | | |
| **SUPPLEMENTARY QUESTIONS** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Rehabilitation of Offenders Act 1974 (as amended)**  If you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020), then the details of these must be disclosed if you are invited for interview.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  If you are invited for an interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant sections of the Disclosure Form.  Do you have any past, present or pending convictions, cautions, warnings, prosecutions or bind overs?  ☐ Yes ☐ No  **If yes, you must provide details of the offence(s), in a sealed envelope marked confidential, and attach it to this application.** | | | | | | | | | | | | | | | | | | | | | | | | |
| (For Teaching Posts only) Have you **ever** had any sanctions and/or warnings imposed by the TRA?  ☐ Yes ☐ No  If so, please give details including the date on which any sanction/warning expires. | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you **ever** had any sanctions and/or warnings imposed by the Department for Education?  ☐ Yes ☐ No  If so, please give details including the date on which any sanction/warning expires. | | | | | | | | | | | | | | | | | | | | | | | | |
| (For Teaching Posts only) Please give details of subjects taught: | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Are you related to any employees, Trustees or LAB Governors at any of our Academies?   ☐ Yes ☐ No    If yes, please give details  **……………………………………………………………………………..**   1. Are you a parent/carer at any of our Academies? ☐ Yes☐ No   For Sikhs only:   1. The Trust follows an inclusive Sikh ethos and the mainstream Akal Takht Rehat Maryada protocol **(**[**http://sgpc.net/sikh-rehat-maryada-in-english/**](http://sgpc.net/sikh-rehat-maryada-in-english/)**).** Please confirm that you agree to adhere to this protocol? YesNo | | | | | | | | | | | | | | | | | | | | | | | | |
| What are your interests? | | | | | | | | | | | | | | | | | | | | | | | | |
| Website or publication in which advertisement was seen? | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you have a disability? ☐ Yes ☐ No  If so, please state what type of adjustments to arrangements would assist you in overcoming any disadvantage your disability might otherwise cause you during the recruitment and selection process and/or at work. | | | | | | | | | | | | | | | | | | | | | | | | |
| **REFERENCES** | | | | | | | | | | | | | | | | | | | | | | | | |
| Please give the names and addresses of two referees, one of which **MUST** be your present or last employer or Head Teacher/tutor if at an Academy/School or College leaver. If your work does not currently involve working with children, however you have worked with children in the past, please provide details of a suitable referee from the organisation where you most recently worked with children. **Please note that as part of our commitment to safeguarding the welfare of children and young people, it is our policy to obtain all references prior to interview.** NB The One Multi Academies Trust reserves the right to obtain additional references if deemed necessary. | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of referee: | | | | | | | | | | | Name of referee: | | | | | | | | | | | | | |
| Job Title: | | | | | | | | | | | Job Title: | | | | | | | | | | | | | |
| Name and address of organisation:  Postcode: | | | | | | | | | | | Name and address of organisation:  Postcode: | | | | | | | | | | | | | |
| Email address | | | | | | | | | | | Email address | | | | | | | | | | | | | |
| Telephone number | | | | | | | | | | | Telephone number | | | | | | | | | | | | | |
| Relationship to you | | | | | | | | | | | Relationship to you | | | | | | | | | | | | | |
| May we approach this referee before the interview?  ☐ Yes ☐ No | | | | | | | | | | | May we approach this referee before the interview?  ☐ Yes ☐ No | | | | | | | | | | | | | |
| **I declare that the information set out in this application form is true, accurate and complete. I understand that if my application is incomplete this form may be returned to me for completion before it can be considered. I also understand that if I have omitted facts which may have a bearing on my application or if there are any anomalies on this form these will be explored by the Academy. Any false statement will result in rejection as a candidate and/or dismissal if appointed, and if appropriate, possible referral to the police.**  **In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want us to take up references at this stage and provide reasons.**  **In accordance with the Data Protection Act I expressly agree that the Academy may use and process the information on this form as necessary, and for any legitimate purposes of the Academy.**  **For the following statements please tick the appropriate box 🗹**  **\*I have not been placed on either the Children’s List or the Adult’s List. I have not been disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. TRA, DfE. I have no convictions, cautions, warnings, prosecutions or bindovers, past, present or pending. ✔◻**  **\*\* I have attached details of my record referred to above in a sealed envelope marked confidential. These details will not be considered unless you are shortlisted for the role. They will only be taken into account if we consider they are relevant to the role you have applied for, in which case we will ask you relevant questions at interview. ◻✔**  **I understand that if I am successful, my employment will be subject to satisfactory Enhanced DBS clearance and I agree to any pre-employment screening relevant to my application.** | | | | | | | | | | | | | | | | | | | | | | | | |
| Signed | | | | | | | | | | | | | | | | | Date | | | | | | | |

**PERSONAL STATEMENT**

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| **Additional Questions (only for Leadership teaching posts)**  ***(Please see guidance notes enclosed)*** |

Please give details of your achievements and expertise in the following **key areas**.

Please identify the actions you took and the impact of those actions.

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| **Knowledge/Experience** |
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| **Successful experience required**  Successful experience of people management and other resources to secure improvement. |
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| **Leadership and Management**  Able to evidence a substantial track record of demonstrating high level leadership and management skills including experience of managing performance and change successfully. |
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| Excellent interpersonal and people management skills to including the ability to lead, inspire, motivate and unite the staff to secure the confidence and loyalty of whole Academy/School community. |
| **N** |

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| **PERSONAL STATEMENT**  ***(All Applications)*** |

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