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| Position Applied For | **[Post Title]** |
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| Organisation \* | **[Organisation]** |
| \*Please enter one of: Beal High School, The Forest Academy, Beacon Business Innovation Hub, BMAT or BEST | |
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| Applicant | **Amy Wright [Surname]** |
| Date of Application |  |

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| Post Details | |
| Position Applied For | [Subject] |
| School / Academy | [Company] |
| Date of Application |  |

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| SECTION 1 – Personal details | |
| Title (Mr, Mrs, Miss, Ms, Dr, Other) |  |
| Surname | [Surname] |
| Forename | Amy Wright |
| Address |  |
| Telephone Numbers | Mobile  Home |
| Email |  |
| Names previously known by if applicable |  |
| Where did you hear about Beacon Multi Academy Trust and this opportunity? | |

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| SECTION 2- Right to work in the UK | |
| Are you eligible to work in the UK/EEA? | Yes  No |
| Do you require a work permit to work in the UK? | Yes  No |
| Your National Insurance Number |  |

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| SECTION 3- Continuous service | |
| Beacon Multi Academy Trust recognises continuous service in Local Government in employment for statutory benefits included under the provision | |
| Do you have continuous service? | Yes  No |
| If yes, please state the start date |  |

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| SECTION 4- Previous applications | |
| Have you applied to Beacon Multi Academy Trust before? | Yes  No |
| If yes, please provide the details of post and approximate date |  |

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| SECTION 5 – Employment History | | | | | |
| Please list employment providing all of the details requested, starting with your most recent job, paid and/or unpaid. It is important that you include any periods of unemployment. | | | | | |
| 5.1 Current/ Last Employer | | | | | |
| Employer’s name | | | | | Position held |
| Full Address | |  | | | |
| Start Date | | | | | Grade/ Salary |
| End Date  Or Notice Period | | | | | Reason for leaving |
| Description of duties and responsibilities | |  | | | |
| 5.2 Previous Employment | | | | | |
| Employer’s Name | | | | Position Held | |
| Full Address |  | | | | |
| Start Date | | | | Grade/Salary | |
| End Date | | | | Reason For Leaving | |
| Brief description of duties and responsibilities | | |  | | |
| 5.3 Previous Employment | | | | | |
| Employer’s Name | | | | Position Held | |
| Full Address |  | | | | |
| Start Date | | | | Grade/Salary | |
| End Date | | | | Reason For Leaving | |
| Brief description of duties and responsibilities | | |  | | |
| 5.4 Previous Employment | | | | | |
| Employer’s Name | | | | Position Held | |
| Full Address |  | | | | |
| Start Date | | | | Grade/Salary | |
| End Date | | | | Reason For Leaving | |
| Brief description of duties and responsibilities | | |  | | |
| 5.5 Previous Employment | | | | | |
| Employer’s Name | | | | Position Held | |
| Full Address |  | | | | |
| Start Date | | | | Grade/Salary | |
| End Date | | | | Reason For Leaving | |
| Brief description of duties and responsibilities | | |  | | |
| 5.6 Previous Employment | | | | | |
| Employer’s Name | | | | Position Held | |
| Full Address |  | | | | |
| Start Date | | | | Grade/Salary | |
| End Date | | | | Reason For Leaving | |
| Brief description of duties and responsibilities | | |  | | |

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| SECTION 6 – Education History | | | |
| Please provide details of your education history, starting with the most recent. | | | |
| Institution(s) attended | Address | Date (start to end) DD/MM/YY | All Qualifications All Subjects All Grades Achieved |
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| SECTION 7- Relevant courses and training | | | |
| Please include details of any relevant training that you have received, which support your application. Include any on-the-job training as well as formal courses. | | | |
| Course Title | Course Provider | Date (start to end) DD/MM/YY | Qualification Achieved (if applicable) |
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| SECTION 8- Professional Qualifications/ Registrations | | |
| Please provide details of any professional qualifications and membership of professional institutes that you hold. | | |
| Name of Professional Body | Membership Grade and Number | Date Achieved |
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| SECTION 9 – Personal statement |
| Using the Job Description, your experiences and achievements please use to space to tell us how you meet each of the relevant points on the Person Specification.  This should approximately be 1 A4 side and should not exceed 2 sides of A4 (in no less than size font 11) |
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| SECTION 10- Other relevant special interests and experience |
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| SECTION 11 – References | |
| **All appointments are subject to satisfactory references being obtained** | |
| Please give the details of two referees, not related to you. One of these must be your Line Manager with your present and/or last employer; if you work in education then one of these should be approved by your current Principal. If you have limited work experience teachers/tutors may be sufficient. Referees should be able to comment on your ability to perform the job for which you are applying for.  Referees may be contacted prior to interview. | |
| **First Referee** | **Second Referee** |
| Name | Name |
| Occupation | Occupation |
| Company address | Company address |
| Email address | Email address |
| Telephone number | Telephone number |
| Your position held | Your position held |
| Your Relationship to the Referee | Your Relationship to the Referee |

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| SECTION 12 – Secondary Employment/ Business Interests | |
| You may not without the prior permission in writing of the Beacon Multi Academy Trust be employed or otherwise engaged in any other business, trade or profession either directly or indirectly in any capacity whatsoever. | |
| Do you have any other work commitments either paid or unpaid, which you would wish to continue with, if offered employment with the Academy. | Yes  No |

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| SECTION 13 – Pre-Employment Checks | |
| Medical Check | |
| If an offer of employment is made you will be required to complete a medical questionnaire. All appointments are subject to the receipt of medical clearance satisfactory to the Trust. | |
| Declaration of Offences | |
| This post is exempt from the Rehabilitation of Offenders Act 1974, as the nature of the job falls within the type of work excluded from the Act by the 1975 and 2001 Exceptions Amendment. This means you must declare all offences, convictions, cautions, bind overs or any court cases to the Trust.  Please note that possession of a conviction or caution will not necessarily mean that you won’t be appointed, each case will be considered on its merits.  As this post involves working with or having access to children or vulnerable adults and/or their records, all successful candidates must undergo criminal records checks (Enhanced Disclosure and Barring Service check DBS), barred list checks and prohibition checks. Overseas police checks may also be required for those who have lived or worked outside the UK. | |
| **If there is anything in relation to these checks that you would like to discuss in confidence please tick here** |  |
| All information given will be treated in the strictest confidence and will be used for the purposes of considering your suitability for employment and safeguarding. | |

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| SECTION 14 – Declaration | | | |
| Are you related to, or have a close personal relationship with any employee or governor across the Beacon Multi Academy Trust? | | | Yes  No |
| If Yes, please state their name(s) and position(s) held | | | |
| I understand that providing misleading or false information/qualifications will disqualify me from appointment or may after appointment lead to disciplinary action, which could lead to dismissal without notice.  I authorise the Beacon Multi Academy Trust to check the information supplied, process and hold all such information in paper, electronic and otherwise for the purpose of my employment.  The Beacon Multi Academy Trust intends to fulfil all its obligations under the General Data Protection Regulation (GDPR). To find out what personal data we collect and how we use it, please visit our [privacy policy](http://nelta.co.uk/wp-content/uploads/2018/07/Privacy-Policy.pdf). This application and the information it contains will be retained for 6 months from date of receipt.  Electronic signature and receipt confirms acceptance of this declaration.  I declare that I have read the information above. | | | |
| Name | Signed | Date | |
| Please read the next part of the application form carefully, some parts are compulsory and failure to complete may result in your application being returned.  **Please save the application by your surname and return by email to** [**recruitment@beaconacademytrust.co.uk**](mailto:recruitment@beaconacademytrust.co.uk) | | | |