When completed it should be emailed to **officemanager@millbrook.vale-academy.org**

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| **EMPLOYMENT APPLICATION FORM**  **For Teaching, Support and Volunteer Vacancies**  ***NB. The Vale Academy Trust is committed to safer recruitment practices and our application form reflects this.*** |
| **SCHOOL APPLIED FOR:**  Millbrook Primary School  **APPLICATION FOR THE POST OF:** |

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| **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 one 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 * Performance of a contract   You’ll find more information on how we use your personal data in our Privacy Notice, available on our website www.vale-academy.org |

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| **vacancy information** |
| **What date are you available to begin a new post?**  **Where did you first hear about this job?** |

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| **recruitment checks INCLUDING Disclosure and barring INFORMATION** |
| *The Vale Academy Trust and its schools are committed to safeguarding and promoting the welfare of all children and preventing extremism.  We expect all staff and volunteers to share in this commitment.  All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory “Disclosure and Barring Service (DBS) Enhanced Check.*  *Shortlisted candidates will be subject to online searches for publicly available information.*  *The Vale Academy Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools’ community.*  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered protected. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  For posts in regulated activity, the DBS check will include a children’s barred list check.  It is an offence to seek employment in regulated activity if you are on a barred list.  If applying to work in our Primary Schools with pupils aged under 8, we will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.  It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy notice.  Please see our Policy Statement on recruiting those with criminal convictions on our website on the Work For Us page.  **Do you have a DBS certificate?** **Yes  No Date of check:**  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make then unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. |

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| **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) in order to comply with Safer Recruitment requirements. We will 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 |
| **Have you spent time living and/or working outside of the UK?** **Yes  No** |
| **If yes, please give details, including countries and relevant dates:** |

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| **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.  **Do you have the right to work in the UK? Yes  No**  **If yes, please state on which basis:**  **UK Citizen**  **EU Settled Status**  **Skilled Worker Visa**  **Graduate Visa**  **Youth Mobility Visa**  **Other – please provide full details** |
| **sign and date** |
| The information I have given on this form is true and accurate to the best of my knowledge.  **Name (please print):**  **Sign:**  **Date:** |

1. Instructions

Please complete all sections of this form using black ink or type. **Only Information in Section 3 to 5 will be shared with the panel for Shortlisting purposes.** This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full and returned to: **officemanager@millbrook.vale-academy.org**

Personal details

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| **personal details** | |
| First name |  |
| Middle name |  |
| Surname |  |
| Preferred title |  |
| Previous surnames |  |
| If you prefer to be called by a name other than the one listed above, please specify |  |
| National Insurance Number |  |

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

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| **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 adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |

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| **relationship to the school OR / trust** | | |
| Please list any personal relationships that exist between you and any of the following members of the Trust:  This includes:   * Trustees or Members * Local Governors * Employees * Pupils | | |
| **Name** | **Relationship** | **Role at school or trust** |
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1. Full Employment History

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| **Employment HISTORY**  Please provide details of **all** previous employment. List the **most recent employment first** and continue on a separate sheet where required. | | | | | | | | |
| **Job title** | **Employer details (name, address, email and/or telephone)** | **Dates started** | **Date Left and reason for leaving** | **Age range worked with (where applicable)** | **No. on roll (where applicable)** | **Permanent or temporary** | **Part-time or full-time** | **Salary (inc. allowances)** |
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| **Description of Role & Duties:** |  | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| **Description of Role & Duties:** | Click or tap here to enter text. | | | | | | | |
| **Job title** | **Employer details (name, address, email and/or telephone)** | **Dates started** | **Date Left and Reason for Leaving** | **Age range worked with (where applicable)** | **No. on roll (where applicable)** | **Permanent or temporary** | **Part-time or full-time** | **Salary (inc. allowances)** |
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| **Description of Role & Duties:** | Click or tap here to enter text. | | | | | | | |
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| **Description of Role & Duties:** |  | | | | | | | |

Please continue on a separate sheet where required.

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| **VOLUNTARY WORK** | | | | | |
| Please provide details of **all** voluntary work. List the most recent first. | | | | | |
| **Role** | **Name and address of Organisation** | **Date Started** | **Date left** | **Description of responsibilities** | **Reason for leaving** |
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| **GAPS IN EMPLOYMENT** | | |
| Please provide details of any gaps in employment since leaving school, and give the reason. | | |
| **Start Date** | **End Date** | **Reason for Employment Gap** |
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1. Education and Training

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| **education and qualifications** | | |
| Please provide details of your education from secondary school onwards, continuing on a separate sheet where required. You will be required to produce evidence of qualifications. | | |
| **Dates attended (month and year)** | **Name and location of school/college/university** | **Qualifications gained (including subject, grades, awarding body and date of award)** |
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| **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. Relevant copies will be requested. | | | | |
| **Course Dates** | **Length of course** | **Course Title** | **Qualification Obtained** | **Course Provider** |
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| **Membership of professional bodies** | | |
| Please provide details of any professional bodies to which you belong. Relevant certificates of membership and entry qualification will be required. | | |
| **Name of Professional Body** | **Level of Membership** | **Date of Membership** |
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| **teacher status [if applicable]** | |
| Teacher reference number |  |
| Do you have QTS? |  |
| QTS Certificate number (where applicable) |  |
| Qualification Route (ie UG, PG, PGCE) |  |
| Name at time of degree, qualification or PGCE |  |
| 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? |  |

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| **Driving LICENCE details – *Only complete if a requirement of the post applied for*** | |
| Do you have a valid driving license? |  |

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| **STATEMENT OF PERSONAL QUALITIES, skills and EXPERIENCE to support your application** |
| Please complete below or attach accompanying information 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. You may wish to discuss additional skills or relevant special interests. Please be specific and give examples wherever possible. You may use additional pages. If submitting additional pages, please include your surname and title of the post you are applying for as the file name of the attachment. |
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1. References

Please give the names of at least 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.

If you are applying for a teaching position, please ensure that you identify your Headteacher as a referee.

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

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. Please note that we take up references for all shortlisted candidates and approach previous employers for information to verify particular experience or qualifications before interview.

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| **Name AND TITLE** | **Relationship to you** | **address and post code** | **contact TELEPHONE number** | **CONTACT email address** | **is this your current employer?** |
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If either of your referees knows you by a different name, please state: Click or tap here to enter text.

If you don’t wish us to contact your referees without your prior agreement, please tick this box:

1. Equalities Monitoring

The Trust wishes to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We are bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, and whether our policies are effective and whether we are 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.

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| **equalities monitoring information** | | | | |
| **What is your date of birth** | | |  | |
| **What gender are you?**  Please select the appropriate box. | | | Man  Woman  Intersex  Non-binary  Use your own term, please specify here  Click or tap here to enter text.  Prefer not to say | |
| **How would you describe your ethnicity?**  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box. | | | | |
| **White**  British  Irish  English  Welsh  Scottish  Northern Irish  Gypsy or Irish Traveller  Any other White background | **Black, African, Caribbean or Black British**  African  Caribbean  Any other Black background  **Mixed/Multiple Ethnic Groups**  White and Asian  White and Black African  White and Black Caribbean  Any other mixed background | | | **Asian or British Asian**  Bangladeshi  Indian  Pakistani  Chinese  Any other Asian group  **Other Ethnic groups**  Arab  Any other ethnic group  Prefer not to say |
| **Which is your sexual orientation?** | | | | |
| Bisexual  Heterosexual/straight  Gay  Lesbian | | | Use your own term, please specify here:  Click or tap here to enter text.  Prefer not to say | |
| **What is your religion or belief?** | | | | |
| No religion or belief  Buddhist  Christian  Hindu | | Jewish  Muslim  Sikh  Prefer not to say | | If other religion or belief, please specify here:  Click or tap here to enter text. |
| **Do you consider yourself to have a disability or health condition** | | | | |
| Yes  No  Prefer not to say  What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:  Click or tap here to enter text.  The information in this form is for monitoring purposes only. If you believe you need a reasonable adjustment, then please discuss this with the manager running the recruitment process. | | | | |