

Job Application Form

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

The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached and retained in HR. This ensures that your application is dealt with objectively. Please complete these pages even if you are submitting a CV.

Data Protection Act

Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by The Aspire Educational Trust in accordance with the Act.

For internal candidates only

Are you on the Redeployment List ? Yes No

Title of job applied for

Title of job applied for:	Ref:
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Personal Details

Mr/Mrs/Miss/Ms/Dr	First Names:	Known as:
Surname:	NI Number:	
Previous Surname(s):		
Address:		
Post Code:		

Telephone Numbers

Home:	Work:
Mobile:	E-mail address:
May we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>	
How can we contact you? Telephone / E-mail / Mobile	

Where did you first see the advertisement for this job? If a newspaper, please state which one.

References

Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or headteacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job. For internal candidates, references are to be provided by current line managers. Please nominate who that is under present/most recent employer.

Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be shortlisted.

Present/most recent employer*	Previous employer/other
Organisation: _____	Organisation: _____
Name: _____	Name: _____
Role in Organisation: _____	Occupation: _____
Address: _____ _____	Address: _____ _____
Postcode: _____	Postcode: _____
Phone No: _____	Phone No: _____
E-mail: _____	E-mail: _____

Preferred method of communication:
Letter E-mail Letter E-mail

In what capacity does the referee know you?	In what capacity does the referee know you?
• Employer/former employer <input type="checkbox"/>	• Employer/former employer <input type="checkbox"/>
• Colleague/former colleague or manager but the reference is given on a personal basis <input type="checkbox"/>	• Colleague/former colleague or manager but the reference is given on a personal basis <input type="checkbox"/>
• Personal <input type="checkbox"/>	• Personal <input type="checkbox"/>

If the referee knows you by a different name please state: _____

* If you have not had previous employment, please provide details of another referee.

A reference will normally be taken up from your present/previous employer. Please tick the box if you do not want us to contact your referees without your prior agreement. However, all references will be taken up prior to interview.

Please do not contact my present/most recent employer

CONFIDENTIAL



Job Application Form

CVs will NOT be accepted in place of this form

Title of job applied for:	Ref:
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Name:

Current/Most Recent Appointment	
Title of current Job:	Start Date:
Current Employer:	Salary Range:
Employer Address:	Current Salary: £
Permanent or temporary contract:	Notice Required:

Main Responsibilities

Job related training
Brief details and dates of any training courses attended, excluding further education.

Current memberships of institutions/professional bodies
Please state level of membership, i.e. Graduate, Fellow, and membership number.

Employment History

(Most recent first)

Name of Employer, type of
Business and job title

Dates

Duties and reason for leaving

Relationship to Directors or employees

If you have any personal relationship to any employee, Member, Director or Local Governor of The Aspire Educational Trust or one of its Academies please give their name and relationship. This does not stop the employee, Member, Director or Local Governor giving a reference. (Any approach to an employee, Member, Director or Local Governor to influence a selection decision will disqualify you).

Name of employee, Member etc

Relationship to you

Their Work location

Their present job/position

Education and training

Please give details of schools and colleges attended from age eleven, including part-time education and other courses.

Secondary education (name and town of school)	Dates from / to	Qualifications gained or for which you are studying	Grade attained
Education and training after school (name and town of college/university)			

Other Information

Additional skills e.g. languages sign language, keyboard skills.

Do you have a valid driving licence? Yes No

If yes, please state type of licence _____

Does your licence have any endorsements or penalty points? Yes No

If yes, please give details _____

Supporting Information

Please use this section to explain why you are applying for the job. **Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.**

If you require more space please attach a separate sheet.

Activities and interests away from work which may be relevant to the job applied for.

DIVERSITY

We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:

Gender: Male Female

Marital Status: Married Civil Partnership Single

Date of Birth: **Age:**

Please indicate your ethnic origin

White:

White British

White Irish

Any other White

Mixed:

Mixed White/Black Caribbean

Mixed White/Black African

Mixed White/Asian

Other Mixed

Asian

Indian

Pakistani

Bangladeshi

Other Asian

Black or Black British:

Black Caribbean

Black African

Other Black

Other:

Chinese

Gypsy/Traveller

Other

Nationality (Please State)

How would you define your sexual orientation?

Bisexual Gay Heterosexual Lesbian Prefer not to say

What is your religious belief?

Buddhist Christian Hindu Jewish Muslim Sikh

No religion Other (please specify) _____ Prefer not to say

Disability: The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.

Do you consider yourself to have a disability? Yes No



Have you any unspent convictions? If so please give details.

If between the completion of this application form and taking up a job with The Aspire Educational Trust you are convicted of a criminal offence you must inform the Trust of this.

The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction*.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions*, do not apply. You must, therefore, disclose whether you have any previous convictions*, whether or not they are spent.

Should you identify that you have a criminal conviction*, this will be discussed in confidence at interview. However you should note that only convictions* that are relevant to the job in question will be taken into account.

Do 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) by SI 2013 1198?

Yes No

Please Note before Completing

Certain spent convictions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions* can be found at the following link; please read before completing this question:*

http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf

***including cautions, reprimands or warnings**

If yes please state:

If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal. If between the completion of this application form and taking up a job within The Aspire Educational Trust, you are convicted of a criminal offence you must inform the Trust of this.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. All applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure and Barring Service

Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure process can be found at

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.

Signed

Date

The Aspire Educational Trust has a duty to protect public funds and may use the information you have provided for the prevention and detection of fraud. It may also be shared with other public bodies solely for these purposes.