



# SCHOOLS COMPANY

**Post Applied for:**

**PLEASE COMPLETE ALL SECTIONS IN BLACK TO FACILITATE PHOTOCOPYING**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry).

**PERSONAL DETAILS:**

<b>Surname/Family Name:</b>	<b>Preferred Title:</b>
<b>First Name(s):</b>	<b>Previous Surname:</b>
<b>Home Address:</b>	<b>Present Address (if different):</b>
<b>Post Code:</b>	<b>Post Code:</b>
<b>Telephone (Home):</b>	<b>Telephone (Work):</b>
<b>Telephone (Mobile):</b>	<b>Email:</b>
<b>Date of Birth:</b>	<b>National Ins. No.</b>
<b>CURRENT EMPLOYMENT</b>	
<b>Name of Establishment:</b>	<b>Employer:</b>
<b>Post Held:</b>	<b>Date Appointed:</b>
<b>Teacher Ref No. (if applicable)</b>	<b>Total Annual Salary:</b>

**The SchoolsCompany Trust operates a Safer Recruiting Policy.**

If called for interview you must bring with you all of the following (if applicable):

- Passport
- Driving Licence (Photocard)
- National Insurance Card or proof of
- Proof of your home address – official document such as bank statement or utility bill
- Relevant Qualifications

**PREVIOUS EMPLOYMENT DETAILS**

Please list in chronological order (most recent first), with precise dates – do not leave any gaps in your history

Employer and Establishment	Post	From	To	Reason for Leaving

**HIGHER EDUCATION**

Establishment(s)	From	To	Full/ Part-time	Qualification Awarded			
				Degree	Class	Division	Award Date

**Gaps in History**

Date(s) From/To

Reason

**SECONDARY SCHOOL EDUCATION****Establishment(s)****From****To****Examinations** (Please give details of 'A' Levels and GSEs, or equivalent: i.e. Subject, Date, Results/Grade)**Subject****Date****Results/Grade**

**OTHER RELEVANT QUALIFICATIONS OBTAINED**

<b>Course and Organising Body</b>	<b>Date</b>	<b>Qualification</b>

**LEISURE INTERESTS**

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

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## REFERENCES

Please give full details of two referees, one of whom must be your present/most recent employer (present Principal/Headteacher). Please be aware that we will be contacting referees for candidates who accept an invitation to interview unless we are specifically requested not to.

**Please ensure that you include email contacts for referees as they will be requested prior to interview.**

<b>1) Name:</b>	<b>Status:</b>
<b>Address:</b>	
<b>Telephone:</b>	<b>Email:</b>
<b>2) Name:</b>	<b>Status:</b>
<b>Address:</b>	
<b>Telephone:</b>	<b>Email:</b>

<b>From what source did you learn of this vacancy?</b>	
<b>Are you a relative or partner of any employee or governor of the Multi-Academy Trust?</b>	<b>YES/NO</b>
If yes, please give details below	
<b>Has someone else completed this form on your behalf?</b>	
If yes, please provide the person's name and an explanation	

## EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Enhanced Disclosure from the DBS.

<b>Rehabilitation of Offenders Act</b>
This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all unspent convictions, cautions and bind-overs, must be declared. Please send details of any unspent convictions, cautions and bind-overs, in a sealed envelope marked confidential, with the application form. If there are none please write 'none' below:

I certify that the information given above is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

**Signature:**

**Date:**

## SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence. Please continue on a separate sheet if necessary.