

Application for Employment

If you are applying for a voluntary or work experience position, please **also** complete the **Voluntary Application Form** available on our website. Please refer to the person specification and job description to help you complete this form. **Please note we do not accept CVs.**

Post applied for		Post number	
Post Location	South Axholme Academy <input type="checkbox"/> Epworth Primary Academy <input type="checkbox"/> Coritani Academy <input type="checkbox"/>		
Personal details			
Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/>		First Name(s)	
		Surname	
Full Postal Address			
Home Tel No.		Work Tel No.	
Mobile No.		Email Address	
May we call you at work: Yes <input type="checkbox"/> No <input type="checkbox"/>		NI No.	
Do you wish to apply for this post as part of a job-share arrangement?: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Present or most recent employment			
Company name		Title of Post	
Company address		Tel No.	
		Annual Salary	£ Hours p/w
		Date appointed	Notice required
Teacher reference number (if applicable)			
Induction Date			
Present or most recent employment – summary of main duties and responsibilities:			

Previous employment (starting with the most recent)

Employer name		Date From	Date To	Job Title	Reason for Leaving
		Click or tap to enter a date.	Click or tap to enter a date.		
Contact name					
Tel No.		Click or tap to enter a date.	Click or tap to enter a date.		
Contact name					
Tel No.		Click or tap to enter a date.	Click or tap to enter a date.		
Contact name					
Tel No.		Click or tap to enter a date.	Click or tap to enter a date.		
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Contact name					
Tel No.		Click or tap to enter a date.	Click or tap to enter a date.		
Contact name					
Tel No.		Click or tap to enter a date.	Click or tap to enter a date.		
Contact name					
Tel No.		Click or tap to enter a date.	Click or tap to enter a date.		
Contact name					

Education

If shortlisted you will be required to present relevant, original certificates at interview i.e. those that correspond to an essential requirement of the post.

Schools, colleges, universities attended – most recent first	Date From	Date To	Courses taken and/or examinations	Date passed	Grade
	Click or tap to enter a date.	Click or tap to enter a date.		Click or tap to enter a date.	
	Click or tap to enter a date.	Click or tap to enter a date.		Click or tap to enter a date.	
	Click or tap to enter a date.	Click or tap to enter a date.		Click or tap to enter a date.	
	Click or tap to enter a date.	Click or tap to enter a date.		Click or tap to enter a date.	
	Click or tap to enter a date.	Click or tap to enter a date.		Click or tap to enter a date.	

Professional qualifications

	Click or tap to enter a date.	Click or tap to enter a date.		Click or tap to enter a date.	
	Choose a building block.	Click or tap to enter a date.		Click or tap to enter a date.	
	Click or tap to enter a date.	Click or tap to enter a date.		Click or tap to enter a date.	

Additional training (including employment based training)

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Experience, skills and abilities

When completing this section, it is helpful if you quote examples of work and experiences that relate to the job description and the person specification. Explain why you believe that you are a good applicant for the post. Remember to include skills and experience outside of paid work, such as voluntary/community work or domestic activities. **Please do not attach a CV as it will not be considered.**

References

Please provide the names and addresses of two people who have agreed to act as referees (one of whom should be your present or most recent employer) whom we can contact for a reference on your ability to carry out the duties of the post.

As part of our safe recruitment processes for people working with children we may require employment references covering the five years prior to your application. References may be validated with referees.

References must be supplied with an email address

Reference 1

Mrs Ms Miss Mr Dr

Full Name

Company Name

Address

Position Held

Email

Do you agree to this referee being contacted before the interview? Yes No

Reference 2

Mrs Ms Miss Mr Dr

Full Name

Company Name

Address

Position Held

Email

Do you agree to this referee being contacted before the interview? Yes No

Additional Information (please complete as appropriate)

Are you a relative of a council employee or governor of the Academy? Yes No

If yes, please provide name and relationship

Are you entitled to work in the UK? Yes No Do you require a work permit? Yes No

The Academy is committed to the recruitment, employment, retention and career development of all applicants with a disability. As part of this commitment, all applicants with a disability who meet the essential criteria for the job will be invited to interview.



Will you need any assistance at interview? (e.g. sign language, interpreter, access to buildings, or does the time of day need to be taken into account?) Yes No

If yes, please specify your requirements and/or particular need(s)

Convictions/disqualifications

Isle Education Trust is committed to making appointments on merit and will focus on a person's abilities, skills, experience and qualifications. When considering an applicant with a criminal record, the Trust will consider the relevance of the conviction(s) to the job for which the person is applying. A criminal record will not necessarily be a bar to obtaining a position.

Under the Rehabilitation of Offenders Act 1974 a conviction will become 'spent' (i.e. treated as if it had never occurred) where the individual has not, after a period of time, committed another serious offence. Rehabilitation periods vary, depending on the type and length of the conviction originally incurred. For example:

Type of Conviction

Imprisonment for over 6 months but less than 30 months
Imprisonment over 30 months
Fine or sentence not covered by Act
Conditional discharge
Probation

Rehabilitation Period

10 years
never 'spent'
5 years
1 year
5 years

You will be informed if the post is exempt from the Rehabilitation of Offenders Act. If the post is exempt, you are not entitled to withhold information about convictions that are regarded 'spent' under the Act. If you are working with vulnerable service users, the post will be exempt from Section 4(2) of the Act. You are therefore required to give details of all convictions and cautions including 'spent' convictions. Any information that you may give will be strictly confidential and will be considered only in relation to exempted jobs for which you have applied. If you are not shortlisted the information will be destroyed.

Do you have any convictions, including driving offences? Yes No

If yes, please give details and dates:

Do you have any cautions/bind overs? Yes No

If yes, please give details and dates:

Do you have any disqualifications from driving or performance of professional duties?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details and dates:		
<p>A Disclosure and Barring Service (DBS) check will be carried out on successful applicants for posts that involve contact with children and/or vulnerable adults and are considered to be 'exempt' under the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The information obtained will be kept strictly confidential in accordance with the Code of Practice issued by the DBS. It will be a condition of your employment to subscribe to the DBS Update Service.</p> <p>The Code of Practice, along with the full version of our Recruitment of Ex-Offenders and DBS procedure, can be accessed at www.northlincs.gov.uk/northlincs/Jobsandcareers. Both documents are also available on request from the Academy.</p>		
Do you intend to undertake other work in addition to this post?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state weekly hours of additional work		
Declaration		
I understand that canvassing members of South Axholme Academy in connection with this appointment, or knowingly failing to disclose a relationship, will disqualify me. I declare that the particulars I have given are true, complete and correct. I accept that any false statement or material omissions will normally lead to my being dismissed if appointed to the post.		
Signature:		Date: Click or tap to enter a date.
<i>If you have completed our online application form, or are submitting a form by email you will be asked to sign and date your form if invited for interview.</i>		
For monitoring purposes please advise where you FIRST saw this post advertised		
TES <input type="checkbox"/>	JobsToday <input type="checkbox"/>	UKEdChat <input type="checkbox"/>
Doncaster job site <input type="checkbox"/>	Scunthorpe job site <input type="checkbox"/>	Twitter <input type="checkbox"/>
Facebook <input type="checkbox"/>	LinkedIn <input type="checkbox"/>	Doncaster Free Press <input type="checkbox"/>
Epworth Bells <input type="checkbox"/>	South Axholme website <input type="checkbox"/>	IET website <input type="checkbox"/>
Coritani website <input type="checkbox"/>	Epworth Primary website <input type="checkbox"/>	
Other: (please state)		

Please send completed applications to: chunter@southaxholme-iet.co.uk or post to:

Mrs Caroline Hunter
Staffing and Communications Manager
South Axholme Academy
Burnham Road
Epworth
Doncaster, DN9 1BY

OFFICE USE ONLY

SHORTLISTED

Yes No

Reason for decision:

INTERVIEW

Yes No

Reason for decision:

OFFER

Yes No

Reason for decision:

EQUAL OPPORTUNITIES

The Isle Education Trust is committed to providing equality of opportunity in its employment procedures and will consider all applicants on the basis of their suitability for the post, irrespective of gender, age, responsibility for dependants, creed, race, religion or ethnic origins, sexuality or disability. Please complete this section of the form, which is voluntary and will be used to monitor the effectiveness of the academy's diversity policy.

This form is NOT used as part of the selection process	
Title	Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/>
Forename(s)	
Surname	
Post applied for	
Post number	
What is your gender?	Male <input type="checkbox"/> Female <input type="checkbox"/>
What is your sexual orientation?	Bisexual <input type="checkbox"/> Heterosexual <input type="checkbox"/> Gay <input type="checkbox"/> Lesbian <input type="checkbox"/> Do not wish to answer <input type="checkbox"/> Transsexual <input type="checkbox"/>
Date of birth or age	
Ethnic Origin	Asian or Asian British - Bangladeshi <input type="checkbox"/> Black or Black British - African <input type="checkbox"/> Asian or Asian British – Indian <input type="checkbox"/> Black or Black British - Caribbean <input type="checkbox"/> Asian or Asian British - Pakistani <input type="checkbox"/> Other Black Background <input type="checkbox"/> Chinese <input type="checkbox"/> White – British <input type="checkbox"/> Other Asian background <input type="checkbox"/> White – Irish <input type="checkbox"/> Mixed – Asian and White <input type="checkbox"/> Other White background <input type="checkbox"/> Mixed – Black African and White <input type="checkbox"/> Other Ethnic background <input type="checkbox"/>
Do you have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is your religion or belief?	Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Sikhism <input type="checkbox"/> Judaism <input type="checkbox"/> Hinduism <input type="checkbox"/> Islam <input type="checkbox"/> Catholic <input type="checkbox"/> Do not wish to answer <input type="checkbox"/> Other: <input type="checkbox"/> Secular/Nonreligious/Agnostic/Atheist <input type="checkbox"/>

Self-Disclosure Form

Private and Confidential

As stated on the application form, because of the nature of the duties the post holder will be expected to undertake, you are required to disclose details of any criminal record(s). The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your record need to be disclosed.

If you declare your criminal record and / or other information and we believe this to have a bearing on the requirements of the post, we shall arrange to discuss the matter with you before any final recruitment decision is taken in relation to your job application. If we do not raise the matter with you it is because it is considered that your disclosure has no bearing on the requirements for the post. If you have any concerns or queries about filling in this declaration, please contact the Principal.

Applicants should be assured that the information they give will be kept securely and in accordance with the requirements of the Data Protection Act (i.e. once no longer required, your Self-Disclosure form will be confidentially destroyed). Only the people directly responsible for recruitment will be informed of disclosed information on a need-to-know basis.

If you can answer YES to the following questions please give further details such as date, what occurred, who was involved etc. on the following page.

Have you been arrested, cautioned, convicted or reprimanded since completing your last enhanced DBS Disclosure check?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you aware of any policy enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your name included on the 'Disclosure and Barring Service (DBS), Children's Barred List, DBS Vulnerable Adults List or the equivalent Welsh, Northern Irish or Scottish Lists as someone unsuitable to work with children?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you received any convictions, cautions, court orders relating to the care of children, reprimands or warnings or other grounds for disqualification from the appointment under the Childcare (Disqualification) Regulations 2009? NB – disqualification is not the same as being barred by the DBS and includes: <ul style="list-style-type: none"> • being cautioned for or convicted of certain violent and sexual criminal offences against children and adults; • grounds relating to the care of children (including where an order is made in respect of a child under the person's care); • having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering. 	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you live in a household where any person has received any convictions, cautions, court orders, reprimands or warnings or other grounds for disqualification (same as above) from the appointment under the Childcare (Disqualification) Regulations 2009? e.g. is anyone in your household subject to Multi-Agency Public Protection Arrangements (MAPPA) or on a Sex Offenders Prevention Order (SOPO) or the Sex Offenders Register (SOR) or have they ever been?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Further details:

I certify that the information given by me on this self-disclosure form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, my employer will be entitled to terminate my employment without notice.

Name (please print clearly):

Signed:

Dated:

Please return your completed declaration in a sealed envelope to the Staffing and Communications Manager marked Private and Confidential, or return via email to chunter@southaxholme-iet.co.uk in the knowledge that any information will be received in the strictest of confidence.