



## Application Form

Please complete in full attaching your letter of application and supporting statement – please see section seven.  
Incomplete applications and CVs will not be accepted.

<b>Position applied for:</b>	<b>Date of application:</b>	<b>Please state where you saw this post advertised:</b>
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### Section 1 – Personal details

<b>Title:</b> Dr/Mr/Mrs/Miss/Ms:	<b>Forename(s):</b> (Including all middle names)	<b>Surname:</b>
<b>Address:</b>	<b>All previous names:</b>	
<b>Postcode:</b>	<b>National Insurance number:</b>	
	<b>Are you currently eligible for employment in the UK?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
	<b>If no, please provide details:</b>	
<b>Telephone number(s)</b> <b>Home:</b> <b>Work:</b> <b>Mobile:</b> <b>Email address:</b>	<b>Applicants for Teaching posts only:</b> <b>Do you hold Qualified Teacher Status?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Year Gained:</b> <b>Teacher Reference Number (DFE/GTCE):</b>	

### Section 2 – Current/Most recent employment

<b>Current/most recent employer:</b>	<b>Current/most recent employer's address:</b>	
<b>Current/most recent job title:</b>	<b>Date started:</b>	
<b>Brief description of responsibilities:</b>	<b>Date employment ended (if applicable):</b>	
	<b>Reason for leaving/wishing to leave:</b>	
<b>Annual Salary: £</b>	<b>Allowances:</b> <b>Type:</b> <b>Value: £</b>	<b>Additional remuneration/ benefits</b> <b>Type:</b> <b>Value: £</b>

Notice required by current employer:

**Section 3 – Previous employment and/or activities**

Starting with your most recent job, please give a summary of all employment, including any relevant unpaid work. Please explain any breaks in employment dates – any gaps will be checked and validated at interview.

Dates	Name and address of employer	Position held and/or duties	Reason for leaving

**Section 4 – Education**

Please start with the most recent

Name of school/college/university	Dates of attendance	Qualifications gained with date and level attained

**Section 5 – Membership of Professional bodies**

Professional Body	Membership Grade and Number	Was membership gained by examination	Date

**Section 6 – Professional Courses attended as a Teacher**

Please list relevant courses attended in the past 3 years

Subject	Organising Body	Date(s)	Duration

**Section 7 – Supporting Statement.**

Please detail any skills and experience which you consider to be relevant to the Job Description and Person Specification for this role. Please include any relevant qualifications, skills, experiences or training that you have received.

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## Section 8 – References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. For teacher vacancies, the referee must be the Head Teacher. For support staff, the referee must be your line manager/director. If your current/most recent employment does/did not involve working with children, then your second referee should be your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The Academy will take up references for all shortlisted candidates before interview unless you expressly inform us that you do not wish us to do so in your covering letter.

Referee 1	Referee 2
Full Name and title:	Full Name and title:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Telephone number:	Telephone number:
Email address (essential):	Email address (essential):

Are you related to or do you maintain a close relationship with an existing employee, volunteer or governor of TOVE Learning Trust or any of their academies? If so, please provide details:

Is there anything else that you wish to declare that may be relevant to your employment at TOVE Learning Trust or any of their academies? If so, please provide details:

## Section 9 – Health

In accordance with the guidance published by the DFE any offer of employment made by the academy will be conditional upon the academy verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire the response to which will be assessed by the academy's medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the academy's medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician.

## Section 10 – Criminal records

If you are shortlisted, you will be required to complete a "Declaration of Criminal Record" form and bring the completed form to interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept or do any work in a "regulated position".

## Section 11 – GDPR 2018

The information collected on this form will be used in compliance with GDPR 2018. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in GDPR 2018. The information may be disclosed, as appropriate, to the Academy Council, to Occupation Health, to the Teachers Pensions Agency, to the Department of Education, to pension, payroll and personnel providers and to relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form will be kept strict confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.

## Section 12 – Recruitment

It is the academy's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, nationality or ethnic origin, gender, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the academy are subject to a probationary period.

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the academy's safeguarding policy is available on our website. Please take the time to read it.

If your application is successful, the academy will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

## Section 13 – Declaration

I confirm that the information I have given on this application form is true and correct to the best of my knowledge.

I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.

I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

I consent to the academy processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

**Signature:**

**Date:**

**Print Name:**