

**Application Form**

|  |
| --- |
| **Instructions** |
| * Please complete **all** **sections** of this form using **black ink** or type. * Applications will only be accepted if this form is completed in full. * All application forms will be anonymised prior to shortlisting. This is to ensure that your application is considered objectively. The information you provide will help us make a fair decision in the selection process**.** * If you have any questions on how to complete this form, please contact [hr@smart-trust.net](mailto:hr@smart-trust.net). Forms should be completed in Word format and returned to: [hr@smart-trust.net](mailto:hr@smart-trust.net) |

|  |  |
| --- | --- |
| **About the role** | |
| Role applied for: |  |
| Location: |  |
| Where did you first hear about this vacancy? |  |

|  |
| --- |
| **Disclosure and Barring and Recruitment Checks** |
| SMART Schools Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  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. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.  We will also 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.  If you have lived or worked outside the UK in the last five years, we may require additional information in order to comply with ‘safer recruitment’ requirements.  Any job offer will be conditional on the satisfactory completion of all necessary pre-employment checks.  All shortlisted candidates will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. We will conduct online searches of shortlisted candidates as part of our due diligence checks.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. |

|  |
| --- |
| **Right to Work in the UK** |
| SMART Schools 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 form, you agree to provide such evidence if you are invited to interview. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal details** | | | |
| Title: |  | Surname: |  |
| First name(s): |  | N.I. Number: |  |
| Home address: |  | Home phone: |  |
| Work phone: |  |
| Mobile: |  |
| Postcode: |  | Email: |  |
| Preferred name (if applicable): | |  | |
| If you have been known by any previous surname(s) please provide these, including the start and end date of these being used: | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Your current or most recent employment** | | | |
| **Note:** If you are applying for your first job, please provide any voluntary work/work experience in the “Previous employment or experience” section. | | | |
| Employer name: |  | Job title: |  |
| Employer address: |  | Salary: |  |
| Start date: |  |
| Leave date: (if applicable) |  |
| Reason for leaving: |  | | |
| Main duties and responsibilities: |  | | |
| Current notice period: |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment or experience** | | | | |
| Start with the most recent first and work backwards, including all education and voluntary work. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc). | | | | |
| **Dates (dd/mm/yy)** | | **Name of employer and address  or  Reason for gap** | **Job title, duties and responsibilities** | **Reason for leaving** |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications achieved from secondary, higher and further education** | | | |
| **School/college/university attended and location** | **Qualifications achieved with subjects** | **Grade awarded** | **Date achieved**  **(mm/yy)** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Other training, courses and self-development** | | |
| Please give details of training or professional development courses undertaken in the last 5 years that are relevant to your application. | | |
| **Name of provider/college** | **Title of course/training, e.g. First Aid at Work** | **Qualification (if relevant)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Membership of professional bodies** | | | |
| **Institute or association** | **Membership level** | **How obtained, e.g. through qualification or election** | **Date achieved**  **(mm/yy)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Teacher Training** | | | | |
| Do you have Qualified Teacher Status? | | | | Yes/No |
| Date achieved: | | | | |
| Teacher reference number: | | | | |
| Statutory induction period (if qualified after 7 May 1999): | | | | |
| Started: | | Completed: | | |
| Are you subject to any conditions or prohibitions placed on you by the DfES  (or other) in the UK? | | | | Yes/No |
| If yes, please enclose details with dates in a sealed envelope and attach to this form | | | | |
| **Teaching qualification (if not detailed above):** | | | | |
| Name of qualification, age range, subjects qualified to teach | Name of training provider | | Grade | Year achieved |
|  |  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Specific qualifications related to teaching and education:** | | | |
| Name of qualification (NPQH, SEN, PG Dip) | Provider | Grade | Date achieved (dd/mm/yy) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Your supporting statement** |
| Please refer to the job description and person specification for the vacancy and explain below how your experience, knowledge, training, course of learning and personal qualities match the requirements of the role. Use examples where possible and provide the situation or task, your action(s) and the result.  If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, work experience, the community, etc. |
|  |

|  |
| --- |
| **Disability and Accessibility** |
| SMART Schools Trust is 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 invited to interview, please confirm the details below: |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **References** | | | | | |
| * Please provide references from **two different employers** (unless you have only had one previous employment of any kind). * ***Do not use friends or relatives.*** * Employment references from previous schools or colleges must be from the headteacher. * If any of your previous roles (voluntary or paid) involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is ‘time expired’) and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. * SMART Schools Trust reserves the right to seek any additional references we deem appropriate. * Please let your referees know that you have listed them as a referee, and to expect a request for a reference should you be shortlisted for interview. * If either of your referees knows you by a different name, please provide us with the details: | | | | | |
| **Reference 1**: This **must** be your current or most recent employer. or, if you do not have any previous employment, your most recent tutor (school, college or university). | | | **Reference 2**: If you have worked with children, young people or vulnerable adults in the past, but are not currently this **must** be the most recent employer by whom you were employed to work with these vulnerable groups. Otherwise, a reference from a previous employer (who is not a friend or relative). | | |
| Full name: |  | | Full name: |  | |
| Job title: |  | | Job title: |  | |
| Employer: |  | | Employer: |  | |
| Address: |  | | Address: |  | |
| Postcode: |  | | Postcode: |  | |
| Email: |  | | Email: |  | |
| Relationship to you: |  | | Relationship to you: |  | |
| Did this role involve working with children, young people and/or vulnerable adults? | | Yes / No | Did this role involve working with children, young people and/or vulnerable adults? | | Yes / No |
| May we request this reference prior to interview if you are shortlisted? | | Yes / No | May we request this reference prior to interview if you are shortlisted? | | Yes / No |

|  |  |
| --- | --- |
| **Disclosure of interest (please indicate your response to each question)** | |
| Have you ever received a redundancy payment or pension from a local authority, academy or other associated body listed under the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999? | Yes / No |
| If yes, please give details including month and year: | |
| Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)? | Yes / No |
| If yes, please provide details: | |
| The role information supplied will say if this post requires travel and, if so, whether you need access to transport and/or a full current UK driving licence. | |
| If needed, do you have access to transport? | Yes / No |
| If needed, do you have a full current UK driving licence? | Yes / No |
| The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment? | Yes / No |
| If no, please provide details of your other role(s) and the days and hours you work: | |
| Canvassing of our employees and leaders (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with an employee or leader of SMART your application may be disqualified and, if appointed, you may be dismissed without notice. | |
| Are you related to, or have you formed any relationship (personal, financial or professional) with any current SMART employee, School Governor, or Trustee? | Yes / No |
| If yes, please give details: | |
| Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? | Yes / No |
| If yes, please give details: | |
| Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment? | Yes / No |
| If yes, please give details: | |

|  |
| --- |
| **Data Protection Notice** |
| Throughout this form we ask for some personal data about you. We will 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   We keep on file information from this application form and any documents you provide. This is required for recruitment purposes, the performance of any contract with you, for payroll purposes and the prevention and detection of fraud. Unsuccessful application forms will be destroyed in accordance with our retention policy; anonymised data may be kept for monitoring purposes.  A copy of our privacy notice for employees is available on our website. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Your declaration** | | | | | | |
| I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. | | | | | | |
| **Signature** (applicant): | |  | | **Date:** | |  |
| Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy in person before any offer of employment is made. | | | | | | |
| If you have completed this form on behalf of the applicant, please add your details: | | | | | | |
| Name (printed): |  | | Contact number: | |  | |

Thank you for taking the time to complete this application form. The information within the advert will state where it should be returned.