



# Employment Application Form

**This document can be made available in other languages, on tape, in Braille, large print and in other formats. For more information please contact [The Academies for Character and Excellence](#).**

Thank you for requesting an application form for a vacancy within The Academies for Character and Excellence. We will use this form to help us decide your suitability for the job so please ensure that it is accurate and complete.

The information you provide on this form will be used in accordance with the Data Protection Act and your form will be retained for six months from the closing date. The application form of the successful candidate will form part of their employee file and may be used for a number of employment related purposes.

**Please note:**

- CVs will **not** be accepted.
- All sections of the form **must** be completed.
- Late applications will **not** normally be considered.
- Please ensure that this application form is **saved in pdf format**. Submission in any other format may result in us not being able to read your full application.

## POST

Post applied for:	Location:	Job Ref:	Closing date:

## YOUR DETAILS

Title:	First name:	Surname:	Previous names (if you have any)
Address:	Date of Birth:		
	Home phone number:		
	Mobile phone number:		
	Email Address		
	National Insurance Number		
How much notice will you have to give when you leave your current job?		Do you require a work permit?	
Have you previously been employed by The Academies for Character and Excellence?			
If yes, please state position & dates			
Where did you see this job advertised?			





## SUPPORTING EVIDENCE

Please write in support of your application, giving examples as to how you meet the job description and how you would contribute to this post. Please note, considerable attention will be given by us to this statement when assessing your application against the criteria for the role.

## REFERENCES

It is The Academies for Character and Excellence's practice to take up references for short-listed applicants prior to interview

Please give the name and address of two referees from which the Trust may seek information regarding your suitability for employment covering **at least the last 3 years** of your employment. If you are currently employed, one of the referees must be your current employer; otherwise it must be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school / college or university. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post. Please continue on a separate sheet if necessary.

### For post that require a DBS check

If you are not currently working with children but have done so in the past, the second referee you supply should be from the most recent employer where you were employed to work with children or vulnerable adults

**Please ensure your references below cover the last 3 years of employment.**

### REFERENCE 1:

This must be from your present or most recent employer. If this reference will come from a School, the referee should be the Headteacher / Executive Head / Head of School

Name of referee	
Position	
Address	
Email	
Telephone number	
How do you know them?	

### REFERENCE 2:

This must be from your present or most recent employer. If this reference will come from a School, the referee should be the Headteacher / Executive Head / Head of School

Name of referee	
Position	
Address	
Email	
Telephone number	
How do you know them?	

### REFERENCE 3:

This must be from your present or most recent employer. If this reference will come from a School, the referee should be the Headteacher / Executive Head / Head of School

Name of referee	
Position	
Address	
Email	
Telephone number	
How do you know them?	

## EQUALITIES ACT 2010

The Academies for Character and Excellence is an Equal Opportunities employer and we are committed to our obligations. Disabled people are encouraged to apply. Disabled applicants who appear to meet the essential criteria of the person specification are guaranteed an interview

The Equalities Act defines a person as having a disability if he/she "has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities". Please confirm whether you consider yourself to have a disability. Please indicate with a **Yes** or **No**.

If **Yes**, what is the nature of your disability?

Wherever possible and reasonable we will make adjustments and offer alternatives to help a person with a disability through the application and selection process. Please provide details of any information you would like us to take into account with regard to your disability in order to offer you a fair selection interview

## ELIGIBILITY TO WORK IN THE UK

Are you eligible to work in the United Kingdom and are you able to provide proof of this?

Please indicate **Yes** or **No**.

If you are currently working in the UK with Visa restrictions please provide the following information:

Visa number

Expiry date

The Immigration, Asylum and Nationality Act 2006 requires all employers in the UK to make basic document checks on every person, before they start work, therefore if you are asked to interview, you will be required to provide evidence (original documents only) that you are eligible to live and work in the UK and copies will be taken at interview and if unsuccessful these will be destroyed in accordance with the General Data Protection Regulations and the Data Protection Act 2018 (DPA). If you are offered the post these original documents will be retained on your personal file.

## RELATIONSHIPS

Are you in any way related to or have a personal relationship with any Member, Trustee or an employee of The Academies for Character and Excellence?

Do you have any affiliation or relationship with an adult/parent or child in our Trust? Please indicate **Yes** or **No**.

If 'Yes' please give details

Name:

Relationship:

Job Title:

Soliciting support or information, which may be deemed to offer an unfair advantage, from any Member, Trustee or employees of the Trust in connection with this appointment will disqualify your application

## CRIMINAL CONVICTIONS

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' or filtered as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013) by SI 2013 1198?

Please indicate **Yes** or **No**.

If **Yes** please give details. Continue on an additional sheet if necessary.

## DISCIPLINARY ACTION

Have you been the subject of formal disciplinary action in your past employment or currently in the process of ongoing disciplinary action in your current position?

Please indicate **Yes** or **No**.

If **Yes** please give details. Continue on an additional sheet if necessary.

## DISCLOSURE AND BARRING CHECK / CRIMINAL RECORD CHECK

For positions that are included in the Exceptions Order to the Rehabilitation of Offenders Act 1974, and those that are required to access the Public Services Network (PSN) or data or any regulated positions as defined by the Criminal Justice and Court Services Act 2000, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Disclosure & Barring Service before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent" except where these have been filtered out in line with current guidance. Criminal convictions will only be taken into account when they are relevant to the post.

Please give details, or if you prefer, on an additional sheet and attach it to this form in a sealed envelope marked 'Confidential Disclosure'

## DATA PROTECTION - FAIR PROCESSING NOTICE

The collection, processing, maintenance and retention of any personal data which the Trust processes, is governed by legislation such as the GDPR and the Data Protection Act 2018, and by the Trust's own policies and procedures. The Trust will use any personal data you provide within this document solely for the purpose of assessing the eligibility of your application when applying for a vacancy. The information given will be provided to Trust's (as the employer) employees acting as response handlers and recruitment managers. They may share the information with colleagues for the purpose of shortlisting and interviewing for the vacancy. The information may also be shared with external parties if required by law. The information will be kept on file for a period of six months after the closing date of the vacancy to allow for any further processes, such as appeals, that may occur. If you are successful in your application for employment with the Trust, then the application form will be kept on your personnel file for the duration of your employment. I note that the information provided on this application form may be held, further processed or verified, in accordance with the General Data Protection Regulation.

Signature:

Date:

Submitting this completed application form electronically signifies your acceptance of ALL of the above declaration

## FINAL DECLARATIONS

The Academies for Character and Excellence is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for. By signing this application form you are confirming your agreement/commitment.

I confirm that I have read and understood the enclosures provided with this application form

I confirm that the details I have provided in this application form are correct and that I have not deliberately withheld any relevant information that could affect the Trust's decision to employ

I understand that the deliberate falsification of information or failure to disclose relevant information may lead to my application being rejected, any offer of employment being withdrawn or actual appointment being terminated

I declare that I have not canvassed any Member, Trustee or employee either directly or indirectly in connection with this application

I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 2018

I give my authority for the Employer to verify my qualifications with the relevant body.

Signature:

Date:

Submitting this completed application form electronically signifies your acceptance of ALL of the above declarations