



Employment Application Form

Applicant Name (CAPITAL LETTERS):

Please return your completed application form to:
Sarah Morgan
Shropshire Academy and Learning Trust
Coton Lodge
Coton
Nr. Whitchurch
SY13 3LR

Section 1

We thank you for your interest in this position and appreciate your attention to the completion of this application form in respect of the post applied for.

The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential.

The Trust application to employment process is informed by DfE Statutory Guidelines: Keeping Children Safe in Education and Working Together to Safeguarding Children.

Please complete the application form in black ink or type and ensure that you complete all of the sections specified.

The Application Declaration must be signed and can be found at the end of this form.

| | |
|------------------------------------------------------------------------------------------------------|------------|
| Post Details: | |
| 1. Trust Administrator | |
| 2. Term Time Only | |
| 3. Hourly Rate: £10 | |
| 4. Approximately 15 hours per week (<i>mainly school hours. Some flexibility will be required</i>) | |
| 5. Start date: September 2018 (<i>Subject to satisfactory references and relevant checks</i>) | |
| Closing Date: 28th June 2018 | |
| Do you require permission to work in the UK? Please circle as appropriate. | Yes |
| | No |





Section 2

Personal details

Last name and title:

First name(s):

Previous names:

Date of birth:

Home telephone no:

Home email address:

Work telephone no:

Work email address:

Home Address:

National Insurance no:

Please tick the box if you do not wish to be contacted at work

Section 3

Present employment (if currently employed)

Employer's name and address (if applicable):

Nature of business:

Job title:

Date appointed:

Grade/salary spine:

Current salary (point):

Notice required:

Allowance(s) received:

Please outline your reason for leaving:



Section 5

Break/s in employment history

If you have had any breaks in employment since leaving school, give details of these periods in **Section 4** highlighting your activities during these times e.g. unemployment, raising family, voluntary work, training.

Section 6

Mobility

(Please complete the section if the Person Specification for the post includes these requirements)

Do you have a valid driving license?

Yes No

Do you have access to a vehicle which you are able to use for work purposes?

Yes No

If not, are you able to travel, for work purposes, by another means of transport?

Yes No



Section 9

Professional qualifications Including details of professional association membership

Do you hold Qualified Teacher Status (QTS)? Yes No DfE number:

If yes please complete the following:

Date Statutory Induction Period (if qualified since August 1999) started:
completed:

General Teaching Council Registration date: GTC Reg/No.

Other Relevant Professional Bodies: Reg/No.

Section 10

Other relevant training and development activities attended in the last five years:

| Education/Training establishments | From | To | Qualification/ Awarding Body: | CPD | Dates |
|-----------------------------------|------|----|----------------------------------|-----|-------|
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Section 11

Information in support of this application

Please use the person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the Person Specification (please continue on a separate sheet if necessary). If you are a teacher/trainer/learning support and/or a school-based practitioner, please provide details of any specialist teaching and experience/skills you possess that may be relevant to the post.



Section 12

References

Please give the names and addresses of your two most recent employers. If you are unable to do this, please clearly outline who your references are from.

| | |
|--------------------------|--------------------------|
| Name and address: | Name and address: |
| Position: | Position: |
| Telephone number: | Telephone number: |
| Email address: _ | Email address: _ |
| | |

Please Note:

| |
|---------------------------------------------------------------------------------------------------------------|
| (i) Referees will be contacted before interviews unless you stipulate otherwise. |
| (ii) If either of your referees know you by another name please give details. |
| (iii) The Trust may contact other previous employers for a reference with your consent. |
| (iv) References will not be accepted from relatives or from people writing solely in the capacity of friends. |

Section 13

Close personal relationships

Are you a relative or partner, or do you have a close personal relationship with, any employee of the Trust to which your application is being made? If 'yes' please state the name(s) of the person(s) and relationship.

Yes No



Section 14

Declaration: Please confirm the following statements are true by signing below.

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the Trust, and is likely to result in dismissal.

Disclosure of Criminal Convictions

I understand that all Trust based jobs are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. *Applicants for school-based and child-facing jobs must, therefore, disclose all spent and unspent convictions.*

All applicants who are offered employment by the Trust will be subject to a criminal record check from the Disclosure and Barring Service before an appointment is confirmed. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced DBS (check) may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. *Having a criminal record will not necessarily bar someone from working for the Trust.

I acknowledge that if my application is successful I will not be eligible to start work until the Trust has received notification from the DBS and satisfactory references.

Safer Recruitment

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.

Data Protection Act 1998

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998. Your personal information will be stored in line with our Privacy Notice (GDPR) updated May 2018.

Correspondence

Thank you for applying for this post. Your interest in working for us is very much appreciated. It is not our practice to acknowledge receipt of applications. However, if you would like to be informed of the outcome of your application once the selection process has been completed, then please enclose a stamped addressed envelope.

Signed:

Date:



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Please use this page to provide additional information where required.