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| **APPLICATION FOR EMPLOYMENT** | |
| **Post Applied for** | Click or tap here to enter text. |
| **Academy** | Click or tap here to enter text. |



**PLEASE ENSURE YOU HAVE READ THE APPLICATION INFORMATION AND GUIDANCE NOTES BEFORE COMPLETING**

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. Successful applicants will receive the Rodillian Multi Academy Trust Safeguarding and Child Protection Policy that outlines the duties and responsibilities of the employer and all employees.

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| PERSONAL DETAILS | | | | | | | | | | |
| Surname:  Click or tap here to enter text.  Previous surname:  Click or tap here to enter text. | | First name/other names:  Click or tap here to enter text.  Title  Choose an item.  Click or tap here to enter text. | | | | | | | | |
| **Address for correspondence:**  Click or tap here to enter text.  **Postcode:** Click or tap here to enter text. | | **Telephone number where you can be contacted:**  **Mobile No.:** Click or tap here to enter text.  **Day:** Click or tap here to enter text.  **Evening:** Click or tap here to enter text.  **Email:** Click or tap here to enter text. | | | | | | | | |
| My National Insurance number is: |  |  |  |  |  |  |  |  |  |  |
| **Please state your DfE Number (if you have one)** Click or tap here to enter text.  **Do you hold Qualified Teacher Status:** Choose an item. **Is QTS pending?** Choose an item.  **Have you completed your induction period in the UK:** Choose an item. **If yes, please give date** Click or tap to enter a date. | | | | | | | | | | |
| **Do you have any relationships (personal/ business/financial) with any of The Rodillian Multi Academy Trust Board members, Local Review Board Members or staff, or any senior employees of the Trust/Academy that may conflict with the duties of the post for which you are applying?** Choose an item.  **If yes, please provide details:** Click or tap here to enter text.  **Failure to declare any such relationship may lead to disqualification for appointment or to dismissal if employed.** | | | | | | | | | | |
| **If there are any dates when you will not be available for interview, please state:** Click or tap to enter a date.  **If you would like to be considered for the post on a part time basis, please indicate the range of days and maximum number of hours you are able to work** Click or tap here to enter text. | | | | | | | | | | |
| **How did you find out about our vacancy?** Choose an item.  **If other, please state:** Click or tap here to enter text. | | | | | | | | | | |

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| REFERENCES | | | | | | |
| Please give the name, address, position and relationship of two referees. One of these should be your current or (if you are unemployed) most recent employer. If your most recent place of employemnt is not an education setting but you have previously worked in one, we also need a reference from there. All references from education settings must be completed by the Headteacher / Principal. If you have not previously been employed give the name of a responsible person who knows you well, but not a relative.  Please Note - referees will be contacted if you are selected for interview. | | | | | | |
| **Name:** Click or tap here to enter text.  **Position:** Click or tap here to enter text.  **Address:** Click or tap here to enter text.    **Postcode:** Click or tap here to enter text.  **Telephone Number:** Click or tap here to enter text.  **E-mail:** Click or tap here to enter text.  **Relationship to referee:** Click or tap here to enter text. | | | | **Name:** Click or tap here to enter text.  **Position:** Click or tap here to enter text.  **Address:** Click or tap here to enter text.    **Postcode:** Click or tap here to enter text.  **Telephone Number:** Click or tap here to enter text.  **E-mail:** Click or tap here to enter text.  **Relationship to referee:** Click or tap here to enter text. | | |
| |  |  |  | | --- | --- | --- | | **ATTAINMENT (Teaching applications only)**  **Please provide exam data for all your areas of responsibility and results for your school** | | | | **Year** | **School/Academy** | **Please provide detail of the percentage of students achieving GCSE 5 A\*-C including English & Maths for all other applicants please detail A\*-C grades for your classes/department** | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | |  |  |  | | | | | | | |
| EDUCATION AND TRAINING | | | | | | |
| Qualifications Obtained - Educational & Professional | | | | | | |
| **Name of School/Academy/University**  Click or tap here to enter text. | **Dates attended (month & year)**  Click or tap here to enter text. | | **Subject**  Click or tap here to enter text. | | **Qualification/Level**  Click or tap here to enter text. | **Grade Obtained**  Click or tap here to enter text. |
| Training Courses Attended or Currently Being Taken (include any relevant short-courses) | | | | | | |
| **Title of Training Provider**  Click or tap here to enter text. | | **Dates attended (month & year)**  Click or tap here to enter text. | | **Course/Qualifications**  Click or tap here to enter text. | | **Duration**  Click or tap here to enter text. |
| **Membership of Professional Bodies (relevant to the position you are applying for)** | | | | | | |
| **Name and Address of Professional Body**  Click or tap here to enter text. | | **Date commenced**  Click or tap here to enter text. | | **Grade of Membership**  Click or tap here to enter text. | | **Membership Number**  Click or tap here to enter text. |

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| EMPLOYMENT HISTORY - PLEASE PROVIDE A FULL WORKING HISTORY LEAVING NO GAPS | | | | | | | |
| Present or Most Recent Employment | | | | | | | |
| Name & Address of Employer:  Click or tap here to enter text. | | | | | Nature of Business:  Click or tap here to enter text. | | |
| Job Title:Click or tap here to enter text. | | | | | Date Started: Click or tap to enter a date. | | |
| Salary/Wage: £Click or tap here to enter text.  Grade/Point - Click or tap here to enter text. | | | Notice Required:Click or tap here to enter text. | | | Leaving date (if relevant): Click or tap here to enter text. | |
| State briefly your main duties and responsibilities and your position within the organisation. **If you are no longer in this job, please state the reason for leaving:**  Click or tap here to enter text. | | | | | | | |
| Summary of Previous Employment  Include part-time and temporary posts and previous posts with your present employer, (including details of your Teaching Practice if this is your first appointment - where applicable). Enter details with your most recent post first. You may attach extra sheets if necessary. For teaching posts please provide information relating to age of pupils and number on role. | | | | | | | |
| Period Employed | | Name of Employer, Address  & Nature of Business | | Post held/Grade/Salary/  Pay Spine Point | | | Reason for Leaving |
| From  Mth/Yr | To  Mth/Yr |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | | Click or tap here to enter text. | | | Click or tap here to enter text. |
| Please explain any breaks in your continuity of employment:  Click or tap here to enter text. | | | | | | | |

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| **SKILLS, KNOWLEDGE AND EXPERIENCE** |
| Please support your application by referring to the job description and person specification describing what particular skills, knowledge and experience you can bring to this job, gained either through work, education, home or voluntary activities.  This is your opportunity to tell us about yourself and why you are applying for this post. Give examples from your present and previous jobs, or from outside work and describe how they are relevant to this post. You may attach extra sheets if necessary. |
| Click or tap here to enter text. |

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| **DECLARATION** |
| **Data Protection**  **Information provided on this Application Form and as part of the recruitment process will be used in line with our** [Privacy Notice for Recruitment](https://www.rodillianacademytrust.co.uk/attachments/download.asp?file=162&type=pdf) **Please see the vacancy pages on our website for details.**  The information you submit will be processed by The Rodillian Multi Academy Trust. The lawful basis for processing this information is that it is necessary for a contract, to comply with legal obligations, it is in the public interest and is a legitimate interest and in order to comply with our obligations in the fields of employment and social security and social protection law.  Please note the Recruitment Monitoring Form data is voluntary and collected with your consent. It will be used to monitor the effectiveness of the Trust’s policies and practices. This monitoring is for statistical purposes only and you will not be identifiable from this process.  Your information may be shared may be shared with data processors where they have a legitimate business need to access it, and externally where required for the recruitment process, for example, in order to obtain references or where background checks are required. Your information will only be shared where necessary, and in accordance with data protection law. We share information with the Disclosure and Barring Service, Recruitment Service Providers and Suppliers and Occupational health and wellbeing providers.  If successful, this form will be retained on your personnel file and kept for a period of 6 years after the termination of your employment. Our [Privacy Notice for Staff](https://www.rodillianacademytrust.co.uk/attachments/download.asp?file=157&type=pdf) will apply to you. Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.  Information regarding your rights in relation to your personal data are available via the Information Commissioner’s Office: [www.ico.org.uk](https://ico.org.uk/).  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered prior to the date of the interview by completing a [Self Discolsure Form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.rodillianacademytrust.co.uk%2Fattachments%2Fdownload.asp%3Ffile%3D258%26type%3Ddocx&wdOrigin=BROWSELINK)  available on the Vacancies section of the Academy website and to returning this to[**recruitment@rodillianacademy.co.uk**](mailto:recruitment@rodillianacademy.co.uk) prior to interview/assessment. They may be asked for further information about their criminal history during the recruitment process.  **Declaration**  I consent to the Rodillian Multi Academy Trust recording and processing the information detailed in this application form. I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history. I understand that if my application is successful my appointment will be subject to satisfactory criminal vetting under the legislation for the protection of children. I understand that any offer of employment is subject to a) references that are satisfactory to the Trust b) a satisfactory Enhanced DBS Certificate and Barred List check (where applicable) and c) a satisfactory pre-employment health check. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.  **Signed: ………………………………………………………………………….. Date: ……………………………………** |

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| **RECRUITMENT MONITORING FORM** |
| As an equal rights employer The Rodillian Multi Academy Trust seeks a workforce which reflects the community it serves and is committed to providing equality of access to employment and development opportunities for people from all parts of the community. Selection for appointment/promotion will be based only on merit and ability.  To ensure this policy is carried out effectively, we ask all applicants to provide the following information.  All of the information provided below is kept confidential in line with the Data Protection Act and will only be used to complile statisticts that we can then use to make continuous improvements to our recruitment and selection processes. |
| **Date of Birth**: Click or tap to enter a date. |
| **Gender:** Choose an item. **If own term preferred, please specify** Click or tap here to enter text. |
| **Marital status:** Choose an item. |
| **Disability**  The Equality Act 2010 defines a disabled person as a person with 'a physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities’. You no longer have to be registered disabled.  This information recorded on this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss with HR.  Do you consider yourself to have a disability or health condition? Choose an item. |
| **What is your sexual orientation?** Choose an item. **If own term preferred, please specify:** Click or tap here to enter text.  **What is your religion or belief?** Choose an item. **Any other religion – please specify:** Click or tap here to enter text. |
| **What is your ethnicity?**  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick  **x** the appropriate box  **Asian or Asian British**  Indian Pakistani Bangladeshi Chinese  Prefer not to say Any other Asian Background - Please specify:Click or tap here to enter text.  **Black/African/Caribbean/Black British**  African Caribbean  Prefer not to say Any other Black/African/Caribbean background - Please specify: Click or tap here to enter text.  **White**  English Welsh Scottish Northern Irish Irish  British Gypsy or Irish Traveller Prefer not to say  Any other white Background - Please specify: Click or tap here to enter text.  **Mixed/Multiple ethnic groups**  White and Black Caribbean White and Black African White and Asian  White and Asian  Prefer not to say Any other mixed background - Please specify: Click or tap here to enter text.  **Other ethnic group**  Arab Prefer not to say Any other mixed background - Please specify: Click or tap here to enter text. |