**Application Form**

|  |  |
| --- | --- |
| **School or site:** | **Heytesbury C of E Primary School** |
|  |  |
| **Position Applied For:** | **Admin Officer** |

|  |  |
| --- | --- |
| **Applicant’s Name:** |  |

|  |  |
| --- | --- |
| **Closing Date:** |  |

|  |  |
| --- | --- |
| **Post Reference:** | **HEY21-22-1** |

**SECTION 1 – Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Dr/Mr/Mrs/Miss/Ms)** | **Forename(s)** | **Surname:** | |
| **Former names:** | | **Preferred Name:** | |
| **Address:**      **Post Code:** | | **Gender:** Male 🞏 Female 🞏 | |
| **National Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Date of Birth\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  \*(Acorn Education Trust welcomes applications from candidates of all ages. This information allows the Trust to identify any gaps in candidate’s employment or education history as required under Child Protection Guidance DfE 1568/2005) | | | |
| **Telephone Numbers:**  **Home:** | **0** | **Are you currently eligible for employment in the UK?**  YES 🞏 NO 🞏  **‘Right to Work’ Permit Number/Details(if applicable):**  **-----------------------------------------------------------------** | |
| **Work/Office:** | **0** |
| **Mobile Number:** | **07** |  |  |
| **Email Address:** |  |  | |
| **Do you have Qualified Teacher Status?** YES 🞏 NO 🞏 | |
| **Are you related to or do you maintain a close relationship with an existing employee, volunteer or Trustee of the Acorn Education Trust?**  YES 🞏 NO 🞏  **If so, please provide details:** | | | |

**SECTION 2 - Education**

**Please provide full details of your education from the age of 11. Please start with the most recent.**

**Please note that if you are shortlisted for interview, you will be asked to bring originals of your Degree and Exam Certificates etc… where applicable.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of University/College | Dates  From To | | Qualifications | | Main Subjects | | Grade/Class |
|  |  |  |  | |  | |  |
|  |  |  |  | |  | |  |
| Name of School/College | Dates  From To | | Qualifications | | | | |
| Level | Subjects Taken | | Grades | |
|  |  |  |  |  | |  | |
|  |  |  |  |  | |  | |
|  |  |  |  |  | |  | |

**SECTION 3 – Other Qualifications, Skills or Training**

|  |  |  |  |
| --- | --- | --- | --- |
| Education Centre or Institution | Dates  From To | | Course Title & Qualification |
|  |  |  |  |

**SECTION 4 - Employment-**

**Please provide your full employment history. Current or most recent employment first please.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of Employer | Title of Post  (Include brief details of post) | Salary | Dates  From/To | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
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| --- |
| **Gaps in education/employment history.** Please give an explanation with dates for any gaps in your education/employment history. |

**SECTION 5 - Referees**

**Please tick the box if you do not want your current employer approached at this time. 🞏**

**Please provide the details of at least three referees. One must be your current employer, or your school/college if this is your first job.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Full address** | **Telephone/Fax** | **E-mail** | **Capacity/Position** |
|  |  | Tel:  Fax:  Mobile: |  |  |
|  |  | Tel:  Fax:  Mobile: |  |  |
|  |  | Tel:  Fax:  Mobile: |  |  |

**SECTION 6 - Health**

**Acorn Education Trust is an Equal Opportunities employer and welcomes applications from disabled candidates and adheres to the Equality Act 2010.**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself to be disabled? | YES 🞏 | NO 🞏 |
| If you wish, please give further details here | | |
| Are there any special arrangements you might require to attend an interview: | YES 🞏 | NO 🞏 |
| If Yes, please give details here | | |
| If offered the position applied for, are there any adjustments the Trust would have to make to enable you to carry out your role? | YES 🞏 | NO 🞏 |
| If Yes, please give details here | | |

**SECTION 7 – Safeguarding and Declaration**

Acorn Education Trust is committed to safeguarding and promoting the welfare of children and young people. If you are successful in your application, an offer of employment is conditional upon Acorn Education Trust receiving a satisfactory Disclosure from the Disclosure and Barring Service. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS. Acorn Education Trust is exempt from the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975, and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. A criminal record will not automatically debar you from employment.

Do you have any convictions, cautions, reprimands or final warnings?

Please tick: YES 🞏 NO 🞏

If you have answered **YES**:

Please attach details of any convictions, cautions, reprimands or final warnings in a sealed envelope for the attention of the HR Director marked ‘CONFIDENTIAL’.

**DECLARATION:**

**I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, final warnings and including those regarded as ‘spent’ must be declared.**

Are your details held on any children’s or adults’ barred list? YES 🞏 NO 🞏

Are you disqualified from working with children? YES 🞏 NO 🞏

Are you subject to sanctions imposed by a regulatory body? YES 🞏 NO 🞏 i.e. The Teaching Agency (TA), previously the General Teaching Council (GTC)

If you answer Yes to any of the above, please provide details below:

|  |
| --- |
|  |

I certify that the details I have provided are true and accurate to the best of my knowledge and belief. I understand that any false statement knowingly made, or the withholding of any relevant information may result in the withdrawal of any offer or appointment, or the termination of employment.

|  |  |
| --- | --- |
| **Your signature:** | **Date:** |

**SECTION 8 – Additional Information**

|  |
| --- |
| Please use this section to show how your experience, skills and knowledge meet the requirements outlined in the job advertisement and the job profile.  ***Please use a continuation sheet if necessary*** |

**Please would you let us know where you heard about this vacancy? Circle below:**

Newspaper Advert Website (please indicate which one) Agency

Other ………….…………………………… (*please indicate*)

**SECTION 9 – Equal Opportunities**

**Acorn Education Trust**

**Equality of Opportunity**

Acorn Education Trust is committed to a policy of ensuring that all job applicants and employees receive equality of opportunity.

The aim of this policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex or marital status, age, disability, sexual orientation or religious beliefs and practices or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Selection criteria and procedures are regularly reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. The Trust will continue to review its personnel policies and practices generally and take appropriate action to make this policy fully effective.

To ensure the Equal Opportunities Policy is being carried out, the Trust has undertaken to monitor all aspects of the recruitment and selection processes.

The monitoring exercise has been designed in accordance with guidelines from the Commission for Racial Equality and the Equal Opportunities Commission and it has been approved by the appropriate Trade Unions. The information will not be used for any other purposes than monitoring of the Equal Opportunities Policy. All information supplied will be kept strictly confidential. In order to assist the Trust to pursue its policy of equal opportunity, would you please complete the questionnaire overleaf. The information you give will be stored on a computer.

The categories of ethnic origin which you are asked to complete are as follows:

|  |  |
| --- | --- |
| **White** | * British * Irish * Any other White background |
| **Asian or Asian British** | * Indian * Pakistani * Bangladeshi * Any other Asian background |
| **Black or Black British** | * Caribbean * African * Any other Black background |
| **Chinese or Other Ethnic Group** | * Chinese * Any other ethnic group |
| **Mixed** | * White and Black Caribbean * White and Black African * White and Asian * Any other mixed background |

Only with your co-operation can the monitoring exercise be effective and I would therefore be particularly grateful for your help.

**Sara Edwards**

**CEO Acorn Education Trust**

**Equality of Opportunity**

Acorn Education Trust is committed through its Equal Opportunities Policy to ensuring that all job applicants are considered on a fair, unbiased and lawful basis. The Trust requires information about sex, ethnic origin, age and disability to help monitor this policy. The following information will only be used for this purpose and will be treated in strict confidence.

Title of Post Applied for:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ETHNIC ORIGIN** | | |  |  |  | | | | | |
| I would describe my ethnic origin as: | | |  |  | **SEX** (Please ✓ the appropriate box) | | | | | |
| (Please ✓ the appropriate box) | | |  |  | MALE |  |  | |  | |
|  |  |  |  |  | FEMALE |  |  | |  | |
|  | **WHITE** |  |  |  |  |  |  | |  | |
|  | - British |  |  |  |  |  |  | |  | |
|  | - Irish |  |  |  | **AGE** |  |  | |  | |
|  | - Other White (please specify) |  |  |  |  |  |  | |  | |
|  |  |  | |  | |
|  | **BLACK OR BLACK BRITISH** |  |  |  | **DATE OF BIRTH** | |  | |  | |
|  | - Caribbean |  |  |  | / / | |  | |  | |
|  | - African |  |  |  |  | |  | | | |
|  | - Other Black (please specify) |  |  |  |  | |  |  | | |
|  | **ASIAN OR ASIAN BRITISH** |  |  |  | **DISABILITY** | |  |  | | |
|  | - Indian |  |  |  | (Please the appropriate box) | | |  | | |
|  | - Pakistani |  |  |  | Do you consider yourself disabled? | | |  | | |
|  | - Bangladeshi |  |  |  | YES |  |  |  | | |
|  | - Other Asian (please specify) |  |  |  | NO |  |  |  | | |
|  |  |  |  | | |
|  |  |  |  | | |
|  | **CHINESE OR OTHER ETHNIC GROUP** |  |  |  | **WHERE DID YOU SEE THE VACANCY** | | | | | |
|  |  | **ADVERTISED?** | | | | | |
|  | - Chinese |  |  |  | (Please the appropriate box) | | | | |  |
|  |  |  |  |  | Local Newspaper | | | | |  |
| National Newspaper | | | | |  |
|  | **MIXED** |  |  |  | Local Authority Vacancies Bulletin | | | | |  |
|  | - White and Black Caribbean |  |  |  | Professional Journal | | | | |  |
|  | - White and Black African |  |  |  | Job Centre | | | | |  |
|  | - White and Asian |  |  |  | Internet (please detail below): | | | | |  |
|  | - Other mixed (please specify) |  |  |  | www. | | | | | |
|  |  |  |  |  | Other (please detail below): | | | | |  |
|  |  |  |  |  |  | | | | | |

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| --- |
| **Thank you for answering these questions. Please place this page in a sealed envelope and return it with your application form.** |

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| --- |
| Completion and submission of this form is taken as consent to process the information you have provided. |