

For office use only
Applicant Number:

OUTWOOD GRANGE ACADEMIES TRUST APPLICATION FORM

Please note – this post involves working with children or vulnerable adults so appointment will be subject to Disclosure and Barring Service clearance. See supporting information for further details of the Trust's Child Safeguarding Policy.

Please complete in **BLACK** ink or **TYPE**. Please complete every section.
YOU CAN ALSO APPLY ONLINE AT www.outwood.com

JOB DETAILS

Job title

Vacancy number

Closing date

PERSONAL DETAILS

Title

Surname

First Names

Previous names

(if any) Preferred first name

Date of birth

National Ins No

Address

Postcode

Daytime telephone

Mobile telephone

Email address

FOR TEACHING VACANCIES ONLY

Teacher reference number & Date qualified as a teacher

Type of teacher training undertaken and phase e.g. GTP/Secondary

Subjects qualified to teach

Do you have Qualified Teacher Status? Yes/No

Have you successfully completed:

Your probationary/induction year? Yes/No

POST-18 EDUCATION AND TRAINING

Please give details about all the education and qualifications you have including degrees with class and division and teaching certificates (if relevant). If you are shortlisted, evidence of all qualifications should be brought to interview. Please continue on a separate sheet if necessary.

Establishment	Full time or part time	Qualifications (indicate class and division)	Dates attended		Date of final exam
			From	To	

Other courses and INSET in which you have been involved during the past three years and which you consider relevant to this post, please indicate who provided it and start/finish dates.

PRE-18 EDUCATION AND TRAINING

Please include all education and training up to the age of 18, including all qualifications obtained with the grade achieved and the title of the award. Please continue on a separate sheet if necessary.

Establishment	Full time or part time	Qualifications (indicate grade and qualification name)	Dates attended		Date of final exam
			From	To	

EMPLOYMENT RECORD

Please give details of **all** previous jobs including temporary or voluntary work in chronological order ending with your present post. Please include periods when you were not working as **all time must be accounted for and may be checked**. Continue on separate sheet if necessary.

CURRENT POST

Name and address of Employer:	Job title:
Date started:	Date left (if relevant):
Current salary:	Notice required:

State briefly your main duties and responsibilities and your position within the organisation.

If you are no longer in this post, please state your reason for leaving.

EMPLOYMENT HISTORY

Please give details of all paid and non-paid time employment including family responsibilities since leaving full time education.

Employer	Post title	Brief description of activity/ responsibility or duties	Full time or part time	Dates		Reason for leaving
				To	From	

Please explain any breaks in your continuity of employment:

SUITABILITY FOR JOB

This section is for other relevant information to support your application. Please give examples where appropriate.



A large, empty rectangular box with a thin purple border, intended for the applicant to provide additional information to support their application. The box is mostly blank, with a decorative graphic of three overlapping, light purple curved bands in the bottom-left corner.

REFERENCES

Please nominate two referees. If you are working at the moment, one referee must be your present employer. If you are not working with children at the moment but have done so in the past, please indicate the name of that last employer as one of your referees. Referees will be asked for information on disciplinary issues, etc. References will not be accepted from relatives or from people writing solely in the capacity of a friend.

Name of first referee	Name of second referee
Their job title	Their job title
Their relationship to you e.g. headteacher	Their relationship to you e.g. headteacher
Organisation name and address	Organisation name and address
Postcode	Postcode
Email	Email
Telephone	Telephone
Can we contact this referee prior to interview if you are shortlisted? Yes/No	Can we contact this referee prior to interview if you are shortlisted? Yes/No

Please note – Outwood Grange Academies Trust reserve the right to contact previous employers to verify information provided on this application form or at interview.

ASSOCIATION WITH A DIRECTOR OR GOVERNOR OF OUTWOOD GRANGE ACADEMIES TRUST

Do you have a close association with a Director or employee of Outwood Grange Academies Trust, or any academy governor? Yes/No

If yes, please give details

Their name	Their job	Department/Academy	Your relationship

Please note
Any applicant who directly or indirectly seeks the support of any Director, Executive member or academy governor for any appointment with Outwood Grange Academies Trust will be disqualified.

ADDITIONAL INFORMATION

If the job you are applying for involves driving, do you hold a current driving licence and relevant business insurance to use your vehicle for work?

Yes

No

Are you applying for this position on a job share basis?

Yes

No

If you are offered this position will you have any other paid work?

Yes

No

DISCLOSURE OF CRIMINAL RECORDS/SANCTIONS

For teaching posts you have to disclose any conviction, warning, reprimand, caution or other order including "spent convictions", that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. Do you have any convictions, cautions, reprimands or final warnings that are not "protected"? Yes No

Any offer of appointment will be subject to satisfactory Disclosure & Barring Service clearance.

You must disclose details of any current sanctions imposed by a regulatory body e.g. the General Teaching Council. If you have any such sanctions, please tick here.

DECLARATION

I declare that the information on this form is true and accurate.

I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the job.

My name has not been placed on any list which disqualifies me from working with children.

I confirm that I have read the above statements in respect of "Disclosure of Criminal Records/Sanctions" and understand the requirements of this position.

Privacy Notice

I consent to the information contained in this form, and any other information received by or on behalf of the Trust relating to my application, being processed by the Trust in administering the recruitment process and to assist with the prevention and detection of fraud.

Signature _____ Date _____

If you submit this form electronically, you will be required to sign this declaration if invited to interview.

EQUAL OPPORTUNITIES MONITORING FORM

Outwood Grange Academies Trust is committed to its equality and diversity policy. We want to do all we can to prevent discrimination in any form and you can help us in this by completing the information below.

The information given on this sheet will not be used to make decisions about who is recruited. The form will not be seen by the shortlisting/interview panel. It will be used to improve equality in recruitment and overall service delivery.

Your help filling in this form is greatly appreciated. Thank you.

JOB REFERENCE No.	APPLICANT NO.
DATE OF BIRTH (DD MM YYYY)	

RACIAL OR ETHNIC ORIGINS

White British		White Irish		White other		White & Black Caribbean	
White & Black African		White & Asian		Other mixed background		Indian	
Pakistani		Bangladeshi		Other Asian background		Arab	
Black Caribbean		Black African		Other black background		Chinese	
Gypsy or Irish Traveller		Any other					

DISABILITY

Are you disabled? Yes No

Outwood Grange Academies Trust welcomes applications from disabled people and undertakes to offer every appropriate support to enable them to gain and retain employment. If you are disabled, please identify any adjustments you consider may be necessary in the recruitment process below.

GENDER

Male Female

RELIGION / BELIEF – please tick only one box

Buddhist	<input type="checkbox"/>	Christian (all denominations)	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
None	<input type="checkbox"/>	Other religion or belief	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		<input type="checkbox"/>

SEXUAL ORIENTATION – please tick only one box

Bisexual	<input type="checkbox"/>	Lesbian or gay woman	<input type="checkbox"/>
Gay man	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>
Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

HOW DID YOU FIND OUT ABOUT THIS JOB?

e.g. OGAT website, newspaper (please tell us which), Job Centre etc.

EMPLOYMENT

Do you work for Outwood Grange Academies Trust at the moment? Yes No