



Application Form

Please note we do not accept CV's in place of this application form. If you need assistance completing this form or require the form to be provided in a different format, please contact the Recruitment team on 0203 9475689 or email recruitment@academiesenterprisetrust.org.

1. Position Applied for

Post Applied For:	
Academy:	
Where did you see the position advertised?	

2. Contact Details

Surname:	Previous Surnames used (if applicable):	
Forename (s):	Known as:	
Title:		
Address:		
Post Code:	Home Telephone No.	
Work Telephone No.	Mobile Telephone No.	
Email Address:		
Do you have the right to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you require a Certificate of Sponsorship to enable you to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3. Teacher Status (for teaching applications only)

Do you hold Qualified Teacher Status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date Qualified Teacher Status gained:	DfE (GTC) Reference Number:	
Have you completed your induction year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, please confirm end date		



4. Employment History

Present or most recent employment:		
<i>Job Title:</i>		
<i>Employer's Name and Address:</i>		
<i>Period of Employment:</i>	<i>From:</i>	<i>To:</i>
<i>Reason for Leaving:</i>	End of the placement	
<i>Current Salary:</i>	(Teachers only) Main Subject Taught: Other Subject Taught: Salary point:	
<i>Notice Required:</i>		
Brief description of responsibilities and duties:		

Previous employment (most recent first), you must include all gaps in employment and reasons:				
Provide Employment Dates	Name and Address of Employer	Job Title	Brief Description of Duties	Reason for Leaving
From:				
To:				

	Email:	
	Phone:	
	Fax:	
Referee 2	Name:	
	Post Title:	
	Organisation/Company Name:	
	Address:	
	Email:	
	Phone:	
	Fax:	
Referee 3	Name:	
	Post Title:	
	Organisation/Company Name:	
	Address:	
	Email:	
	Phone:	
	Fax:	

7. Details in Support of Application

Please submit information in support of your application that demonstrates how your skills and abilities relate to the Role and Person Specification. Please use the space provided below or attach separate sheet (s). Please note that CVs will not be accepted in place of supporting detail.

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8. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-Overs

If you are shortlisted you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration by association. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.

9. Declaration

I certify that the information I have entered is true, and I understand that any false information or failure to disclose any criminal convictions when applying for the post with regular contact with learners may, in the event of employment, result in dismissal or disciplinary action being taken. I hereby give explicit consent to process the information submitted in the application under the terms of the Data Protection Act 1998.

I hereby consent to details of my previous employment and education, held under the Data Protection Act 1998, to be released to Academies Enterprise Trust for the purpose of obtaining references.

Signed:

Date:

Academies Enterprise Trust is committed to ensuring that your privacy is protected. By signing this contract you agree for Academies Enterprise Trust (AET), and/or agents appointed by the Trust, to process your personal data, including “sensitive personal data” as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to AET. A full list of these organisations is available upon request. Further information about how and why we collect your data can be found in the "AET Privacy Notice for Applicants