**Recruitment Application Form**

**Section A**

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| **Applying for the Post of:** | | |
| **Where did you see this vacancy advertised?** | | |
| **Please indicate below which Academy the post you are applying for is located at?**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **alpha_logo-smallThe Alpha Academies Trust** | **The Discovery Academy** | **Eaton Park Academy** | **The Excel**  **Academy** | **Maple Court Academy** | **Sneyd Academy** | |  |  |  |  |  |  | | | |
| **Title:** | **Surname:** | **Forename:** |
| **Please include details of all previous names:** | | |

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| **Date you are able to commence duty:** |

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| Address: | **Current Salary:** |
| **National Insurance No.:** |
| **Postcode:** | **Applicable for teaching posts only:**  **Qualified Teacher Status : Yes / No**  **DfE Reference No.:**  **Date Issued:**  **Subjects you are able to teach:** |
| **Date of Birth:** |
| **Telephone (Home):** |
| **Telephone (Work):** |
| **Mobile:** |
| **Email:** |

**The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**



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| References | | | |
| Please nominate two referees. Your current employer – If this is an education provider then either the Chair of Governors or Principal/Headteacher should be one of your referees. Referees should have direct knowledge of your professional capabilities and performance. In the case of NQTs, references from your training institution and one of your placements (and on their letterhead) need to be provided. Please note, if you are not currently working with children, but have done so in the past, the remaining referees should be an employer by whom you were most recently employed in work with children. **References will not be accepted from relatives, or persons who only know you as a friend**. | | | |
| **1. Name:** | Job Title: | | Relationship to You: |
| Address: | | Telephone: | |
| Email: | |
| **2. Name:** | Job Title: | | Relationship to You: |
| Address: | | Telephone: | |
| Email: | |
| Please note, in the interest of safeguarding and on account of all Trust posts involving working with children, we will seek references prior to interview if you are short-listed for this post. We will seek the following information: dates of previous employment: relationship of the referee to you and length of time of the relationship: main duties of your previous employment: your overall suitability for this post: your suitability for working with children including any child protection concerns you may have been subject to and any referrals made about you for misconduct or possible barring to the Independent Safeguarding Authority/ Government Department: your skills and competences: your strengths and weaknesses: your honesty and reliability: any causes of concern/ disciplinary issues including any allegations regarding your behaviour or judgement: if you already hold a DBS police check completed by your current employer: your number of days and number of occasions of absence in the last 2 years: your referee’s opinion regarding whether they would re-employ you within their organisation along with any reason why we should not employ you: your current grade, salary and date appointed. | | | |

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| **Eligibility to Work in the UK The Alpha Academies Trust requires all employees to be eligible to work in the UK**. You will be required to provide verification of this by providing evidence from one of the categories detailed below - please note, this list is not exhaustive, further guidance can be found onthe gov.uk website for full details. | |
| If appointed, and in order to comply with asylum and immigration legislation, you will be required to have entitlement to work in the UK. Please indicate below what evidence you will provide for this purpose. | |
|  | A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and colonies having the right of abode in the UK |
|  | A birth (short or long) or adoption certificate issued in the UK, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or previous employer |
|  | A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland |
|  | Registration Certificate or Document certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland |
|  | A permanent residence card or document issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland |
|  | A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK |
|  | A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay in the UK |
|  | A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or previous employer |
|  | A birth oradoption certificate issued in the Channel Islands, the Isle of Man or Ireland **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or previous employer |
|  | A certificate of registration or naturalisation as a British citizen **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or previous employer |

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| **Rehabilitation of Offenders Act**  The Rehabilitation Offenders Act 1974 requires applicants to give details of any convictions which are not spent. Failure to disclose such convictions could result in withdrawal of any job offer or dismissal in circumstances where employment has already commenced.  Do you have any unspent convictions?  Yes  No  If YES, please give details of the offence(s), including the date and sentence:    **Criminal Convictions**  In addition, applicants are required to declare any pending criminal prosecutions they have as well as any spent criminal convictions, cautions, reprimands and final warnings as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The only exception to this requirement is that applicants/employees do not need to disclose any ‘protected’ cautions or convictions as defined by the The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. Guidance and criteria on the filtering of these ‘protected’ spent convictions and cautions can be found on the [Disclosure and Barring Website](https://www.gov.uk/government/publications/dbs-filtering-guidance). The onus is on you, the applicant to check the Disclosure and Barring Service (DBS) website for this purpose when completing your declaration.   1. Do you have any cautions (including any final warnings or reprimands) or convictions which are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?  Yes  No   If the answer is “yes” to either of the above, and you are successfully shortlisted to interview, you must complete a self-declaration detailing full details of your criminal record in a separate, sealed envelope marked with your ‘Name’, ‘Confidential Criminal Self- Declaration’, and ‘For the attention of the Principal, For the Addressee Only’. In accordance with statutory requirements, a conditional offer of appointment will be subject to satisfactory enhanced DBS clearance.  Are you registered with the DBS Update Service?  Yes  No  **Please note it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. All employees of the Alpha Academies Trust will be required to undertake an enhanced DBS disclosure check if successfully appointed (unless already registered with the DBS update service) and every 5 years following this**.  The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.  Failure to disclose may result in the withdrawal of any job offer in relation to this form. |

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| **Declaration & Consent**  Under the terms of the Data Protection Act 2018 the information you provide will be kept confidential and will be used for the purposes of this recruitment process only. In signing this declaration you agree to the Alpha Academies Trust collating personal information contained in this application to be stored and processed for the purpose of arriving at a selection decision and for sensitive data to be used for the purpose of equal opportunities monitoring. If appointed, the information will be used to form the basis of your personnel record.  I understand that appointment to the post will be subject to criminal background and medical clearance, evidence of all qualifications appertaining to the post and verification of current and valid permission to work in the United Kingdom, a prohibition check along with receipt of satisfactory references (for which I give my consent to the Alpha Academies Trust seeking all information as stated in the reference section of this application). Certain roles will also be covered by disqualification under the childcare act.  **I declare that the information I have given in my application is complete and accurate. I understand that any false, omitted or misleading information may render my contract of employment, if appointed, liable to termination and possible criminal prosecution. In addition, I consent for the reference information, as indicated in the reference section of this application, to be sought about me.**  **Signature:**  **Date:**  **Your application form should be emailed to apply@alphaacademiestrust.co.uk as soon as possible and no later than the closing date given in the advert and application pack.**  **Thank you very much for your interest in the Alpha Academies Trust and for the time and effort involved in completing this application.**  If unsuccessful, your information will be stored both manually and electronically and will be disposed of after 6 months unless you specifically request otherwise. For successful applicants, information given in this application form, along with information received from appointment forms and pre-vetting checks will form the initial basis of your employee personnel file. |

**Equalities & Diversity Monitoring Form**

**Completion of this section will help us** to ensure that our workforce reflects the diverse make-up of the community of Stoke-on-Trent. To ensure our policies and procedures are not discriminatory, we monitor job applicants and the diversity make-up of our current workforce, as part of our internal processes, such as training. The information you give is confidentially managed and does not form part of the process. It will greatly assist us if you provide as much information as possible, but you are not obligated to do so.

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| Gender | Female  Male  Prefer not to say  Applicants should answer this question according to their current gender presentation, which may be different to that assigned at birth |
| Marital Status | Single  Married  Civil Partner  Widowed  Divorced  Dissolved  Separated  Prefer not to say |
| Sexual  Orientation | Opposite Sex (Heterosexual)  Opposite and Same Sex (Bisexual)  Same Sex (Lesbian / Gay)  Prefer not to say |
| Disability | Do you consider yourself to be disabled under the Equality Act 2010?  Yes  No  Prefer not to say |
| Ethnic Origin | |  |  |  | | --- | --- | --- | | **White**  British  Irish  Irish Traveller  Gypsy / Roma  Other White | **Mixed**  White / Asian  White / Black African  White / Black Caribbean  Other/ Mixed | **Asian / Asian British**  Pakistani  Indian  Bangladeshi  Other Asian | | **Black / Black British**  African  Caribbean  Other Black  Other  Please state:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Prefer not to say | **Chinese / Other Ethnic**  Chinese  Other |  | |
| Religion / Belief | I would describe my religion and belief as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No Religious Belief  Prefer not to say |

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| For HR use only: Assigned Candidate Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section B**

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| For HR use only | Post Title |  |
| Candidate Name |  |
| Assigned Candidate Number |  |

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| **Secondary, Further Education and Higher Education** | | | | |
| **Name of School/College/University** | **Dates from**  (to include month & year e.g. 01/01/2016) | **Dates to**  (to include month & year e.g.31/12/2016) | **Qualification/ Subject/ Awarding Body/**  **Date of Award** | **Grade** |
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| If any course you have taken has been extended beyond the normal period, state reason and period of extension. Please also **account for any gaps** in your education. | | | | |

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| **Training And Development** | | | |
| Please supply details of In Service Training and other relevant qualifications undertaken in the last five years and list on a separate sheet then attach to this form | | | |
| Training | Date Completed & Duration | Training Provider | Qualifications Obtained (if applicable) |
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| Continued Professional Learning (CPD) | | | |
| Please give details (including dates) of subsequent qualifications, training or research. Continue on a separate sheet if required. | | | |

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| Current / Most Recent Employment | | | | | |
| Name of Employer | Address & Postcode of Employer | Job Title | **Dates from**  (to include month & year e.g. 01/01/2016) | **Dates to**  (to include month & year e.g.31/12/2016) | Salary including details of allowance/ benefits ie. TLR, SEN, R&R Leadership Range: |
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| Reason for Leaving | | | | | |
| Brief Description of your current/most recent employment: | | | | | |
| Previous Employment – Starting with the Most Recent (continue on a separate sheet if required) | | | | | |
| Name of Employer | Address & Postcode of Employer | Job Title | **Dates from**  (to include month & year e.g. 01/01/2016) | **Dates to**  (to include month & year e.g.31/12/2016) | Salary |
|  |  |  |  |  |  |
| Reason for Leaving: | | | | | |
| Brief Description of your role: | | | | | |
| Name of Employer | Address & Postcode of Employer | Job Title | **Dates from**  (to include month & year e.g. 01/01/2016) | **Dates to**  (to include month & year e.g.31/12/2016) | Salary |
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| Reason for Leaving: | | | | | |
| Brief Description of your role: | | | | | |
| Name of Employer | Address & Postcode of Employer | Job Title | **Dates from**  (to include month & year e.g. 01/01/2016) | **Dates to**  (to include month & year e.g.31/12/2016) | Salary |
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| Reason for Leaving: | | | | | |
| Brief Description of your role: | | | | | |
| Name of Employer | Address & Postcode of Employer | Job Title | **Dates from**  (to include month & year e.g. 01/01/2016) | **Dates to**  (to include month & year e.g.31/12/2016) | Salary |
|  |  |  |  |  |  |
| Reason for Leaving: | | | | | |
| Brief Description of your role: | | | | | |
| Name of Employer | Address & Postcode of Employer | Job Title | **Dates from**  (to include month & year e.g. 01/01/2016) | **Dates to**  (to include month & year e.g.31/12/2016) | Salary |
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| Reason for Leaving: | | | | | |
| Brief Description of your role: | | | | | |

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| Please **detail any other work experience which you feel will support your application** |
| **Please account for all gaps in your employment record:** |

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| **Supporting Statement**  In addition, please provide a supporting statement of no more than **2** A4 pages. This should address how your experiences and achievements **specifically** match the job description and person specification given in the accompanying application pack. (This can be attached separately if preferred.) |
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| **To your knowledge are you related to any member/employee of the Alpha Academies Trust? If yes, please specify whom:** |