**Horizon Multi- Academy Trust Application Form**

Please complete the form in black ink

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| Application for the post of |

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| 1. **Personal Details** |  |
| Title | Surname |
| Forenames | Former surnames (if applicable) |
| Home address  Postcode | |
| Contact telephone number | Mobile phone number |
| E-mail address |  |
| Date of Birth |  |
| DfES number  (if applicable) | GTC number  (if applicable) |
| National Insurance Number |  |

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| 1. **Relationships** |
| Are you related to, or partner of, any Employee, Governor or Trustee of Horizon Multi Academy Trust?    Yes 🞏 No 🞏  If ‘Yes’, please provide details here.  Please note: canvassing of Employees, Governors or Trustees directly or indirectly will disqualify candidates from appointment. |

Application Number

*(For School use only)*

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| 1. **Present or most recent Employment** | | | | | | |
| Employer’s name and Address  Postcode | | | | | | |
| Employer’s telephone number | | | | | | |
| Type of School (if applicable) | | | | | | |
| Position Held | | | | | | |
| Salary | | | | | | |
| Part time or Job Share | | Yes | | No | | Proportion |
| Date commenced | | Leaving date (if applicable) | | | | |
| Notice Required | | | | | | |
| Reason for Leaving | | | | | | |
| Key Responsibilities | | | | | | |
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| 1. **Employment History:** | | | | | | |
| Please give details of previous posts held in any paid employment or voluntary work. Please start with your most recent post and work backwards, accounting for all gaps in employment history. If you require more space, please continue on a separate sheet and attach to your application form. | | | | | | |
| Job title (or nature of activity if not employment) | Name & Address of employer If applicable | | Dates  (from –to) | | Brief description of duties/areas of responsibility | |
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| 1. **Education / Training and Development**   Please enter details of your education and training as requested below. Where qualifications are required for the post, as specified in the Person Specification, you will be required to provide proof of these, prior to confirmation of appointment. Please continue on a separate sheet if necessary. | | | | | | |

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| **Secondary and Further Education**  Please enter details of your secondary education, and Further education; including qualifications obtained | | | | | |
| **School/college**  **(name & address)** | **Dates attended**  **(from –to)** | | **Qualifications**  **(subject, level & grade)** | **Year awarded** | |
|  |  | |  | # | |
| **Higher Education and Professional Qualifications**  Please enter details of all Higher Education awards and Professional qualifications, including any award leading to Qualified Teacher Status (UK QTS). Continue on a separate sheet if necessary. | | | | | |
| **University/College/**  **Awarding Institute** | **Dates attended**  **(from –to)** | | **Qualification Details**  **(including subject, and level/grade of award)** | **Year awarded** | |
|  |  | |  |  | |
| **Courses attended**  Please provide details of additional courses relevant to your application that you have attended in the last 3 years. | | | | | |
| **Course Title** | | **Organising/accrediting Body** | | | **Date** |
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| 1. **Statement of Application** |
| In this section we would like you to give specific information in support of you application; taking **each point** of the person specification, please describe how your skills, knowledge, abilities and personal qualities meet the criteria of the post. (please continue on a separate sheet if space is insufficient). |
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| 1. **Referees (two required)** |  |  |
| These should be persons of appropriate standing with direct knowledge of your professional work, who can comment on your suitability for this position, and should include your present employer. | | |
| Name | Name | |
| Position | Position | |
| In what capacity do you know this person? | In what capacity do you know this person? | |
| Name of Organisation | Name of Organisation | |
| Address | Address | |
| Email | Email | |
| Telephone number | Telephone number | |

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| 1. **Eligibility to work**   Are you a UK or EU / EEA Citizen? Yes🞏 No 🞏  If ‘No’, please indicate if you will require a  Certificate of Sponsorship to work: Yes 🞏 No 🞏  If ‘No’ please indicate the basis on which are you eligible to work within the UK: |

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| 1. **Declaration statement:**   The Trust is under a duty to protect the public funds it administers and to this end may use information you have provided in your application form for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes  Please sign and date this form if you agree with the following statement:  I declare that the information I have given on this form and attachments is correct and true and agree that this forms part of the basis of my engagement and may be used for registered purposes under the Data Protection Act 1998. I authorise Horizon Multi Academy Trust to check the information supplied and understand that providing misleading or false information or omitting any relevant information, could result in the withdrawal of any offer of appointment or my dismissal at any time in the future and possible criminal conviction.  Signature ………………………….. Date………………………  For online / electronically completed applications, by ticking the following box and submitting your application, you agree to the terms of the declaration above: 🞏  All candidates applying for employment via email/online will be required to sign and date this form, if invited to attend interview. |

**Please now complete the following Equal Opportunity Monitoring Information.**

1. **Equal Opportunity Monitoring Information**

We are committed to equality of opportunity and are keen to monitor the effectiveness of our recruitment practice. Any information provided on this form will be treated in the strictest confidence and will only be used for the purpose of recruitment monitoring.

**Please tick or complete as appropriate.**

**Name:**

**Post Applied for:**

**Gender**

Male:🞎 Female:🞎

**Age Group**

Under 20 years: 🞎 20 – 29 years:🞎 30 – 39 years:🞎

40 – 49 years: 🞎 50 – 59 years: 🞎 60 + years 🞎

**Ethnic Origin**

How would you describe your ethnic origin? (Please tick one.)

**White Asian or Asian British**

White British 🞎 Indian: 🞎

White Irish 🞎 Pakistani: 🞎

White European: 🞎 Bangladeshi: 🞎

Any Other White background: 🞎 Any other Asian background: 🞎

**Black or Black British Dual Heritage**

Black Caribbean: 🞎 White and Asian: 🞎

Black African: 🞎 White and Black African: 🞎

Any other Black background: 🞎 White and Black Caribbean: 🞎

Any other dual background: 🞎

**Other Ethnic Groups**

Chinese : 🞎

Any other ethnic group: 🞎 Prefer not to say 🞏

**People with Disabilities**

The Disability Discrimination Act 1995 defines a person as disabled if they have a “physical or mental impairment which has substantial or long-term adverse effect on a person’s ability to carry out normal day-to-day activities.”

Do you consider yourself to have a disability?

Yes:🞎 No:🞎

**Advertisement**: Where did you see this post advertised?



**Confidential**

**Personal Disclosure**

Please complete this form and place in the enclosed envelope and seal it.

The Trust has an obligation to ensure as far as possible that persons (either employed or volunteers) who work with children are suitable to undertake such a role; for this reason you are asked to disclose if you have any convictions or cautions so they may be taken into account when your application is considered. Further information on the factors that will be taken into account when determining whether any conviction(s) may be considered relevant to your application, is given in the explanatory note attached, which you are invited to read before answering under relevant legislation (the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975) you must disclose any convictions you may have even if they would otherwise be regarded as “spent” under this Act, and any cautions or bindovers. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

**In answering the following question you must disclose details of all convictions and cautions, including “spent” convictions.**

**Have you ever been convicted of a criminal offence? Yes No**

**If yes please give details of all convictions, bind overs and cautions including “spent” convictions”. Please also detail if you are on list 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body, e.g. General Teaching Council**

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**Declaration**

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print full name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position applied for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Explanatory Note to Applicants and a Statement of Policy on the Recruitment of Persons with a Criminal Conviction.**

The position for which you are applying involves substantial access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974 and you are required to declare any convictions you may have even if they would otherwise be regarded as “spend” under this Act, and any cautions or bindovers. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The disclosure of a criminal record will not debar you from appointment unless the selection panel, having considered carefully the following factors, determine that the conviction renders you unsuitable for appointment. The factors to be taken into account are:

* the responsibilities of the position
* the vulnerability of children or adults supported
* the nature of the offence(s)
* the number and pattern of offences (if more than one)
* how long ago the offence(s) occurred
* the age of the offender when the offence(s) occurred.

Under government regulations the school is able (with your consent) to access records of criminal convictions to verify the information you supply. In the event of an offer of employment your written permission will be sought for this check to be undertaken with the Criminal Records Bureau. (The Bureau is an executive arm of the Home Office which carries out criminal conviction checks for employers). Information on the Bureau can also be accessed on the Internet at [www.disclosure.gov.uk](http://www.disclosure.gov.uk). If you do not give your permission it will not be possible to consider your application further. As part of its checking procedure the Bureau will also check registers of persons found to be unsuitable to work with vulnerable people which are maintained by the Department of Health and the Department for Children, Schools and Families.