



MOWBRAY
Education Trust

Application Form

Please complete ALL sections. Sections 1-6 of the application form will be used to shortlist candidates for interview.			
Post Applied For		Closing Date:	
1. PERSONAL DETAILS (please complete in block letters)			
Title: (Mr/Mrs/Miss/Ms/Other)		Last Name:	
First name(s)			
Home Address:		Postcode:	
Home telephone no:		Mobile telephone no:	
Work telephone no:			
Email address:			
2. PRESENT OR LAST EMPLOYER			
Name and address of employer:			
Postcode:			
Type of business:		Job title:	
Current salary or weekly income:			
Hours worked per week:		Other benefits (if applicable):	
Date appointed:		Notice required or leaving date if already left	
Reason for leaving:			
Brief description of duties:			

3. PREVIOUS EMPLOYMENT

Start with the most recent first.

Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on separate sheet if necessary).

Employer name & address	Job title	Salary/income	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
				From	To	

4. EDUCATION, TRAINING & QUALIFICATIONS

Please start with the most recent. Please continue on separate sheet if necessary.

Secondary School/College/University	Dates		Qualifications gained (state level)	Grade/class of degree	Date
	From	To			

Other Relevant Training Courses Attended (Please continue on separate sheet if necessary)

Organising Body	Course title	Length of course

Membership Of Professional Bodies

Name of body	Type of membership	Date obtained

5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification. You may also include a CV with this section.

NOTE; Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.

6. REFEREES

Please provide details of two referees below. One of the referees must be your present/or most recent employer. If you have not previously been employed, then Head Teachers, College Lecturers, or others who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. Friends and relatives are NOT acceptable referees.

Referee 1		Referee 2	
Name:		Name:	
Title	Mr/Mrs/Miss/Ms/other	Title	Mr/Mrs/Miss/Ms/other
Role:		Role:	
Organisation (if appropriate):		Organisation (if appropriate):	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
How long known?		How long known?	
Do you give consent to us contacting your present employer prior to interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>		

7. PROTECTION OF CHILDREN

We are required to carry out an enhanced DBS check for all successful candidates. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Further guidance on 'protected' convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>

This means that you are required to disclose all information about any convictions in a Court of Law or any cautions that are not protected. If you are subsequently employed by us and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Trust we will also require you to tell us about any involvement that you have with the police.

Having a criminal conviction or caution will not automatically mean that you cannot work for us. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

Please answer the following questions.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1975 (Exceptions) Order 175 (as amended in 2013)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:	
Have you ever received a caution?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:	
Do you have any convictions, cautions, bindovers or prosecutions pending?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:	
Are you disqualified from childcare, either directly or by association?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:	
8. GENERAL	
Please give details of any dates within the next 4 weeks when you will not be available for interview. We cannot guarantee being able to offer you an	

alternative date.	
Do you hold a current full driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have regular use of a vehicle?	YES <input type="checkbox"/> NO <input type="checkbox"/>

You are required to declare below any relationship with or to an employee, governor or Trustee of the Trust.

Please state name and position:

Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.*	YES <input type="checkbox"/> NO <input type="checkbox"/>
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*This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. Any disciplinary history declared will not automatically prevent appointment. You are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

9. EQUALITY & REASONABLE ADJUSTMENTS

The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to remove barriers for candidates who have a disability. If you would like use to consider reasonable adjustments to the selection process, please tick the appropriate box below.

Do you have a disability?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Is there any information that we need in order to offer you a fair selection interview/process?

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10. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

11. DATA PROTECTION ACT

The personal and sensitive data collected on this form will be stored and processed by us to manage your application. If successful, your data will be retained whilst you are an employee and used for payroll, pension and employee administration and monitoring purposes. It will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so. By signing this form, or returning it to us from your email address you are giving your consent to us storing and processing your data in this way.

12. DECLARATION

I declare that, to the best of my knowledge and belief, the information given on all parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the

post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.

Signed

Date

Please return you completed form by email, post or by hand by the closing date.