

## EMPLOYMENT APPLICATION FORM

**Post Applied For (Job Title):**

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## PERSONAL DETAILS

Title:	First Name:	Last Name:
Address:	Work Tel No: (if convenient to receive a call)	
Postcode:	Home Tel No:	
	Mobile No:	
	Email:	
Do you have the legal right to live and work in the UK?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this subject to having a work permit?		Yes <input type="checkbox"/> No <input type="checkbox"/>
You will need to produce photographic identification and proof of the above if you are called to interview.		
National Insurance Number:		
Have you successfully completed a period of induction as a qualified teacher in this country? <i>Teaching Staff only</i>		
<i>If yes please give details of completion:</i>		
Are you registered with the DfE?		Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If so please give details of your DfE Reference Number (DfE number e.g.12/34567)</i>		

Are you subject to any conditions or prohibitions placed on you by the DfE?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes please give details:</i>	
Do you have Qualified Teacher Status?  <i>Teaching Staff only</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes please give a date of award:</i>	
QTS Certificate Number:  <i>Teaching Staff only</i>	
<b>CURRENT (OR MOST RECENT) EMPLOYMENT</b>	
Name of Employer:  Address:  Post Code:  Telephone Number:  Date Started:  Date Left (where applicable):	Job Title/Post Held:  Grade/spine point:  Current Salary:  Notice Required:  Reason for leaving/wishing to leave:
Brief description of main duties/responsibilities:	

## REFERENCES

*Please supply the names and addresses of two referees; one should be your current or most recent employer and the other your previous employer (someone who knows you in a professional or training/education context)*

*Please note references will be required prior to interview.*

<b>Name:</b> <i>Referee No.1</i> <i>Current/Most Recent Employer</i>	<b>Name:</b> <i>Referee No.2</i> <i>Previous Employer</i>
Job Title:  Company Name:  Address:  Telephone Number:  Email:  Relationship:	Job Title:  Company Name:  Address:  Telephone Number:  Email:  Relationship:
I hereby authorise you to take up references from my present employer, my previous employer(s) or the people that I have submitted as personal referees, once an interview for employment has been confirmed. In addition, I hereby authorise you to take up other reference checks, as you may deem appropriate.	
Signed:	Dated:



## EDUCATION, QUALIFICATIONS & TRAINING

### Secondary/Further:

From	To	Qualification results with grades:	School/College/University:

### Academic/Professional:

From	To	Qualification results with grades:	School/College/University:

### Other training courses attended e.g. in-service training

From	To	Qualification results with grades:	School/College/University:

Please continue on a separate sheet if necessary.

### Health

*Please note that the successful candidate may be required to complete a medical questionnaire and may be asked to attend for a medical examination.*

### Safeguarding Statement

Aldridge Education is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

### Additional Information

Have you ever been dismissed from employment for a reason other than redundancy?

Yes  No

If YES please give reasons:

Have you ever been suspended or subject to informal or formal disciplinary action in any employment?

Yes  No

If YES please give reasons:

### Declarations

#### Criminal Convictions

The amendments to the Exceptions 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. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

**Applicants should note that providing false information to obtain employment is a criminal offence.**

Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in summary dismissal.

Aldridge Education is committed to safeguarding the welfare of our students. Enhanced Disclosure and Barring Service Checks will be carried out on all successful applicants.

Disclosure of a criminal record will not necessarily debar you from employment with Aldridge Education, this will depend upon the nature of the offence(s), frequency and when they occurred.

#### Criminal Convictions continued

Please answer the following:

Have you previously used, or do you currently use, any other surname(s)?

Yes  No

If YES, state the other surname(s) you use(d):

Do you have any criminal records to declare? (this includes criminal convictions or police cautions spent or otherwise)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, when did this take place?	
Are there any current criminal proceedings against you? (This includes any cautions, bind-overs, police warnings or pending prosecutions.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b><i>If you answer yes to any of the questions on the previous page you will be expected to provide details of the conviction(s) or offence(s) in a sealed envelope marked 'private and confidential'. If you are not short-listed the envelope will be securely destroyed.</i></b></p> <p><i>Please note that it is a condition of your employment that you inform your line manager if you are convicted or any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment.</i></p>	
<b>Relatives</b>	
Are you related to, or the partner of, any member, employee or Governor of Aldridge Education?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, please give Name:	
Department:	Relationship:
<b>Data Protection</b>	
<p>I understand that the information contained in this form is personal data, which will be held on computer, and if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns, and that such data is subject to the Data Protection Acts 1998.</p>	
<p>I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with regard to this application shall disqualify me from such appointment, or if discovered after employment, may lead to my dismissal.</p>	
<p>Please note: If you are returning this form by email, you will be asked to sign your application if you are called for interview.</p>	

Where did you see this vacancy advertised?

- TES
- E Teach
- Aldridge Education Website
- Academy Website
- Word of Mouth
- LinkedIn
- Other
- If Other, please add details:

Signed:

Date:

**Note:** Signature indicates that all information given by the applicant is accurate.