



# MANOR

MULTI ACADEMY TRUST

## Application Form

1. Please complete the Application Form along with the Eligibility for Employment thoroughly and return via e-Mail to the e-Mail address provided on the job advert.
2. If you have any queries regarding the Application Form, Please do not hesitate to contact us using the details on the Job Advert.

Confidential Application for the post of

Reference Number

Please complete all sections of the form in full electronically or in BLACK INK if completing by hand. Where you are asked to select from a list of options, please place an 'X' in the relevant box.

### Personal Details

Title

Forename(s)

Surname

Day/Mobile No

Home Number

Date of Birth

NI Number

Email

Guaranteed interview for people with disabilities.

**Do you consider yourself to be a disabled person?**  YES /  NO

**If YES, are there any required adjustments or support needed to enable you to take part in the selection process?**

YES /  NO

**If YES, please give details:**

Full Postal Address

Postcode

## Education / Qualifications (most recent first)

Do you hold Qualified Teacher Status? (QTS)  YES /  NO

If YES, please provide the following details

Date of recognition:  Certificate No:

School/College/ Uni/Placement	From	To	Courses taken/ Qualifications	Grade / Outcome	Date

(Please continue on a separate sheet if necessary)

Are you a member of any professional bodies?  YES /  NO

If YES, please state name of body:

Level of membership attained:  Membership Number:

Are you registered for CPD (Continuous Professional Development)  YES /  NO

Have you successfully completed period of induction as a qualified teacher in this Country where the DfE required this?  YES /  NO

If YES, Please provide completion Date

QTS Certificate Number (If Available)

## Present Employment

Name and address of present employer:	Job Title
	Gross Salary/Wage
	Date of Appointment
	Notice Required
Brief details of duties and responsibilities	

## Past Employment

Employer's Name	Position Held	Dates From	Dates To
Please continue on a separate sheet if necessary.			

## Relevant training courses attended

Organising body	Course Detail	Dates From	Dates To
Please continue on a separate sheet if necessary.			

## Experience

Please give reasons for making this application. Please continue on a separate sheet if necessary.

## Job Share

Are you applying as a job sharer?

YES /  NO

## Relationship

Are you related to any member of Manor MAT

YES /  NO

If YES, please state who

## References

NOTE:- To be completed by ALL applicants including those applying for internal posts. Applicants MUST give details of two referees, these should NOT be friends or relatives.

1. Present/most recent employer	2. Previous employer
Name:-	Name:-
Job title:-	Job title:-
Address:-	Address:-
Post Code:-	Post Code:-
Contact Number:-	Contact Number:-
Email:-	Email:-
Status/relationship to you:-	Status/relationship to you:-
Please tick this box if you would prefer us NOT to contact this referee prior to interview <input type="checkbox"/>	Please tick this box if you would prefer us NOT to contact this referee prior to interview <input type="checkbox"/>

## Posts which involve driving

Do you hold a full current driving licence?  YES /  NO

Answer only if relevant to mobility requirements of the post/job. Or if car allowance applicable.

If LGC/PCV, state category

## Rehabilitation of Offenders Declaration

If you have any unspent convictions, please give details (Date and Nature of Offence).

Date

Offence

## Eligibility to work in the UK

Nationality

Do you Require a permit to work in the UK  YES /  NO /  Unsure

If YES, do you currently have a work permit  YES /  NO

If YES Provide Permit Number

## Ethnicity

Gender  Male /  Female

Please select only one of the following fields.

### WHITE

- BRITISH
- IRISH
- TRAVELLER
- GYPSY / ROMA
- ANY OTHER WHITE BACKGROUND

### ASIAN OR BRITISH ASIAN

- INDIAN
- PAKISTANI
- BANGLADESHI
- CHINESE
- ANY OTHER ASIAN BACKGROUND

### MIXED – MULTIPLE ETHNIC

- WHITE & BLACK AFRICAN
- WHITE & BLACK CARIBBEAN
- WHITE & ASIAN
- ANY OTHER MIXED BACKGROUND

### BLACK OR BLACK BRITISH

- CARIBBEAN
- AFRICAN
- ANY OTHER BLACK BACKGROUND

If any other please state

## Declaration

**Note: Complete this section only if completing the form by hand.** If completed the form electronically you will be asked to sign this form should you be selected for interview.

I certify that to the best of my knowledge the information I have given is correct (providing false information or deliberately omitting relevant information will make the candidate liable to dismissal or disciplinary action if appointed).

Signature ..... Date .....

## Completing your application form

- Complete the application form (use black ink if completing the form by hand). Alternative formats, such as CVs or taped applications, are acceptable if you have a disability which prevents you from completing the standard application form.
- The recruitment monitoring must be completed in full.
- Add your initial and surname to any additional sheets.
- Return your completed application form and recruitment monitoring form by email or post to the address shown on the job advert by the stated closing date.

### Tips for completing Experience section

- The decision to select you for interview will be based on how closely you meet the essential criteria shown on the personnel specification. Use this as a guide to what skills and experience you need to have. These may have been gained from: paid work, voluntary or leisure activities, work in the home, training and education. If you feel you meet any of the desirable criteria, highlight these too.
- You might find it helpful to do a rough draft first.
- Try to organise your answer into clear, concise points to demonstrate that you have the skills we are looking for.
- Accurate spelling, punctuation and grammar help to make a good impression.
- Highlight your transferable skills. The tasks that you have performed in the past may not be exactly the same as those in the job for which you are applying, but the skills you use to carry out the tasks are likely to be the same.

### Recruitment monitoring form

The information you provide on the recruitment monitoring form is **confidential** and will not be seen by the selection panel or play any part in the selection decision. It will be used as part of aggregated statistics for monitoring purposes only, in order to measure the effectiveness of the council's equal opportunities and recruitment policies.

We look forward to receiving your application.

### Rehabilitation of Offenders Act 1974

Certain posts, particularly those that involve working with children or other vulnerable groups, will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings and convictions, including 'spent convictions' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001.

If the post for which you are applying requires such a disclosure this will be indicated on the supporting information that you have received with this form. Any disclosure will be required only if you are selected as the most suitable applicant for the post. The Council also reserves the right to contact previous employers of the successful candidate prior to appointment to confirm employment history.

Manor MAT will use the information provided on this form to process your job application. Your Application will remain confidential and is protected by the provisions of the Data Protection Act 1998. The Act gives you the right to see a copy of the information held about you on application to the council's Data Protection Adviser.

Manor MAT may contact you in the near future for the purpose of completing a questionnaire with a view to improving the recruitment process. Please mark the following box if you do not agree to your data being used for this purpose:

The MAT's Data Protection Adviser can be contacted on (01902) 556460 or via e-mail at [info@manorprimary.com](mailto:info@manorprimary.com). Further information relating to the Data Protection Act 1998 can be found on the Information Commissioner's Office website at [www.ico.gov.uk](http://www.ico.gov.uk).