



SOUTH WESTMORLAND MULTI ACADEMY TRUST

Application for Employment

STRICTLY CONFIDENTIAL

Please read the guidance notes before completing this application form

Post Title

Post Advertised in

Surname *(Block Letters)*

Full Forenames *(Block Letters)*

Correspondence Address

Home Address *(If different)*

Daytime Telephone

Alternative Telephone

Email address

DfE NO: (teachers only)

Have you ever been known by a different name or changed your name by Deed Poll?

Yes

No

(If yes, please provide details)

Present Employment (*Present or most recent employment details*)

Name and address of employer

Job Title

Salary & pay scale point

Date of appointment

Date of leaving (*If applicable*)

Period of notice required

Date available to commence employment

Reason for leaving (*If applicable*)

Main duties and responsibilities

Previous Employment

Full employment history, in date order with most recent employer first (since leaving school, including education, employment and voluntary work). Please provide details of reason for any gaps in employment. Continue on a separate sheet if necessary.

(The School may contact all or any employers you have listed below in order to verify the employment details stated.)

Name and address of Employer (for teaching posts please include type and age range of School and number on roll)	Period		Job title and brief description of role and responsibilities	Reason for leaving
	From	To		

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(To be completed for Teaching Applications only)

Date Gained Qualified Teacher Status	Date Induction Completed	DFE Number

Membership of Professional Organisations and Institutions

Name of Professional Body or Organisation	Date Attained	Membership Status	Membership Number	By Examination Yes/No

Work Related Training (significant in last 5 years)

Date	Course/Training Details including any awards gained

Relevant voluntary work or spare time activities

Additional Information - Supporting information – please relate your answer to the Person Specification attached *(Please continue on separate sheets or letter of application if required.)*

Asylum and Immigration Act 1996

The Asylum and Immigration Act 1996 makes it a criminal offence for Dallam to employ those who do not have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited to interview.

Do you have the right to live and work in the United Kingdom? Yes No

National Insurance Number (If applicable)

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Relationship

If, to the best of your knowledge, you are related to any Governor or employee of Dallam please state whether a Governor, or if an employee, occupation, together with the name, address and relationship to such person.

Canvassing directly or indirectly will automatically disqualify you from the recruitment process

References: When providing details of referees applicants must provide two references. One referee should be the applicant's current or most recent employer/Headteacher

(Please refer to the guidance notes before completing this question)

Name	Name
Job Title	Job Title
Capacity in which known	Capacity in which known
Address	Address
Telephone Number	Telephone Number
Fax Number	Fax Number
Email:	Email:
We will be taking up references prior to interview	We will be taking up references prior to interview

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These 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 on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

[Please click here to see a copy of our Recruitment of Ex-offenders policy and procedures:](#)

Declaration *(shortlisted candidates will be asked to provide a hard copy signature at the point of interview)*

To the best of my knowledge I declare that the information contained in this application form is accurate and correct. I understand and agree that:

- a) The provision of false information may result in disqualification from the recruitment process or termination of employment.
- b) The information provided on this application may be stored and processed by Dallam for a period of 6 months for recruitment purposes and if successful the information will be stored on personal file and processed for the purpose of the employment relationship.
- c) Where I cannot provide evidence of qualifications and / or suitable references the offer of employment may be rescinded and / or employment terminated.
- d) Canvassing of Governors or employees of Dallam or any Committee, directly or indirectly for any appointment will disqualify my application.
- e) I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate.
- f) Where the post for which I am applying requires me to work with children and / or vulnerable adults I hereby agree to a disclosure being made by the Disclosure and Barring Service about the existence and content of a criminal record.
- g) Should I be short-listed I will be required to provide documentary evidence of my right to live and work in the United Kingdom (see guidance notes).
- h) All information contained in this form will be treated as strictly confidential, and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verifications checks that may be made.
- i) Dallam must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations, which handle public funds.
- j) My permission is given to approach any previous employer regarding work with young people to confirm reasons for leaving (if feasible).

Date

Signature

N.B. shortlisted candidates will be asked to provide a hard copy signature at the point of interview

Equality & Diversity Monitoring Form

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Please read the guidance notes before completing this application form

Post Reference

Post Title

Post Advertised in

Please tick boxes as appropriate

Gender

Male

Female

Transgender

Undeclared

Ethnic Origin (*Please tick the box that you feel best describes your ethnic origin*)

White

British

Irish

Traveller of Irish Heritage

Gypsy/Roma

Any Other White Background (*Please specify*)

Mixed

White & Black Caribbean

White & Black African

White & Asian

Other Mixed Background (*please specify*)

Asian/Asian British

Indian

Pakistani

Bangladeshi

Any Other Asian Background (*Please specify*)

Black/Black British

Caribbean

African

Any Other Black Background (*please specify*)

Chinese or other ethnic group

Chinese

Undeclared

Other (Please specify)

Date of Birth

Undeclared

Employment

Are you currently in paid employment? Yes No Undeclared

With Dallam? Yes No Undeclared

Applicants with Disabilities

Dallam will guarantee to interview all disabled applicants who meet the essential criteria for the post for which they are applying. The Disability Discrimination Act 1995 defines a disabled person as 'An individual who has a long term physical or mental impairment which has substantial adverse effect on their ability to carry out day to day activities'.

Do you consider yourself to be disabled under the Disability Discrimination Act? Yes No

Religion and Belief

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

No Religion

Other Religion

Undeclared

Sexual Orientation

Heterosexual (Orientation towards people of the opposite sex)

Lesbian or Gay (Orientation towards people of the same sex)

Bisexual (Orientation towards people of the same and opposite sex)

Undeclared