## A close up of a sign  Description automatically generated

For office use only Applicant Number:

|  |
| --- |
| **PONTEFRACT ACADEMIES TRUST APPLICATION FORM** |
|  |
| **Please note –** This post involves working with children or young people, therefore, the appointment will be subject to Disclosure and Barring Service clearance. |
| Please complete in **BLACK** ink or **TYPE**. Please complete every section. |
| **JOB DETAILS** |
| Job title |  |
| Vacancy Number |  | Closing date |  |
|  |
| **PERSONAL DETAILS** |
| Title |  | Surname |  | First Names |  |
| Previous Names |  |
| (If Any) Preferred Name |  |
| Date of Birth |  |
| National Insurance Number |  |
| Address |  |
| Postcode |  |
| Daytime Telephone Number |  | Mobile Telephone Number |  |
| Email Address |  |

|  |
| --- |
| **FOR TEACHING AND HIGHER LEVEL TEACHING ASSISTANT VACANCIES ONLY** |
| Do you have Qualified Teacher Status? | Yes | [ ]  | No | [ ]  |
| Teacher reference number |  | Date qualified as a teacher |  |
| Subjects qualified to teach or phase |  |
|  |
| **EDUCATION AND TRAINING** |
| Please give details in chronological order (starting with most recent first) about all the education and qualifications you have including degrees with class and division and teaching certificates (if relevant). If you are shortlisted, evidence of all qualifications should be brought to interview. Please continue on a separate sheet if necessary.  |
| **Establishment** | **Full time or part time** | **Qualifications****(Subject and grade/Class and division)** | **Dates attended** **From To** | **Date of qualification** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Other courses or training relevant to this post, in which you have taken part or attended in the last three years. You should include dates of this training. Please also detail membership of any professional bodies. |
|  |

|  |
| --- |
| **EMPLOYMENT RECORD** |
| Please give details of your current or most recent employer including temporary or voluntary work in chronological order ending with your current post.Please use the space provided at the end of this section to detail any breaks in your employment. The Trust may seek to verify this information. |
|  |
| **CURRENT/MOST RECENT POST** |
| Name and address of employer | Job title |
|  |  |
| Date started |  | Date left (if applicable) |  |
| Current (or last) salary |  | Notice period required |  |
| State briefly your main duties and responsibilities and your position within the organisation. |
|  |
| If you are no longer in this post, please state your reason for leaving. |
|  |

|  |
| --- |
| **EMPLOYMENT HISTORY** |
| Please give details of all paid and non-paid time employment since leaving full time education. |
| **Employer** | **Post title** | **Brief description of activity/ responsibility or duties** | **Dates****To From** | **Reason for leaving** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Please explain any breaks in your continuity of employment: |
|  |

|  |
| --- |
| **SUPPORTING INFORMATION** |
| Please use this section to support your application for the post. You should use the job description and person specification to outline how you meet the requirements for the role. Examples should be provided. You may continue on a separate sheet but your supporting statement should be no longer than two sides of A4 paper. |
|  |

|  |
| --- |
| **REFERENCES** |
| Please provide two referees. One referee must be your current employer or most recent employer. For teaching posts, personal and character references will not be accepted, and you must provide your current employer as a referee. For non-teaching posts at least one referee must know you in a professional capacity. |
| Name of first referee | Name of second referee |
|  |  |
| Their job title | Their job title |
|  |  |
| Their relationship to you (e.g. Headteacher) | Their relationship to you (e.g. Headteacher) |
|  |  |
| Organisation name and address | Organisation name and address |
|  |  |
| Postcode | Postcode |
|  |  |
| Email | Email |
|  |  |
| Telephone | Telephone |
|  |  |
| Can we contact this referee prior to interview if you are shortlisted? | Can we contact this referee prior to interview if you are shortlisted? |
| Yes |[ ]  No |[ ]  Yes |[ ]  No |[ ]
| Please note – Pontefract Academies Trust reserve the right to contact previous employers to verify information provided on this application form or at interview. |
|  |
| **ASSOCIATION WITH A TRUSTEE, SENIOR EMPLOYEE OF PONTEFRACT ACADEMIES TRUST OR SCHOOL GOVERNOR** |
| Do you have a close association with a Trustee or senior employee of the Pontefract Academies Trust, or any school governor? Yes/No If yes, please give details |
| Their name | Their role | Trustee/School Name | Your relationship |
|  |  |  |  |
| Please note - Any applicant who fails to disclose or directly/indirectly seeks the support of any Trustee/School Governor or senior leader for any appointment with the Pontefract Academies Trust will lead to their disqualification for appointment or to dismissal if employed. |

|  |
| --- |
| **ADDITIONAL INFORMATION** |
| If the job you are applying for involves driving, do you hold a current driving licence? | Yes |[ ]  No |[ ]
| Are you applying for this position on a job share basis? | Yes |[ ]  No |[ ]
| If you are offered this position will you have any other paid work? | Yes |[ ]  No |[ ]
|  |
| **DISCLOSURE OF CRIMINAL RECORDS/SANCTIONS** |
| **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 and 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 interview. You may be asked for further information about your history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.  |
| You must disclose details of any current sanctions imposed by a regulatory body e.g. Teaching Regulation Agency. If you have any such sanctions, please select the checkbox here. |[ ]
|  |  |
| Have you ever been the subject of any child protection/safeguarding concerns either in work or in your personal life, including disciplinary sanctions (even if time expired?)If yes, provide details below, including dates: | Yes [ ]  | No [ ]  |  |
|  |
| **DECLARATION** |
| I declare that the information on this form is true and accurate. I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed, if appointed to the job.My name has not been placed on any list which disqualifies me from working with children. I confirm that I have read the above statements in respect of “Disclosure of Criminal Records/Sanctions” and understand the requirements of this position.I have the right to work in the UK.I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to:1. References that are satisfactory to the school/Trust
2. A satisfactory enhanced DBS certificate and check of the Barred List where relevant
3. The entries on this form proven to be complete and accurate
4. A satisfactory medical report, if appropriate

I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.**Privacy Notice**I have read the Pontefract Academies Trust privacy notice for job applicants and consent to the information contained in this form, and any other information received by or on behalf of the Trust relating to my application, being processed by the Trust in administering the recruitment process and to assist with the prevention and detection of fraud. |
| Signature |  | Date |  |
| *Please note that if you submit your application via email, you will be asked to sign a hard copy at interview.* |