ALDRIDGE EDUCATION

EMPLOYMENT APPLICATION FORM

Post Applied For (Job Title):	**School/Department:**

PERSONAL DETAILS

Title:	First Name:	Last Name:

Address: Postcode:	Work Tel No: (if convenient to receive a call) Home Tel No: Mobile No: Email:

If you were born outside of the UK, what date did you become resident in the UK?	
Are you eligible to work in the UK?	
Are you a Swiss/EEA citizen?	Yes ☐ No ☐
If "Yes" to the above, when did you become resident in the UK?	Date: (DD/MM/YY)
Do you require a work permit to work in the UK?	Yes ☐ No ☐

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office.

National Insurance Number:	

Have you successfully completed a period of induction as a qualified teacher in this country? *Teaching Staff only*	Yes ☐ No ☐
If yes please give details of completion:	
Have you ever lived or worked abroad?	Yes ☐ No ☐
Are you registered with the DfE?	Yes ☐ No ☐
If so please give details of your DfE Reference Number (DfE number e.g.12/34567)	
Are you subject to any conditions or prohibitions placed on you by the DfE?	Yes ☐ No ☐
If yes please give details:	
Do you have Qualified Teacher Status? *Teaching Staff only*	Yes ☐ No ☐
If yes please give a date of award:	
QTS Certificate Number: *Teaching Staff only*	

CURRENT (OR MOST RECENT) EMPLOYMENT

Name of Employer: Address: Post Code: Telephone Number: Date Started:	Job Title/Post Held: Grade/spine point: Current Salary: Notice Required: Reason for leaving/wishing to leave:

Date Left (where applicable):	
Brief description of main duties/responsibilities:	
Please provide us with information on how you meet the Person Specification, this will help to inform our decision when shortlisting.	

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.

Name: *Referee No.1* *Current/Most Recent Employer*	**Name:** *Referee No.2* *Previous Employer*
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 and without further reference to you. In addition, I hereby authorise you to take up other reference checks, as you may deem appropriate.

Signed:	Dated:

PREVIOUS EMPLOYMENT

Please give details of your full employment history, detailing any periods of unemployment and unpaid/voluntary work (most recent first). Continue on a separate sheet if necessary.

Dates From/To	Name and address of organisation	Telephone and contact details	Job/Role and brief description of duties	Reason for Leaving

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 ☐

Is 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:	

Criminal Convictions

Please see separate form enclosed and read the guidance notes to that declaration carefully prior to completing it.

The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.

More information on The Disclosure & Barring Service can be found at www.gov.uk/disclosure-barring-service-check.

Relatives

Are you related to, or the partner of, any member, employee or Governor of Aldridge Education?	Yes ☐ No ☐
If so, please give Name:	
Department:	Relationship:

Data Protection Act 2018 and GDPR

The School processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws. Further details can be found on our website.
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 providing misleading or false information/qualifications may affect any recruitment decision made relating to me or if appointed, may lead to disciplinary action and dismissal.

I authorise Aldridge Education to check the information supplied and hold all such information in both paper and electronic formats.

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.

EQUAL OPPORTUNITIES

Aldridge Education wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Gender

Male ☐ Female ☐ Intersex ☐ Non-binary ☐ Prefer not to say ☐

If you prefer to use your own term, please specify here:

Marital Status

Are you married or in a civil partnersip? Yes ☐ No ☐ Prefer not to say ☐

Age

16-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐ Over 65 ☐

Prefer not to say ☐

Ethnicity

Ethic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

White

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐
British ☐ Gypsy or Irish Traveller ☐ Prefer not to say ☐
Any other white background, please specify here:

Mixed/multiple ethnic groups

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐
Prefer not to say ☐
Any other mixed background, specify here:

Asian/Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐
Any other Asian background, please specify here:

Black/African/Carribean/Black British

African ☐ Caribbean ☐ Prefer not to say ☐
Any other Black/African/Caribbean background, please specify here:

Other ethnic group

Arab ☐ Prefer not to say
Any other ethnic group, please specify here:

Disability

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.

Do you have a disability you wish us to know about at this stage?

Yes ☐ No ☐

If yes, please let us know what access requirements you may have:

What is your sexual orientation?

Heterosexual ☐ Gay ☐ Lesbian ☐ Bisexual ☐
Prefer not to say ☐

If you prefer to use your own term, please specify here:

What is your religion or belief?

No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐
Muslim ☐ Sikh ☐ Prefer not to say ☐

If other religion or belief, please specify here: