



# Application Form

**Please note that CVs cannot be accepted.** Please complete **all sections** of this form as appropriate. Once completed, this form should be returned to the Academy to which you are applying.

Post applied for:

Academy:

## Section 1: Personal details

Title: Mr  Mrs  Ms  Miss  Other  Last Name:

First Name(s):  Former Names:

Home Address:

Post Code:

Term Address (if different):

Post Code:

Day/Work Tel:  Mobile Tel:

Email:  Home Tel:

GTC Reg. Date (Teaching only):  GTC No (Teaching only):

Date of Birth:  NI No:

## Section 2: Equal opportunities

The Collegiate Academy Trust is committed to ensuring equality of opportunity. Your application will be considered on your ability ONLY. The information requested below will be treated confidentially and will ONLY be used to monitor the Academy practices. If you fail to complete this page fully, your application will not be accepted.

### Gender (Please tick)

Male  Female

### Ethnicity (Please tick)

#### White

British  Irish  European  Any other White background

#### Asian or Asian British

Indian  Sikh  Pakistani  Bangladeshi  Any other Asian background

#### Black or Black British

Caribbean  African  Any other Black background

#### Chinese, Yemini or other ethnic group

Chinese  Yemini  Other

#### Mixed

White & Black Caribbean  White & Black African  White & Asian  Any other mixed background

If, to your knowledge you are related to any Collegiate Academy Trust Employee, Trustee or Governor of the Collegiate Academy Trust, please give details:

Do you have, or had in the past, any disability that makes it difficult for you to carry out normal day to day activities? Please tick.

Yes  No

If YES, please provide details of your disability:

Do you have the legal right to live and work in the UK? Please tick.

Yes  No

How did you learn about the vacancy? Please state:

### Section 3: Teaching qualifications (Teaching posts only)

I.T.T. provider (University, School, etc):

Course undertaken to obtain QTS:

Age group specialism (tick as appropriate):

Key Stage 3       Key Stage 4

Subject specialisms:

### Section 4: Education details

School/College/University  
(name & address)

Subjects Level  
(i.e. A-Level, Degree, etc)

Grade

Date Gained

School/College/University (name & address)	Subjects Level (i.e. A-Level, Degree, etc)	Grade	Date Gained

### Section 5: Details of further training

Please list any training you have received:

## Section 6: Employment details

Please complete the following, starting with your current or most recent employer. Please also include any breaks in employment history together with the reason for the break. If you have passed threshold you will need to supply a copy of your Letter of Confirmation with this form.

### Present Employment

Present Job Title:

Date Appointed:

Current Salary £:  Point on Scale:  Allowances:

Part Time/Job Share? Yes  No

Notice Required:

Name of School/College/Employer:

Address:

Telephone Number:  LA (if applicable):

Key Responsibilities:

### Previous Employment

Date	Employers Name & Address	Position Held	Salary	F/t P/t	Proportion of hours	Responsibilities	Reason for leaving/ break in employment

## Section 7: Your application

Please continue on a separate page. Your letter of application should be no more than four sides of A4.

## Section 8: Convictions

### Please complete the following, Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments. For these positions you are not entitled to withhold information regarding previous criminal convictions, including cautions, for any offences (not just those involving children) which for other purposes are 'spent' under the provisions of the Act.

Failure to disclose any previous convictions (including cautions) could result in dismissal should it be subsequently discovered. Any information given will be entirely confidential and will be considered only in relation to this application.

Date	Type of offence	Sentence/Fine imposed	Comments

## Section 9: References

Please provide the names, addresses and occupations of two referees (one of whom must be your present or most recent employer) who are willing to support your application.

Name:

Address:

Post Code:

Telephone number:  E-mail address:

Occupation:

Name:

Address:

Post Code:

Telephone number:  E-mail address:

Occupation:

## Section 10: Data protection

The information collected in the form will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees of The Collegiate Academy Trust. The information may be disclosed, as appropriate, within the Academy Trust, to Academy Trustees and Governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department for Education, pension providers and relevant statutory bodies. You may also note that because we have a duty to protect public funds we handle, we might need to use 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.

## Section 11: Certification

**I certify that to the best of my belief, the information I have provided is true, and I understand that any false information or failure to disclose any criminal convictions will, in the event of employment, result in disciplinary investigation, and is likely to result in dismissal. I can confirm that I am not disqualified from work with children, or subject to any sanctions imposed by a regulatory or professional body, eg Ofsted or the GTC.**

I give my permission for my service and salary details to be accessed by other local education authorities/Academies (please tick as applicable).

Yes  No

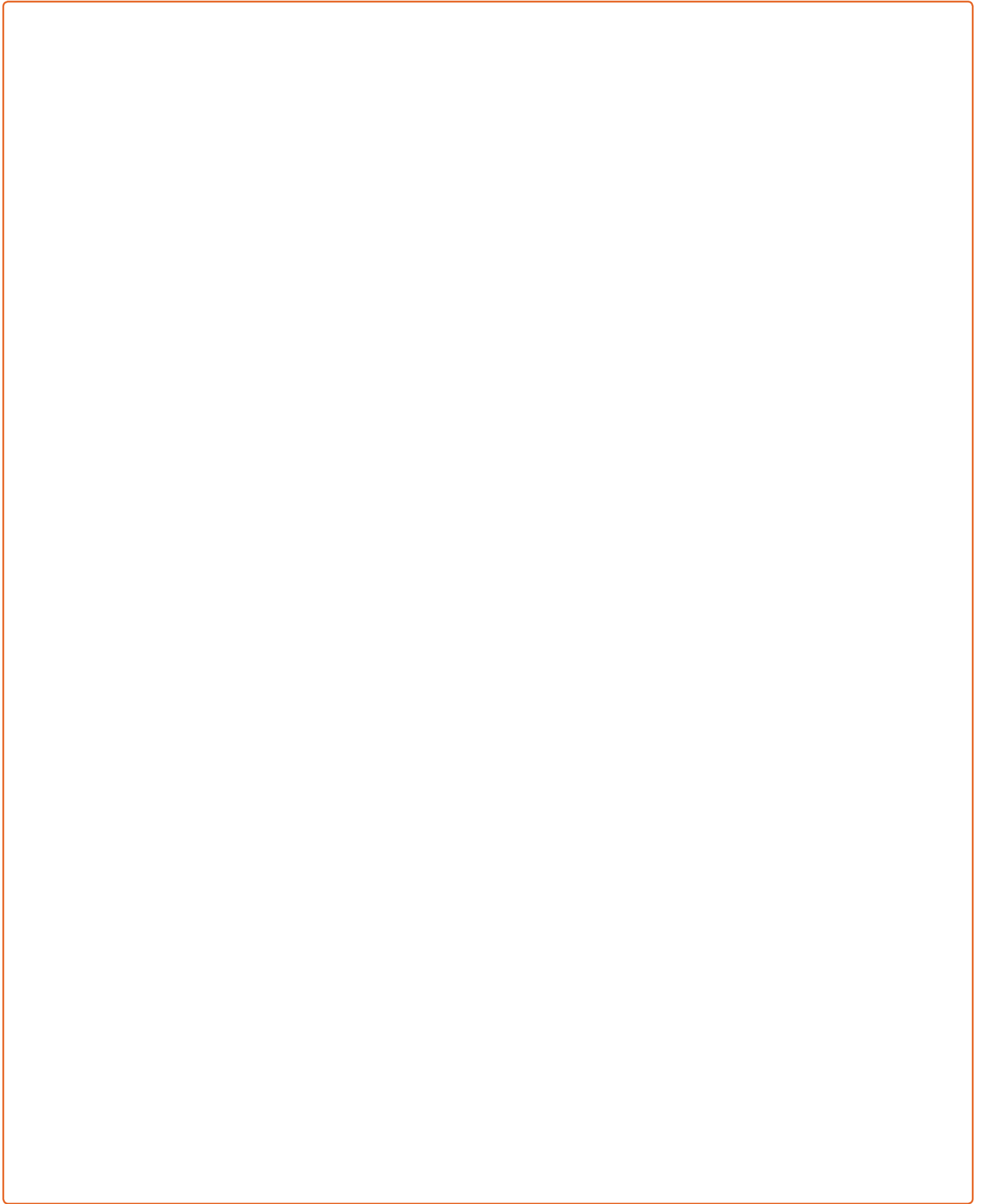
Signed:

Date:

**N.B. Canvassing for this appointment will disqualify.**

**The Collegiate Academy Trust, Shireland Collegiate Academy, Waterloo Road, Smethwick B66 4ND.**

**Company No: 6336693. A charitable company limited by guarantee. Registered in England and Wales.**



**SUBMIT**

**RESET**