

Head Office
Edutrust Academies Charitable Trust
81 Oxford Street
London W1D 2EU
London E1 7LP

Return completed forms to
Parkwood Academy
Penrith Road
Sheffield
S5 8UF

EMPLOYMENT APPLICATION FORM

SUPPORT POST APPLIED FOR (Job Title):

How did you learn of this vacancy?

PERSONAL DETAILS

Title

Last Name:

Address:

Post Code

Work Tel No:
(if convenient to receive a call)

Home Tel No:

Mobile No:

Email:

National Insurance Number:

DfES/DCSF No (if applicable):

PRESENT (or most recent) EMPLOYER

Job Title:

Organisation:

Address:

Post Code

Grade/spine point:

Current Salary:

Start Date:

Leaving Date:

Notice Required:

Main responsibilities in your current position:

Reason for seeking a new post:

EDUCATION AND QUALIFICATIONS

Secondary Education

Qualification achieved <small>(you may be asked to produce certificates)</small>	Grade	Subject	Institution Attended

Post-Secondary Education and Training (including Degree(s), Professional & Teaching Qualifications)

Qualification achieved <small>(you may be asked to produce certificates)</small>	Grade	Subject	Institution attended / Awarding Body	Full Time	Part Time

If applicable, have you successfully completed the standard period of probation for teachers?

Yes No

PERSONAL STATEMENT

Please use additional paper if required.

OTHER INFORMATION

Please tick (✓) relevant boxes. If you answer YES to any of the following, please give details on a separate sheet, enclose it in a sealed envelope marked "Private and Confidential" and attach it to this form.

	Yes	No
Have you been absent from work through ill health or injury for more than 5 days in the last 12 months?		
Have you ever been convicted of a criminal offence other than petty motoring offences? A Police Check is necessary for all posts and you are not entitled to withhold information about 'spent' convictions. Any information will be treated as completely confidential and will be considered only in relation to an application for positions for which the order applies. N.B-If you have been so convicted, you are advised before answering to refer to the Rehabilitation of Offenders Act 1974, as amended		
Do you have any criminal charges pending?		
Have you ever been dismissed from employment for a reason other than redundancy?		
Have you ever been suspended or subject to disciplinary action in any employment?		
Do you require a work permit to work in the UK?		
Do you hold a current Full Driving Licence?		

REFERENCES

Please supply the names and addresses of two referees who are in a position to provide relevant comment on your work performance. The reference from your current, or last, employer should be a senior person to whom you report(ed) and who knows your work.

Applicants unable to provide employment referees (e.g. school/college leavers or those returning to work after a significant break from employment) should provide details of academic or personal referees, clearly stating their relationship to the referee.

Current/most recent Employer	Previous Employer
Name	Name:
Referee's Job Title:	Referee's Job Title:
Company Name:	Company Name:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
Email:	Email:
Date From: Date To:	Date From: Date To:
Can we contact this referee without further reference to you? Yes <input type="checkbox"/>	Can we contact this referee without further reference to you? Yes <input type="checkbox"/>

I understand that information contained on this form is personal data which will be held on computer and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Acts 1984 and 1998.

If successful, I understand that Edutrust Academies Charitable Trust reserves the right to make enhanced Criminal Record Bureau and / or List 99 checks.

I certify that the information given on this form is correct and complete and I understand that false information may render me liable for dismissal if I am appointed.

Signed:

Date: