



APPLICATION FORM

If you need a copy of this form in large print, Braille, another language, or in audio format, please contact us to advise.

Application for the Post of:		Job Ref number:	
------------------------------	--	-----------------	--

Personal Information

First Name(s):		Last Name:	
Previous Name(s): (if applicable)		Preferred name:	
Address:			
Email address:		Home Telephone Number:	
Mobile Telephone Number:			
How did you find out about this role?			

Driving Licence Details

*To be completed if the job requires driving or requires you to be mobile across sites/geographical area.

Do you have a full current driving licence?	Yes ☐	No ☐
Do you have daily use of a vehicle/ability to commute between sites?	Yes ☐	No ☐

Disability and Accessibility

The Trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. Please outline any adjustments or arrangements in the selection and interview process we can make to assist you?

Employment History

Keeping Children Safe in Education Safer recruitment regulations require a full employment history with an explanation of any gaps. Beginning with the most recent, all periods since leaving full-time education should be accounted for e.g. unemployment, voluntary work, raising a family or any part-time work undertaken whilst in education. (Continue on a separate sheet if necessary).

Present or Most Recent Employment

Job Title:			
Start Date:		End date: (if applicable)	
Employer's name, address, email address and telephone number:			
Grade/Salary:		Allowances: (please specify)	
Notice required:		Reason for leaving:	

Please provide a brief description of the duties and achievements of the post:

This image shows a completely blank white rectangular area enclosed within a thin black border. There are no markings, text, or illustrations present on the page.

Previous Employment

Job Title	Employer's Name, Address & Telephone Number	Start Date	End Date	Grade/ Salary	Duties & achievements	Reason for Leaving

Job Title	Employer's Name, Address & Telephone Number	Start Date	End Date	Grade/ Salary	Duties & achievements	Reason for Leaving

Employment Gaps

Please provide details of any gaps in employment since leaving full-time education:

Time Spent Living/Working Overseas

As part of Keeping Children Safe in Education Safer Recruitment Guidelines, the Trust must make further checks we consider appropriate, including obtaining overseas police checks where appropriate.

Have you lived and/or worked outside of the UK for over 3 months in the past 5 years?

Yes ☐ No ☐

Please provide dates and country details:

Qualified Teacher Information

*To be completed for Teacher positions only

Date Qualified Teacher Status gained:			
Teacher Registration number:			
If you qualified after 7th May 1999, have you completed your induction year?	Yes ☐	No ☐	If yes, give date:
Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?	Yes ☐ No ☐		
Are you subject to a General Teaching Council sanction or restriction?	Yes ☐ No ☐		

Successful applicants will be required to provide evidence of their QTS and registration with the Teaching Agency

Education History

Please give details of all nationally recognised qualifications awarded / results awaited, from GCSE Level to Further Degree Level or their equivalents in chronological order.

Name of School/College	Qualification	Subject	Grade/Level	Date Gained

Copies of essential qualifications will be required on appointment.

Professional Qualifications

Please list any professional qualifications relevant to the role

Name of Professional Association	Professional Qualifications/ Membership & Date Obtained	By Award or Examination

Training / Continuing Professional Development

Please list any relevant courses or training you have attended in the last three years, starting with the most recent. If applying for a headship, please include details regarding NPQH.

Please continue on a separate sheet if necessary.

Title of Course	Organising Body	Awards (if any)	Date of Attendance

Supporting Information

Please provide supporting information for your application, in particular why you are applying, along with how your experience, skills and knowledge are relevant to the post applied for as detailed in the Job Description and Person Specification. Please continue on a separate sheet if necessary but must be no more than 2 sides of A4 in not less than Calibri 11 font.

References

Please provide the names of 2 referees who are able to comment on your suitability for the post applied for. One reference must relate, if applicable, to your present job, or most recent employer. Please state in what capacity the two referees are acting, e.g. current employer.

If you have recently left full-time education, please ensure you include a Head Teacher/College/University Principal as one of your references.

1st Referee

Name and Address:			
Telephone Number:		Capacity Known:	
Email Address:			

2nd Referee

Name and Address:			
Telephone Number:		Capacity Known:	
Email Address:			

Keeping Children Safe in Education Safer recruitment guidelines recommend references being obtained prior to interview. Do you consent to your references being obtained if you are shortlisted for interview?

Reference 1: Yes ☐ No ☐

Reference 2: Yes ☐ No ☐

Should you be successful at interview, any outstanding references will be sought. Do you consent to references being obtained upon a conditional offer of employment?

Reference 1: Yes ☐ No ☐

Reference 2: Yes ☐ No ☐

The Trust reserves the right to request further references if required to satisfy the pre-employment checking process.

Right to Work

The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

All shortlisted applicants will be required to provide original material evidence of their Right to Work in the UK. Please confirm that you are able to provide the appropriate documents.

Yes ☐ No ☐

Safer Recruitment Checks

Enhanced DBS Check

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information

that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

I understand that a DBS check will be carried out if I am successful at interview Yes ☐

Barred List Check

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

I understand that a barred list check will be carried out where necessary if I am successful at interview. Yes ☐

Childcare Disqualification Check

For posts working with pupils under 8 years old, we comply with the Childcare Disqualification Regulations through the DBS and a self-declaration form. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

I understand that I will be required to complete a self-declaration if I am shortlisted for interview. Yes ☐

I understand that an online search will be conducted on my name(s) if I am shortlisted for the above role, I am also aware that the Trust may want to explore anything they find with me at interview stage. Yes ☐

Any data processed as part of our safer recruitment checks, including DBS, will be processed in accordance with data protection regulations and the Trust’s privacy notice which can be viewed [HERE](#).

Relationships to the Trust

To your knowledge, do you have any personal relationships with and/or are you related to a member of staff, pupil, or trustee within Endeavour Multi Academy Trust?

Yes ☐ No ☐

If yes, please state their name and position held and school, if applicable:

Declaration

The information given in this form will form part of the contract of employment for successful candidates. Under the terms of Data Protection Legislation the information you give us will be kept confidential and will only be used for the purposes of personnel management. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and/or electronically and if unsuccessful, your application will be disposed of after 6 months.

I declare that all the information I have provided is true, that I have not canvassed a member/officer of the Trust, directly or indirectly, in connection with this application and further, that I will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member/officer of the Trust or providing information which is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment, I may be liable to dismissal without notice. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signed:

Date:

A copy of the Trust’s Safeguarding policy can be accessed [HERE](#).