**Application for the post of:**

*Please complete in black ink or complete electronically and return to, Mrs Carole McKivitt, Head of HR, Abingdon Learning Trust, c/o Fitzharrys School, Northcourt Road, Abingdon, Oxon, OX14 1NP or by email to recruitment@abingdonlearningtrust.org together with the completed Applicant Monitoring Form and Confidential Disclosure.*

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Surname (BLOCK letters): | Title: | Forename(s) |
| Home address: | Email address: | |
| Telephone number (home): | |
| Telephone number (mobile): | Telephone number (work): | |
| Address for correspondence if different from above: | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Teacher reference number: | Qualified Teacher Status | Yes |  | No |  |
| National Insurance number: | | | | | |

**Current Employment**

|  |  |
| --- | --- |
| Please give the title of your present role and its duties including position, date when appointed and main responsibilities: | |
| Name and address of present employer: | Salary:  TLR value (where relevant): |
| If appointed when would you be available to take up your post? | |

**Teaching/Education Employment**

Please give details of all the education positions you have held starting with your most recent previous position.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | Name, type and address of  education establishment\* | Title of role and brief summary  of responsibility | Reason for  leaving |
| From | To |
|  |  |  |  |  |

*\* Please describe in terms of mixed or single sex, number on roll, Foundation School, Community School, Academy etc.*

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of secondary school(s) attended | Examinations | Date | Results |
|  |  |  |  |

**Additional Education**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From | To | Name of Institution | Subject(s) | Qualification | Result (including grade) | Date obtained |
|  |  |  |  |  |  |  |

**Relevant Professional and Vocational Qualifications**

Please provide details of qualifications and training and also include relevant articles published.

|  |  |  |  |
| --- | --- | --- | --- |
| Type of training | Subjects/skills | Provider | Qualifications gained |
|  |  |  |  |

**Periods of Other Remunerated or Unremunerated Activity**

|  |  |  |
| --- | --- | --- |
| Details | Dates | |
| To | From |
|  |  |  |

**Outside Interests & Activities**

**How did you hear about this vacancy?**

**Statement to support your application**

Please enclose a statement of no more than 2 pages to outline why you feel your experience and personal attributes are suitable for this position. Please use additional sheet as required.

**Professional Referees**

Please give the names of two professional persons to whom reference may be made. One of these referees must be your current, or most recent, employer. Please do not use hotmail email addresses. No further permission will be sought from you to approach your referees. We will not accept references forwarded with your application.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| Tel no.: | Tel no.: |
| Mobile: | Mobile: |
| Email address: | Email address: |

Note: The Academy has an Equal Opportunity policy and as a result no details are requested on this form regarding marital status or previous surnames. Applicants/Candidates are therefore reminded that they may need to contact their referees if their marital status or surname has changed.

**Personal Relationships with Abingdon Learning Trust**

No

Yes

Are you related to, or do you have a close personal relationship with any existing member of staff of Abingdon Learning Trust?

If so, please state their name and position

within the organisation.

**Declaration**

Providing any misleading or false information to support your application or canvassing Abingdon Learning Trust directly or indirectly for an appointment will disqualify you from appointment or if appointed will render you liable to dismissal without notice.

I declare that I have understood and complied with the requirements laid down in the previous paragraph and I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 2018. I also understand that appointment to this post is subject to the ‘Rehabilitation of Offenders Act’ 1974 (Exceptions) (Amendment) Order 1986 requiring applicants for employment who will have access to child and young people to disclose all their previous criminal convictions, including ‘spent’ convictions, bind over orders and cautions.

I understand that, if offered this post, the appointment will be subject to a DBS Disclosure, medical clearance and employment references, all of which are satisfactory to Abingdon Learning Trust.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers, and cannot be taken into account.

Yes No

Abingdon Learning Trust is an equal opportunities employer that recognises the terms and conditions of maintained schools, including maternity benefits. Abingdon Learning Trust has a responsibility for and is committed to safeguarding and promoting the welfare of children and requires all staff to share this commitment. The successful candidate will be required to apply for a DBS check at an enhanced level.

***Privacy Notice*** *– the following link will take you to the Abingdon Learning Trust Privacy Notice for employees:*

[ALT Employee Privacy Notice](https://app.gdpr365.com/pne/46d79f44-8971-4b60-b32a-caf5ba63d386)

|  |  |
| --- | --- |
| Signature of applicant: | Date: |

**For Internal Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Shortlisted: | Yes / No | Shortlister initials: |  |