



FINHAM PARK
MULTI ACADEMY TRUST

Please complete in black ink

Job Application Form

Job Reference Number:

Job Title:

School:

Return address:

Human Resources

Finham Park Multi Academy Trust

Torrington Avenue

Coventry, CV4 9WT

e-mail: apply@finhampark.co.uk

Please note all jobs are open to job share unless otherwise stated

Personal Details – please complete this section in capital letters

Title	
First Names(s)	
Surname	
Any Previous Names	
Address	
Post Code	
Home Phone Number	
Mobile Phone Number	
Other Contact Number	
E-Mail Address	
National Insurance Number	
DfE Number (if applicable)	
Current Employment Status (please delete as appropriate)	Employed / Unemployed
Are you eligible to work in the UK? (please delete as appropriate)	Yes / No
Do you require a work permit? (please delete as appropriate)	Yes / No
Driving Licence (only complete if it is a requirement of the job)	Do you have a full current driving licence? (please delete as appropriate): Yes / No Do you have use of a car? (please delete as appropriate): Yes / No
Continuous Local Government service dates(if applicable).	

Qualified Teacher Details (If applicable to the role)

Did you qualify since 1999? If yes, what date did you gain your QTS

Specialisms:

Date Appointed:

Notice Required or leaving date if last appointment:

Present or last annual Salary:

Hours worked per week:

Reason for leaving:

Educational/Training and Academic qualifications (only if relevant to the requirements on the Person Specification). Please note that you will be required to bring original documents as proof of qualifications if selected for interview.

Date from (MM/YY)	Date to (MM/YY)	University / College / School / Organising Body / Institution	Level of Qualification / Training Course / Exam Type	Subject	Grade	Date Gained / Expected

Teaching Qualification (Certificate/Diploma/GTP/RTP) – Particulars of subjects studied	Type and date of award
Other Qualifications – Particulars of Course(s) and Award(s)	Date of Award

Additional Professional Qualifications and Membership of Professional Associations	Dates awarded
Details of other relevant courses attended during the past 3 years	Dates

Personal Statement Please give a personal statement in support of your application, with clear demonstration of how you meet the criteria on the person specification. You can use experience/knowledge/skills and abilities gained through paid, unpaid or voluntary work etc to demonstrate how you meet the criteria.

References

First Reference **(Must be your current or last employer):**

Name and address:

Telephone No:
E-mail Address:

In what capacity do they know you?

If you are known by another name, please state:

Can we take up references without contacting you beforehand?
YES/NO (please delete as appropriate)

Second Reference:

Name and address:

Telephone No:
E-mail Address:

In what capacity do they know you?

If you are known by another name, please state:

Can we take up references without contacting you beforehand?
YES/NO (please delete as appropriate)

Working Time Directive - Are you intending to hold additional jobs? YES/NO

If yes, please state the number of hours you will be working in other jobs in this box

This information is required to ensure we comply with the Working Time Regulations.

Are you related to any member of the Governing Body or staff of the Multi Academy Trust or school? If so, give name, position and relationship.

NB: A candidate who knowingly fails to disclose such a relationship will be disqualified from appointment.

Rehabilitation of Offenders and Criminal Records Disclosure (DBS Check)– Successful applicants for posts that are exempted from the provisions of the Rehabilitation of Offenders Act 1974 will require a criminal record disclosure (DBS Check) which also includes a check on the barred Children’s List (previously called ISA barred lists). Criminal records will be taken into account only when a conviction is relevant to the post you are applying for.

Disability – The Multi Academy Trust welcomes applications from disabled people. This means that the Multi Academy Trust is committed to interviewing all applicants with a disability who meet the minimum criteria for a job vacancy and to consider them on their abilities.

Do you consider yourself to have a disability that you would like us to be aware of at this stage of the application process? YES/NO

If **YES**, would you welcome the opportunity to discuss any reasonable adjustments you require either during the recruitment process or to enable you to do the job? YES/NO

PLEASE READ CAREFULLY - Data Protection Act 1998 - The personal data that you provide will be used in connection with your application. Your information will be shared with the Recruitment Panel and will be used for research, analysis and statistical purposes and it may also be used to meet our statutory obligations under the Disability Discrimination Act 1995. Unsuccessful candidates’ application forms will be destroyed after 6 months.

Signature – I certify that to the best of my knowledge, the information given on this form is correct and true. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I also understand that the information I have provided may be subject to checking. I have not canvassed an employee of the Multi Academy Trust, either directly or indirectly in connection with this application and I will not do so.

Signature:

Date:

Please note: If you return this form by e-mail, your signature confirming the above will be requested if you are invited to attend an interview. If you are printing this form out and returning it by post, please sign in black ink before returning it.



Equal Opportunities Monitoring Form

Confidential

Finham Park Multi Academy Trust is working towards equal opportunities in employment and service delivery. To help us do this, all applicants are required to complete this form. This will not be given to the selection panel.

We will not discriminate on the ground of age, disability or impairment, employment status, gender, gender reassignment, home address, marital status, nationality, national origin, race, religious belief, responsibility for dependents, sexual orientation or trade union membership.

If you require this form in different format, please contact the HR Manager

Job Ref:	Job Title:	
Full name:	Date of birth:	DD MM YYYY
	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>	
Gender: Male <input style="width: 30px; height: 20px;" type="checkbox"/>	Female <input style="width: 30px; height: 20px;" type="checkbox"/>	
Marital Status:	Nationality:	

Ethnic Group (These groups are from the 2001 National Census)		
1) Choose one section from a) to e). 2) Then select the box that best describes your cultural or ethnic background. 3) If you select the last box within any category, please detail your ethnicity in the space provided underneath.	a) White British <input style="width: 30px; height: 20px;" type="checkbox"/> Irish <input style="width: 30px; height: 20px;" type="checkbox"/> Any other white background Please state <input style="width: 30px; height: 20px;" type="text"/>	b) Mixed White and Black Caribbean <input style="width: 30px; height: 20px;" type="checkbox"/> White and Black African <input style="width: 30px; height: 20px;" type="checkbox"/> White and Asian <input style="width: 30px; height: 20px;" type="checkbox"/> Any other mixed background Please state <input style="width: 30px; height: 20px;" type="text"/>
c) Asian or Asian British Indian <input style="width: 30px; height: 20px;" type="checkbox"/> Pakistani <input style="width: 30px; height: 20px;" type="checkbox"/> Bangladeshi <input style="width: 30px; height: 20px;" type="checkbox"/> Any other Asian background <input style="width: 30px; height: 20px;" type="checkbox"/> Please state <input style="width: 30px; height: 20px;" type="text"/>	d) Black or Black British Caribbean <input style="width: 30px; height: 20px;" type="checkbox"/> African <input style="width: 30px; height: 20px;" type="checkbox"/> Any other black background Please state <input style="width: 30px; height: 20px;" type="text"/>	e) Chinese or other ethnic group Chinese <input style="width: 30px; height: 20px;" type="checkbox"/> Any other Please state <input style="width: 30px; height: 20px;" type="text"/>

2) Equality Act 2010

The council is required by the government to record numbers of applicants protected by the Disability Discrimination Act 1995. This information is also important in monitoring the success of Council policies and initiatives that aim to attract more applications from people with disabilities.

The Equality Act 2010 protects people who:

- have an impairment
- are disabled
- have long –term health conditions

This is providing that this has a “substantial and long term” adverse effect on a person’s ability to carry out normal day-to-day activities”. Long term is defined as 12 months or longer (or, if the condition is a new one, the expectation that it will be 12 months or longer).

Equality Act Do you think that you have a disability in accordance with the terms of Equality Act 2010?	Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/>
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Media: Where did you find out about this vacancy?

*please specify where the advert was seen

GDPR & Data Protection Act 1998

The information given in this application will be kept in accordance with our Privacy Notice under the General Data Protection Regulations. All personal information is kept in accordance with our Privacy Policy which can be view on our website <http://finhamparkmultiacademytrust.co.uk/wp-content/uploads/2018/05/Privacy-Notice.pdf>

The personal data you provide will be used for the purposes of monitoring the provision of equality of opportunities in employment within Coventry City Council, providing statistical data to Government Departments and assisting the Council to meet its statutory duties under the Disability Discrimination Act 1995. This may involve publishing the data provided. I agree to the processing of the information I have provided.

Signature:..... Date:.....

Office Use Only:

Shortlisted

Appointed



FINHAM PARK
MULTI ACADEMY TRUST

Rehabilitation of Offenders Act 1974

All posts within the Multi Academy Trust involve direct or indirect contact with children. As a result, we are exempt from the requirements of the Rehabilitation of Offenders Act 1974. Therefore, you are required to reveal any current or past convictions, cautions or bind-overs, that are both “spent” and “unspent” as these may have a bearing on your suitability to be employed within a school environment. The information you give will be treated in the strictest confidence.

Failure to declare a conviction, caution or bind-over may however disqualify you from appointment or result in disciplinary action, up to and including summary dismissal if the discrepancy comes to light.

Do you have any convictions that are spent or unspent under the Rehabilitation of Offenders Act 1974?

YES

NO

If yes, please provide details:

Date	Type of Offence	Sentence / Fine Imposed	Comments

Signed _____

Print name _____

Date _____