



<b>1. Personal Details</b>	
<b>Surname:</b>	<b>Forename(s):</b>
<b>Title:</b>	<b>Details of any previous Surnames:</b>
Please advise which position you are applying for:	
<b>Address:</b>	<b>Telephone numbers:</b> <b>Home:</b> <b>Work:</b> May we contact you at work? <b>Mobile:</b> <b>Email:</b>
<b>Postcode:</b>	<b>National Insurance number:</b>
<b>Are you free to remain and take up employment in the UK?</b> <b>Please tick the relevant box:</b> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Work Permit details, if appropriate:</b> If you are selected for an interview, and before you can commence employment, you will need to provide documentary evidence that you are entitled to work in the UK. This will require you to produce original not a copy of the document(s) as shown in the Appendix.	
<b>Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-Overs:</b> Jobs in schools/academies are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. <b>You must</b> therefore declare, whether spent or not, any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.  Do you have <b>ANY</b> convictions, cautions or reprimands, warnings or bind-overs?  <b>Please tick the relevant box:</b> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>  If the answer is “yes”, you must record full details in a separate, sealed envelope marked with your name and ‘Confidential Criminal Record Declaration’ and enclose it with your application. In accordance with statutory requirements, an offer of appointment will be subject to satisfactory DBS clearance. A copy of this notice will be sent to your referees.	

## 2 Employment History

### PRESENT OR MOST RECENT EMPLOYMENT

Name and address of present /most recent employer:	<b>Job title:</b>
Nature of business:	<b>Are you currently employed by this organisation?</b>
Date of appointment:	<b>Grade and details of allowance:</b>
Date of leaving (if applicable):	<b>Salary scale and current salary:</b>
Reasons for leaving (if applicable):	<b>Notice required:</b>
	<b>Date available to take up new post:</b>

### Employment continued.

Name of School or College AND Position Held	Type of School or College	Number on Roll	Status		Exact Dates						
			Full or Part-time	Salary Scale	From			To			
					D	M	Y	D	M	Y	

### Employment Experience

Employer (name & address)	Position	Responsibilities	From	To	Reason for leaving

### Qualifications and Training

**EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher/Work based)**  
Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. Evidence of qualifications may be requested. (Please continue under the Additional Information section if necessary)

Educational Institution	From	To	Qualifications gained (Subjects/Grades)

### Continuing Professional Development

Please list recent courses and professional development in which you have been involved in the past 3 years and that you consider relevant to this post. (Please continue under the Additional Information section if necessary)

Subject	Training Provider	Duration	Dates

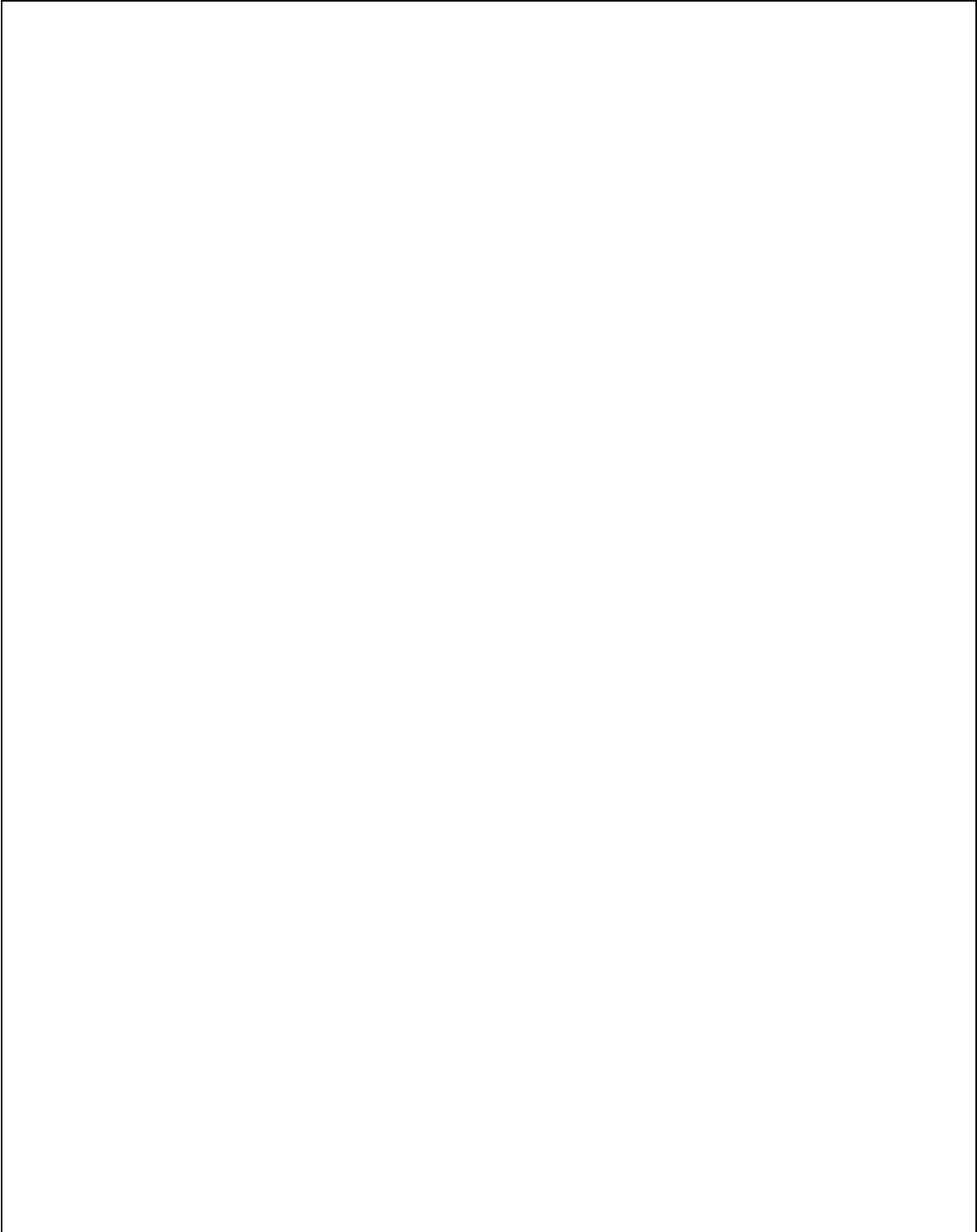
### Supporting Statement

Please use the space below to describe how your skills, knowledge and experience suit you to the nature of this role and also meet the Person Specification requirements of the role (please write no more than a side of A4, using Font size Arial 10).



**Victorious**  
Academies Trust

*Success in education*





## Referees

*References will not be accepted from relatives or friends. Please give the names of two referees, one of whom must be your present or most recent employer.  
We intend contacting referees prior to inviting you to interview. We reserve the right to take up references with any previous employer.*

If you were known to any of your referees by another name please give details here:

### 1<sup>st</sup> referee

**Please confirm that we can contact before interview (circle): yes / no**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

In what capacity does the above referee know you?

### 2<sup>nd</sup> referee

**Please confirm that we can contact before interview (circle): yes / no.**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

In what capacity does the above referee know you?

How did you learn of this vacancy?



## Declaration

I confirm to the best of my knowledge the information on this form is true and complete.

I understand that wilful falsification or omissions may, if I am appointed, result in my dismissal.

I am in possession of certificates for qualifications which I claim to hold.

I declare that I am not disqualified from working with children.

I consent to the processing of personal data as defined in the Data Protection Act 1998.

Signature:

Print Name:

Date:

Your application form should be e-mailed to [info@victoriousacademies.org](mailto:info@victoriousacademies.org) or posted to the academy / school as soon as possible and no later than the closing date given in the advertisement.

Thank you very much for your interest in the post and for the time and effort involved in completing this application.

The post for which you are applying is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions may result in dismissal by the Governors. Any information given will be completely confidential and will be considered only in relation to an application for positions by which the Order applies.

All information you send to us is strictly confidential and will be used for the purposes of this recruitment process only. It will be processed and held in accordance with the principles of the Data Protection Act (1998).

## Equalities Monitoring Form

Completion of this section will help us to ensure that our workforce reflects the diverse make-up of the local community. To ensure our policies and procedures are not discriminatory, we monitor job applicants and the diversity make-up of our current workforce, as part of our internal processes, such as training. The information you give is confidentially managed; this section will be separated from your application and does not form part of the selection process. It will greatly assist us if you provide as much information as possible, but you are not obligated to do so.

<b>Ethnic Origin</b> (please tick one box only, indicating the category that best describes your ethnic origin)				
<b>White</b>	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>
	Any other White background (please specify)			
<b>Mixed</b>	White & Black Caribbean	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
	White & Asian	<input type="checkbox"/>		
	Any other Mixed background (please specify)			
<b>Asian or Asian British</b>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>		
	Any other Asian background (please specify)			
<b>Black or Black British</b>	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>
	Any other Black background (please specify)			
<b>Chinese</b>	Chinese	<input type="checkbox"/>		
<b>Other</b>	Any other ethnic background (please specify)			

<b>Gender</b> (please tick)	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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<b>Age Range</b> (please tick)	Up to 19	<input type="checkbox"/>	46 – 55	<input type="checkbox"/>
	20 – 25	<input type="checkbox"/>	56 – 65	<input type="checkbox"/>
	26 – 35	<input type="checkbox"/>	Over 65	<input type="checkbox"/>
	36 – 45	<input type="checkbox"/>		

<b>Disability</b> (please tick)	
<b>Do you consider yourself to be disabled?</b>	Yes / No
<b>If yes, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?</b>	Yes / No
The Disability Discrimination Act 2005 defines disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities'.	



## Appendix

Under the **Immigration, Asylum and Nationality Act 2006**, before you can commence employment you will need to provide documentary evidence that you are entitled to work in the UK. This will require you to provide the relevant original document, or documents, detailed in either List A or List B below. The document(s) will be checked and a copy retained on the individual's personnel file. Photocopies of originals - even those supposedly certified as a "true copy of the original" by a lawyer will not be accepted as proof of eligibility to work in the UK.

### LIST A

- A passport showing that you, or a person named in the passport as your child, are a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or a national identity card showing that you, or a person named in the passport as your child, are a national of a European Economic Area country or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the UK Border Agency to a national of a European Economic Area country or Switzerland.
- A permanent residence card or document issued by the Home Office or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit on your stay in the UK.
- An Immigration Status Document issued by the Home Office or the UK Border Agency to you with an endorsement indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
- A full birth certificate issued in the UK which includes the name(s) of at least one of your parents, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
- A full adoption certificate issued in the UK which includes the name(s) of at least one of your adoptive parents, when **produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government Agency or a previous employer.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.





- A certificate of registration or naturalisation as a British Citizen, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
- A letter issued by the Home Office or the UK Border Agency to you which indicates that you are allowed to stay indefinitely in the UK **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

#### LIST B

- A passport or travel document endorsed to show that you are allowed to stay in the UK and are allowed to do the type of work in question.
- A Biometric Residence Permit issued by the UK Border Agency to you which indicates that you can stay in the UK and are allowed to do the work in question.
- A residence card or document issued by the Home Office or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
- A work permit or other approval to take employment issued by the Home Office or the UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show that you are allowed to stay in the UK and are allowed to do the work in question, or a letter issued by the Home Office or the UK Border Agency to you or the Company confirming the same.
- A Certificate of Application issued by the Home Office or the UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that you are permitted to take employment which is less than six months old **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
- An Application Registration Card (ARC) issued by the Home Office or the UK Border Agency stating that you are “allowed to work” or “employment permitted”, **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
- An Immigration Status Document issued by the Home Office or the UK Border Agency to you with an endorsement indicating that you can stay in the UK, and are allowed to do the type of work in question, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
- A letter issued by the Home Office or the UK Border Agency to you or the Company, which indicates that you can stay in the UK and are allowed to do the work in question **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.