



APPLICATION FORM

This form is also available in other formats. Please complete ALL sections. *This part of the application form WILL be used to shortlist candidates for interview.*

| | | | |
|-------------------|--|-----------------|--|
| POST APPLIED FOR: | | NAME OF SCHOOL: | |
| SOURCE OF ADVERT: | | CLOSING DATE: | |

1. PERSONAL DETAILS (please complete in block capital letters)

| | | | |
|---|--|---------------------------|--|
| Surname: | | Forenames: | |
| Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other) | | Date of Birth: | |
| Address for Correspondence/Permanent Address: | | | |
| Postcode: | | Mobile telephone no: | |
| Home telephone no: | | e-mail address: | |
| Work telephone no: | | Teacher Reference Number: | |
| National Insurance No: | | | |

2. PRESENT OR LAST EMPLOYER

| | | | |
|---|--|-----------------|--|
| Name and address of employer: | | | |
| Postcode: | | Job title/Post: | |
| Nature of business: | | | |
| Present annual salary or weekly wage (gross): | | | |
| Hours/sessions worked per week: | | | |

| Date appointed: | | Reason for leaving or for seeking other employment: | | | |
|--|----------------|---|--|--------------------|--------------------|
| Brief description of duties: | | | | | |
| Notice required: | | | | | |
| 3. PREVIOUS EMPLOYMENT | | | | | |
| (Starting with the most recent first). Include work/voluntary experience and any periods of unemployment. (Please continue on separate sheet if necessary) | | | | | |
| Employer name & address | Job title/post | Grade & salary/wage | Full or part-time (if part-time, give hours or sessions) | Dates (month/year) | Reason for leaving |
| | | | | From | To |
| | | | | | |

| 4. EDUCATION, TRAINING & QUALIFICATIONS | | | | | |
|--|--------------------|----|-------------------------------------|-----------------------|------|
| <i>(Please continue on separate sheet if necessary)</i> | | | | | |
| Secondary School/College/University | Dates | | Qualifications gained (state level) | Grade/class of degree | Date |
| | From | To | | | |
| | | | | | |
| OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary) | | | | | |
| Organising Body | Course title | | Length of course | | |
| | | | | | |
| MEMBERSHIP OF PROFESSIONAL BODIES | | | | | |
| Name of body | Type of membership | | Date obtained | | |
| | | | | | |

Our Trust Values are: **Work-ethic, Team player, Respect, Discipline, Positivity and Ambition.** We believe in The Forge Trust Motto '*Labor Omnia Vincit*'.

5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification. Please use no more than 1500 words.

NOTE: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.

6. REFEREES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. If you are a Forge Trust employee you must state your current line manager as your first referee. The Forge Trust reserves the right to approach any previous employer or manager. Where references are taken up on shortlisted candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

| | | | |
|--------------------------------|--|--------------------------------|--|
| Name (Referee 1): | | Name (Referee 2): | |
| Status: | | Status: | |
| Organisation (if appropriate): | | Organisation (if appropriate): | |
| Address: | | Address: | |
| Postcode: | | Postcode: | |
| Telephone No: | | Telephone No: | |
| Email address: | | Email address: | |
| How long known? | | How long known? | |



7. DISCLOSURE OF CRIMINAL BACKGROUND

The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Please answer the following questions.

Have you ever been convicted of a criminal offence?

YES ☐ NO ☐

Have you ever been cautioned for a criminal charge?

YES ☐ NO ☐

Are you at present the subject of a criminal charge?

YES ☐ NO ☐

If YES to any of the above questions, please give brief details including dates.

The Forge Trust's Policy Statement on the Recruitment of Ex-Offenders is available on request.

The Forge Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the trust's Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

8. GENERAL

Do you hold a current full driving licence?

YES ☐ NO ☐

Do you have regular use of a vehicle?

YES ☐ NO ☐

You are required to declare below any relationship with or to a Member, Trustee or Employee of The Forge Trust.

Please state name and position:

Have you ever been the subject of formal disciplinary proceedings? If yes, please give details of the nature and date(s) of the misconduct and of the penalty or sanctions still in force. including dates below.

YES ☐ NO ☐

9. DATA PROTECTION ACT

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so. This Trust is under duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

10. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

| | |
|--|-------|
| I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with The Forge Trust. | |
| Signed: | Date: |
| <p>Please return your completed form BY POST / BY HAND to arrive by the closing date to: the contact name and address shown in the advertisement / information pack. If you have not received a reply within the next 6 weeks, you should assume that your application has been unsuccessful.</p> | |

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|---|
| EQUALITY AND DIVERSITY MONITORING FORM |
| The Forge Trust Equality in Employment Statement |
| <p>This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the Recruitment panel.</p> <p>The Forge Trust, together with the recognised Trade Unions and self-managed workers groups, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of race, disability, gender, belief or religion, age, pregnancy and maternity, gender reassignment, marriage and civil partnership or sexual orientation. This commitment will apply to recruitment and selection practices, training and promotion, in the application of national and local agreements, in respect of pay and conditions of service and in the provision of all services. One aim of this policy is to make sure that you and other applicants for jobs are not discriminated against. The policy also aims to make sure that you are not disadvantaged by job conditions or requirements that are not relevant</p> <p>Our workforce profile data is collected against categories which are determined through the National Census of the UK population. The categories on this form reflect those which the Office for National Statistics advises are likely to be used in the next census.</p> <p>In order to monitor and ensure the successful development of this policy, all applicants for jobs are requested to complete the Equality and Diversity Monitoring information detailed below and overleaf.</p> |
| I would describe my ethnic origin as: (please note this question does not refer to your nationality / country of origin) |
| <p>White:</p> <p>English <input type="checkbox"/></p> <p>Other British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Other white background (please describe): <input type="checkbox"/></p> |

| | | | | | | | | | | | | | | | | | | | |
|---|--------------------------|---|--------------------------|---------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------|--|
| Black or Black British: African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other Black background (please describe): <input type="checkbox"/> | | Asian or Asian British: Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Other Asian background (please describe): <input type="checkbox"/> | | | | | | | | | | | | | | | | | |
| Mixed (dual heritage): Asian and White <input type="checkbox"/> Black African and White <input type="checkbox"/> Black Caribbean and White <input type="checkbox"/> Other mixed background (please describe): <input type="checkbox"/> | | Other ethnic group: Arab <input type="checkbox"/> Gypsy <input type="checkbox"/> Irish Traveller <input type="checkbox"/> Romany <input type="checkbox"/> Other ethnic group, (please describe): <input type="checkbox"/> | | | | | | | | | | | | | | | | | |
| What is your religion or belief?: <table border="0"> <tr> <td>No religion / belief</td> <td>Christian</td> <td>Buddhist</td> <td>Hindu</td> <td>Jewish</td> <td>Muslim</td> <td>Sikh</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> Other religion (<i>please describe</i>): <input type="checkbox"/> Other belief (<i>please describe</i>): <input type="checkbox"/> | | | | No religion / belief | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| No religion / belief | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | |
| What is your sexual orientation?: <table border="0"> <tr> <td>Heterosexual</td> <td>Bisexual</td> <td>Gay man</td> <td>Lesbian</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | | | | Heterosexual | Bisexual | Gay man | Lesbian | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |
| Heterosexual | Bisexual | Gay man | Lesbian | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| If you consider yourself to be disabled, please specify: <table border="0"> <tr> <td>Communication</td> <td><input type="checkbox"/></td> <td>Hearing</td> <td><input type="checkbox"/></td> <td>Learning</td> <td><input type="checkbox"/></td> <td>Mental Health</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Mobility</td> <td><input type="checkbox"/></td> <td>Physical</td> <td><input type="checkbox"/></td> <td>Visual</td> <td><input type="checkbox"/></td> <td>Other</td> <td></td> </tr> </table> Please give further details below if you wish: | | | | Communication | <input type="checkbox"/> | Hearing | <input type="checkbox"/> | Learning | <input type="checkbox"/> | Mental Health | <input type="checkbox"/> | Mobility | <input type="checkbox"/> | Physical | <input type="checkbox"/> | Visual | <input type="checkbox"/> | Other | |
| Communication | <input type="checkbox"/> | Hearing | <input type="checkbox"/> | Learning | <input type="checkbox"/> | Mental Health | <input type="checkbox"/> | | | | | | | | | | | | |
| Mobility | <input type="checkbox"/> | Physical | <input type="checkbox"/> | Visual | <input type="checkbox"/> | Other | | | | | | | | | | | | | |

How did you find out about this vacancy?

| | | | | | |
|---|--------------------------|---------------------------------|--------------------------|---|--------------------------|
| NCC/ LCC website | <input type="checkbox"/> | Teaching Opportunities | <input type="checkbox"/> | Website (please specify) | <input type="checkbox"/> |
| JobCentrePlus | <input type="checkbox"/> | Word of Mouth | <input type="checkbox"/> | NCC Employee Support Group (please specify) | <input type="checkbox"/> |
| Job Fair | <input type="checkbox"/> | Local Press (please specify) | <input type="checkbox"/> | Other (please specify) | <input type="checkbox"/> |
| Opportunities in Nottinghamshire Bulletin | <input type="checkbox"/> | National Press (please specify) | <input type="checkbox"/> | | |

