

# 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:	
DEPARTMENT/ESTABLISHMENT:		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 (if different):	
Postcode:		Postcode:	
Home telephone no:		Mobile telephone no:	
Work telephone no:		Email address:	
National Insurance No:		Forge Trust employee? Personnel no:	

## 2. PRESENT OR LAST EMPLOYER

Name and address of employer:		Name and address of establishment where employed (if different):	
Postcode:		Postcode:	
Nature of business:		Job title/Post:	
Present annual salary or weekly wage (gross):			
Hours/sessions worked per week:		Other benefits (if applicable):	
Date appointed:		Notice required or leaving date if last appointment:	
Reason for leaving or for seeking other employment:			
Brief description of duties:			

### 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

*(Please continue on separate sheet if necessary)*

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

## 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.

**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?	
Do you give consent to us contacting your present employer prior to interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>		

## 7. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination. Details of your sickness absence will also be requested from your employment referee.

## 8. DISCLOSURE OF CRIMINAL BACKGROUND

The Forge Trust is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure & Barring Service.

If the post for which you are applying requires a Disclosure & Barring Service check, you must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

If the post for which you are applying does not require a Disclosure & Barring Service check, you are still required to answer the following questions but you do NOT need to disclose convictions which under the Rehabilitation of Offenders Act 1974 are considered as 'spent.' Please refer to the enclosed information regarding the Rehabilitation of Offenders Act 1974.

Please answer the following questions.	
Have you ever been convicted of a criminal offence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been cautioned for a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you at present the subject of a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES to any of the above questions, please give brief details including dates.	
<p>The Forge Trust's Policy Statement on the Recruitment of Ex-Offenders is available on request.</p> <p>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.</p>	
<b>9. GENERAL</b>	
Please give details of any dates within the next 2 months when you will not be available for interview. However, if you are not available for interview on a specific date, we cannot guarantee being able to offer you an alternative date.	
Do you hold a current full driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have regular use of a vehicle?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>You are required to declare below any relationship with or to a Member, Trustee or Employee of The Forge Trust.</p> <p>Please state name and position:</p>	
Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>This information is required, including that related to warnings regarded as "spent" in order for the Forge Trust to ensure safe recruitment and meet its obligations, for relevant appointments, to safeguard vulnerable users of the Trust's services. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.</p>	
<b>10. EQUALITY ACT 2010</b>	
Disabled applicants who meet the essential shortlisting requirements will be guaranteed an interview.	

## 11. 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.

## 12. 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:

**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.**