

**Stone Soup Academy**

**Application Form**

**It is important that you read the Application Pack information and the Application Form Guidance below before completing this application form.**

**It is helpful if applications are submitted by email but we also accept applications completed in type or black ink and sent by post to:**

**Stone Soup Academy, 14 High Pavement, Nottingham NG1 1HN**

**A curriculum vitae (CV) is not an acceptable form of application.**

**Please ensure to submit your letter of application along with your application form.**

**Applications received after the closing date will not normally be considered.**

**Any information supplied on this form will be treated in confidence. Please see the attached Privacy Notice in compliance with GDPR regulations.**

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| **Title** |  | **First Name** |  |
| **Surname** |  |
| **Address** | | **Postcode:** | |
| **Telephone (office hours)** | | |  |
| **Mobile (if different from above)** | | |  |
| **Email** | | |  |
| **National Insurance Number** | | |  |

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| --- | --- |
| **Are you applying for a job share?** | Yes / **No** |
| **Do you have a job share partner?** | Yes / **No** |
| **Do you hold Qualified Teacher Status?** | Yes / **No** |
| **If yes, please give the date of the award:**  **QTS Certificate number (if applicable):** | |
| **GTC Teacher Reference Number**  **(DFES number e.g. 12/34567)** |  |
| **Are you registered with the GTC?** |  |
| **Do you hold a full, clean, current driving license that enables you to drive in the UK?** | **Yes** / No |
| **If yes, please state the type of license** |  |

The post details will state whether a driving license is required for the post. If successful, you will be required to provide evidence of the evidence prior to your appointment.

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| **Dates not available for interview:**  n/a  (If these dates clash with the interview we will try to rearrange but cannot guarantee to do this.) |

**Current or most recent employment / voluntary work**

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| **Employer** |  | | |
| **Job Title** |  | | |
| **Address** | **Postcode:** | | |
| **Current / Last Salary** |  | **Grade** |  |
| **Benefits** |  | | |
| **Date Commenced** |  | **Date of Leaving** |  |
| **Reason for leaving** |  | | |
| **Period of notice** |  | | |
| **Brief description of main duties / responsibilities** | | | |
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**Previous Employment / Work Experience Record**

Please provide full details of your previous paid and unpaid employment in date order since leaving full-time education. If you require additional space, please attach an additional sheet.

Any breaks in employment must be detailed.

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| **Name of employer and type of business** | **Position held, duties and responsibilities** | **Reason for leaving** | **Dates (start – end)** |
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**Education Qualifications and Training obtained from schools / colleges / universities**

Please note that we will need to see original certificates for any qualifications achieved if you are appointed.

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| **Name of school, college, university etc.** | **Name of course** | **Qualifications and grades obtained** | **Dates (start – end)** |
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**Other relevant qualifications or records of achievement**

Please provide details of any other relevant qualifications or records of achievement (e.g. courses attended), including membership of professional bodies.

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| **Professional qualifications and memberships of professional bodies** | **Qualifications and / or grades obtained** | **Level of achievement** | **Dates (start – end)** |
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**References**

Please give the names and addresses of two people who are willing to provide references relating to your work experience and suitability for the post you have applied for. One must be your present or most recent manager. Please note that we reserve the right to approach any of your previous employers for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children. References may be sought for all short-listed candidates before the interview.

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| **Reference 1** | | | |
| **Has this person given consent for their details to be provided?** | | | **Yes** / No |
| **Name** | |  | |
| **Job Title** | |  | |
| **Work Relationship** | |  | |
| **Organisation** | |  | |
| **Address** |  | | |
| **Telephone** | |  | |
| **Email** | |  | |
| **May we approach them at this stage?** | | **Yes** / No | |

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| --- | --- | --- | --- |
| **Reference 2** | | | |
| **Has this person given consent for their details to be provided?** | | | **Yes** / No |
| **Name** | |  | |
| **Job Title** | |  | |
| **Work Relationship** | |  | |
| **Organisation** | |  | |
| **Address** |  | | |
| **Telephone** | |  | |
| **Email** | |  | |
| **May we approach them at this stage?** | | **Yes** / No | |

**Guidance on how to fill in this application form**

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| **Checklist** |
| **Complete all sections of the form.**  If necessary, complete a draft of the form to avoid any mistakes. |
| **Personal Details**  Please complete all sections accurately.  If applying for a job-share, please tick the appropriate box. You can apply with or without a job-share partner. |
| **Employment History**  You must give your full employment history, paid or unpaid. Please explain any gaps in employment. |
| **Education Qualifications and Training**  Please list these and record any membership of professional bodies. If you are appointed, we will need to see your original qualification certificates. |
| **Personal statement and response to job specification**  In addition to this application form you are required to respond to the job and person specifications requirements for this role with evidence, where possible, of your experience. You are not at this stage expected to respond to all points, as many can only be established at interview. It would be helpful if you can identify which point or groups of points you are addressing in your response.  Your response to this should be no longer than 2 A4 sheets in 11 font. It is acceptable in portrait or landscape format. |
| **References**  It is our policy to approach current employers, whether or not you name them as a referee. We also approach additional previous employers where necessary. If it is your wish that we do not contact your referees before interview, please indicate this on the form. References will not be accepted from relatives or people writing solely in the capacity of friends. |
| **Prevention of illegal working**  Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence for an employer to employ a person who is subject to immigration control (i.e. a person who requires leave to enter / remain in the UK) unless he or she is entitled to be employed in the UK. We are obliged to ask all successful applicants to provide evidence that they are entitled to work in the UK. Before we can confirm the offer of employment, you must provide relevant proof of eligibility to work in the UK. |
| **Rehabilitation of Offenders Act 1974**  The Rehabilitation of Offenders Act 1974 was passed by the Government, to ensure that anyone convicted of a criminal offence were not permanently disadvantaged in the job market. In essence, people are to be given another chance. You do not have to advise us of ‘spent’ convictions (except see below) but if you have a criminal conviction that is not ‘spent’ (see ww.lawontheweb.co.uk) you must advise us of this.  Some jobs, mostly those involving working with children (all school based posts) and vulnerable adults, are exempted from the Act and so any criminal conviction is never considered to be ‘spent’ and you must advise us of any conviction you had in the past. If you tell us that you have a criminal conviction and we offer you an interview, you must take with you to the interview details of the conviction(s) or offence(s) in a sealed envelope marked ‘private and confidential’ with your name and the title of the job for which you are applying. The envelope will only be opened and considered if we agree to appoint you for the post. If you are not selected, the envelope will be securely destroyed. Failure to disclose any conviction(s) for an exempt post, whether spent or not, may lead to the withdrawal of the offer of employment. The job description will state whether the post you are applying for is exempt from the Rehabilitation of Offenders Act. If you declare that you have a criminal record this will be assessed in relation to the tasks you will be required to perform and the circumstances in which the work is to be carried out. |
| **Disclosure & Barring Service (DBS Checks)**  We use the DBS Service to assess the suitability of applicants for positions of trust and fully comply with the DBS’s Code of Practice. We undertake to treat all applicants fairly and not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of convictions or other information revealed. A criminal record will not necessarily be a bar to your appointment. An Enhanced DBS Check, with additional list checks, is required for all posts.  Full details of the DBS can be obtained from [www.disclosure.gov.uk](http://www.disclosure.gov.uk) or by telephoning 0870 9090811. We comply with the requirement of the DBS in relation to secure storage and handling of data. |