



# OWLS Academy Trust

## Application Form

### 1. Post Details

Post applied for:		Post Ref:	
-------------------	--	-----------	--

### 2. Personal Details

Forename(s)		Surname:	
Title:		Previous Name(s):	
Address:			
Contact Telephone Number:			
Email Address:			
NI Number		Teacher Reference No.:	

### 3. Current Employment (or most recent)

Job Title:		Start Date:	
Employer's Name:			
Address:			
Telephone No.:			
Basic Pay / Grade:		Other Pay / Allowance:	
Date of Leaving or Notice Period:			
Reason for Leaving:			

### 4. References

One reference MUST be from your current or most recent employer. As this post has been designated as a "regulated activity" it will be necessary for both referees to be approached prior to interview.

Name:		Name:	
Job Title:		Job Title:	
Address:		Address:	
E-mail Address:		E-mail Address:	
Telephone:		Telephone:	
Relationship to applicant:		Relationship to applicant:	

## 5. Employment History – starting with the most recent

This should include paid and unpaid employment, work experience, placements, etc.

Organisation	Role	Salary (if applicable)	Dates Employed		Reason for Leaving
			From (mm/yyyy)	To (mm/yyyy)	

### Gaps in Employment

Please specify all time not accounted for above with dates and reasons:

## 6. Education

Please list all qualifications gained or pending and be prepared to provide evidence at interview.

Qualification & Subject	Grade	Date Achieved (mm/yyyy)	School / College / University

## 7. Relevant Courses / Awards (e.g. short courses attended / certificates / awards)

Organising Body	Brief Details of Course	Duration	
		From (mm/yyyy)	To (mm/yyyy)

## 8. Summary of Experience, Skills, Knowledge and Competencies

Please outline your suitability for the role by referring to the person specification and providing examples and outcomes (maximum 2 pages)

## 8. Experience, Skills, Knowledge and Competencies (cont...)

## 9. Relationships

Are you related to any member, governor or employee of the OWLS Academy Trust?

Yes

No

If yes, please give details:

## 10. Disability / Health Conditions

The Equality Act (2010) defines disability as: *“A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities”*

Do you consider yourself to be disabled?

Yes  No

Please indicate below if you require any reasonable adjustments, due to disability of health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.

## 11. Interview Arrangements

Please indicate below any dates when you would not be available to attend for interview:

## 12. General Data Protection Regulation (GDPR)

The information you supply when requesting a job pack will be held for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from last contact.

When you sign and return this form you give permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful then the form will be held for up to 6 months and then destroyed. The information may be used by The OWLS Academy Trust for the purposes of equality monitoring, compiling statistics and maintaining other employment records.

If you are a Jobcentre Plus or Connexions client we may be required to disclose information to them for performance and monitoring purposes.

## 13. Declaration

I confirm that the information I have given on this form is true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of a qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.

By signing this form I agree to The OWLS Academy Trust using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

I understand that if I don't tell you about any relationships with any trustees, governors or employees of the school and this is discovered after appointment, I could be dismissed without notice.

I understand that if I am shortlisted for the position I will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal record. I understand that if I am shortlisted for the position and do not tell you about any relevant unspent criminal convictions, reprimands, warnings or that I am under investigation or have pending prosecutions and this is discovered after appointment, I could be dismissed without notice.

I can produce the original documents of my qualifications at interview.

I understand that any canvassing, directly or indirectly, will lead to disqualification.

I understand that I MUST provide documents proving eligibility to work in the UK prior to confirmation of appointment.

Signed:

Date:

## 14. Monitoring Section

It would be helpful if you could complete this section for us. The OWLS Academy Trust is committed to equality of opportunity in employment and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike. The details you supply will be stored separately from the information on the rest of the application form and will **not** be used as a basis for decision-making within the selection process.

Post applied for: .....

Post Ref: .....

### a) How would you describe your ethnicity?

#### White

- British  
 Irish  
 Other White Background \*

#### Mixed

- White / Black Caribbean  
 White / Black African  
 White / Asian  
 Other Mixed Background\*

#### Asian / British Asian

- Indian  
 Pakistani  
 Bangladeshi  
 Other Asian Background \*

#### Black / Black British

- Caribbean  
 African  
 Other Black Background \*

#### Chinese or Other Ethnic Group

- Chinese  
 Other Ethnic Group\*

#### Gypsy / Traveller

- Irish Traveller  
 Romany Gypsy  
 Other Background \*

\* Please specify: .....

Prefer Not To State

### b) What is your gender?

- Male       Female       Prefer not to state

c) What is your date of birth? (dd/mm/yyyy)      /      / .....

### d) What is your religion or belief?

- Buddhist       Christian (all denominations)       Hindu       Jewish  
 Muslim       Sikh       None       Prefer not to state  
 Other (please specify): .....

### e) What is your sexual orientation?

- Bi-sexual       Gay       Heterosexual       Lesbian  
 Prefer not to state       Other (please specify): .....

### f) Where did you see this vacancy advertised?

(Please be specific (e.g. Leicester Mercury, Connexions, Jobcentre Plus, Specific website))