

Merchant Taylors’ Oxfordshire Academy Trust (Non-Teaching)

Guidance Notes — Job Application Form in Microsoft Word Format

You are advised to save this form to your hard drive so it can be completed in your own time and at your own pace. To save it, click on “**F**ile”, then “**S**ave **A**s...” and finally click the **S**ave button (you can change the filename and location if you wish).

How to submit your job application form

1. Please fill in the pages that follow. The * symbol indicates fields that must be completed before submitting this form.

The form is designed for completion using Microsoft Word or a compatible word processing program.

Use the grey text areas and selection boxes to complete the form. The grey text areas (fields) will expand to accommodate information such as an address. Within the fields you can use the **Enter** key to start a new line. You can use the **Tab** key to move to the next field on the form. Each form field displays additional information in Word’s status bar at the bottom of the screen. Press the **F1** key for further help with each field.

If you wish to include more information than can be contained in the form fields (for example, more than four previous jobs), please put any additional information in the “*Relevant Skills and Experience*” section.

Please help us to meet our statutory requirements by completing the Equal Opportunities section of the application form.

2. Save the document.
3. When you have finished, attach the document to an email, and return it to the email address given in the job information pack.
4. Alternatively you can print the completed document and send it by post to the address given in the information pack.

Please note: we **DO NOT** accept unaccompanied CVs. We will only consider a CV as supplementary to a fully completed application form.

If you need to change your application after it has been submitted (for example, to change a referee’s contact information) please contact us **before** sending a second copy of your application form.

Note our email is not encrypted. However, we ensure that only staff who have a business reason to look at your information or data can do so. Staff cannot look at your information or data for personal reasons or out of curiosity. You should be aware that owing to the nature of email your data may pass through countries that do not have comparative data protection laws.



**Application for Employment
Safer Recruitment and School Support
CONFIDENTIAL**

Please read the Guidance Notes above before completing this form

Post details			
Post applied for	*	Reference	
School Name		Post location	

Personal details	
Title (Mr, Mrs, etc.)	*Please select...
First name	*
Middle name	
Surname (family name)	*
All previous surnames	
National Insurance number	

Address details	
House name/ number & street	*
District	
Town	*
County	
Postcode	*
Home phone	Area code number
Work phone	Area code number
Mobile phone	
Email address	

(form continues below)

Current employment or occupation	
Current occupation (or course details if currently a student)	
Employer’s name and address (or school/ college/ university)	
Current salary	
Date started (month/ year)	

Previous employment or occupation

Please give a full history, in chronological order starting with your most recent occupation and ending with your first occupation, since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training, please record details providing an explanation, e.g looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc. Provide start and end dates for all occupations.

Previous employment or occupation				
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Job title	Employer's name	Date started (month/ year)	Date left (month/ year)	Reason for leaving

Qualifications			
<p>Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications) and any additional training you have undertaken which is relevant to the post for which you are applying. If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.</p> <p>If you need to add further qualifications, please put these in the <i>Relevant Skills and Experience</i> section.</p> <p>Name at time of qualification (if different)</p>			
Name of qualification	Subjects and grades or results expected	School/ College/ University attended	Date awarded (month/ year)

Membership of professional bodies			
<p>Please give details of any professional bodies to which you belong. If you need to add further bodies, please put these in the <i>Relevant Skills and Experience</i> section.</p>			
Name of professional body	Level of membership	Membership number	Date of membership

(form continues below)

Training	
Please list any additional training you have undertaken which is relevant to the post for which you are applying. If you need to add further items, please put these in the <i>Relevant Skills and Experience</i> section.	
Name of course	Date completed (month/ year)

Relevant skills and experience
<p>Please give details of any experience and skills that you feel are relevant to the post and particularly to the selection criteria listed for the post.</p> <p>Describe your duties in your present job if appropriate, and details of experience and skills gained in previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life.</p> <p><i>This field will expand as necessary to contain your details. You can cut and paste information into this field, but formatting (bullet points, bold font, etc.) may be lost. It is advisable to save your work regularly.</i></p>

Please use this text field to describe your relevant skills and experience...

(form continues below)

Referees			
<p>Please give details of at least two referees who can confirm that you meet the selection criteria for the post. Your referees should not be related to you in any way nor writing solely as a friend.</p> <p>If you are (or have recently been) employed, one must be your current or last employer.</p> <p>If you are (or have recently been) a student, one should be a senior staff member from your place of study.</p> <p>If you are applying for any job in a school or working with children in any other setting, and you are not currently working with children but have done so in the past, one referee should be that employer.</p> <p>Please note that we normally take up references for all shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.</p>			
Referees:	Referee 1 (Current or most recent line manager)	Referee 2	Referee 3
Title	*Please select...	*Please select...	Please select...
First name	*	*	
Surname (family name)	*	*	
Organisation name and position of referee	*	*	
Address	*	*	
Postcode			
Telephone (inc. area code)			
Fax number (inc. area code)			
Email address			
May we contact this referee without further authority from you?	*Please select...	*Please select...	Please select...

(form continues below)

Additional details	
<p>Is anyone in your household or family an employee, school governor or trustee of any school in Merchant Taylors’ Oxfordshire Academy Trust?</p> <p>*Please select...</p> <p>If you have answered "Yes" to the question above, please provide details:</p>	
Do you require sponsorship under the UK points based registration system?	*Please select...
If you answered "Yes" to the question above, please provide details	
When would you be available to start work?	
<p>Where did you see this post advertised? (please tick).</p> <p>Website <input type="checkbox"/></p> <p>Publication <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p> <p>Please provide details of where you saw this post</p>	
Convictions Policy	
<p>Aylesbury University Technical College applies the Safer Recruitment in Education standard to all appointments. It is Merchant Taylors’ Oxfordshire Academy Trust policy that you declare any unspent convictions when you are applying for a job with us. We are asking you for this information because, as an Academy providing public services, we have a duty to balance our commitment to help ex-offenders find work with our need to protect the public and those in the school’s care who are receiving its services. The Academy’s policy states clearly that only relevant convictions are taken into account.</p> <p>Because of the nature of the work for which you are applying we also need you to declare any spent convictions if they appear on the list of offences relevant to safeguarding children and vulnerable adults. The list is available at www.gov.uk/government/news/dbs . Please check this list carefully. If your application is successful and you did not disclose any convictions or other sanctions it could result in dismissal or disciplinary action being taken against you. Any information you give us will be completely confidential and will be considered only in relation to the job for which you are applying.</p> <p>Please note that any offer of employment will be subject to a disclosure certificate from the Criminal Records Bureau (previously known as CRB).</p>	
Convictions	
Have you ever been convicted of any offence or received a caution, warning, bind-over or reprimand?	*Please select...
If "Yes", please give details including the offence and the date:	
Details	Date

Prosecutions pending

Do you have any prosecutions pending?	*Please select...
If "Yes", please give details and proposed date of hearing:	
Details	Date of hearing

Disqualifications

Are you disqualified from working with children or vulnerable adults or named on any of the following lists: List 99, Protection of Children Act (POCA), Protection of Vulnerable Adults Act (POVA)?	*Please select...
If "Yes", please give details:	
Details	Date

Data Protection Statement

Merchant Taylors' Oxfordshire Academy Trust will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees and from carrying out security or CRB checks (when such checks are relevant to the post), to assess your suitability for employment with us, for administration and management purposes and for statistical analysis. We may disclose your information to our service providers and agents for these purposes and by submitting this application form you are consenting to our processing this for the purposes above.

If your application is unsuccessful, we will keep your information for 12 months in accordance with legal requirements and for administration purposes and then the records will be destroyed.

Declaration

You cannot sign this form on screen. By submitting this form, as an email attachment, you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.

The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection statement contained in this document.

Signed		Date	
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‘Confidentiality status: PROTECT’

Equal opportunities

Merchant Taylors’ Oxfordshire Academy Trust is an equal opportunity employer and is committed to promoting equality and social inclusion. The Academy operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help the Academy monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.

The recruitment monitoring section of the application form will either be detached before the form reaches the selection panel or if on the online recruitment system this information will not be available to them.

Personal details

Surname (family name)	*
First name	*
Date of birth (dd/mm/yyyy)	*
Gender	*Please select...
Do you consider that you have a disability?	*Please select...
Are you employed by Merchant Taylors’ Oxfordshire Academy Trust?	Please select...
To which of the following groups do you consider you belong?	*Please select...

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Post number Closing date (month/ year)

Tick if shortlisted Tick if full-time Grade of post

Tick if appointed Tick if part-time

Information for candidates with a disability

Merchant Taylors’ Oxfordshire Academy Trust welcomes applications from all sectors of the community, including candidates with a disability.

The Disability Discrimination Act 1995 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.”

You can obtain further advice from the Disability Rights Commission. Tel: 08457 622633, text phone 08457 622644, www.drc-gb.org

Arrangements if selected for interview

If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were invited to interview:

Interview information on audio tape

Interview information in large print format

Sign language or other assistance with communication at interview

Other assistance details:

Induction loop in interview room

Wheelchair-accessible location for interview

Car parking space for interview

Facility for personal carer, assistant or other person to accompany you at interview

Other requirements — please give details:

Arrangements if appointed

Please give details below of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed.

End of form.