



Job Application Form

Post Details	
Post applied for:	

Personal Details			
Title:		Address:	
Forename(s):			
Surname:			
Previous Names:			
NI Number		Postcode:	
Contact Telephone Number:			
Email Address:			

This Section is only Applicable for Teacher Posts:	
Teacher Reference Number (formerly DfES Number):	
Date awarded Qualified Teacher Status (QTS)	dd /mm /yyyy
If you gained QTS after 7 May 1999, have you completed the Statutory Teacher Induction Period?	Yes <input type="checkbox"/> No <input type="checkbox"/> Part <input type="checkbox"/>
If your induction period is part completed, please provide the name of the appropriate body where your induction period was undertaken:	
Which subject area(s) did you specialise for in teacher training?	
Other subject areas of interest (e.g. sport, music, drama)	
Do you have the National Professional Qualification for Headship (NPQH)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Current Employment (or most recent)			
If you are not currently in employment (paid, voluntary or work experience please leave blank)			
Job Title:			
Employer's Name:			
Address:		Telephone No.:	
		May we phone you on this number?	Yes <input type="checkbox"/> No <input type="checkbox"/>

		Basic Pay / Grade:	
		Other Pay / Allowance:	
Postcode:		Start Date:	
		Notice Period:	
Outline of key duties and responsibilities:			

Full Employment History

This should include paid and unpaid employment, work experience, placements, etc. Please list most recent post first.

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



Gaps in Employment (include time spent living or working abroad)

Summary of Experience, Skills, Knowledge and Competencies

Full Education History			
Please list all qualifications gained or pending. Please state subject and be prepared to provide evidence at interview.			
Qualification & Subject	Grade	Date Achieved mm/yyyy	School / College / University

Membership of Relevant Organisations		
Professional Body / Association	Qualification / Membership Level	Dates of Qualification/Membership mm/yyyy

Relevant Courses / Awards (e.g. short courses attended / certificates / awards)			
Organising Body	Brief Details of Course	Duration	
		From mm/yyyy	To mm/yyyy

Relationships	
Are you related to any trustee or member of Archer Academy or to any employee or governor at Archer Academy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details:	

Criminal Convictions and Cautions	
<i>Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.</i>	

Disability / Health Conditions

We encourage people with disabilities to apply for jobs and are committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities.

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 or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.

- | | |
|---|---|
| <input type="checkbox"/> Interview information in audio format | <input type="checkbox"/> Wheelchair-accessible location for interview (and tests, if applicable) |
| <input type="checkbox"/> Interview information in large print format | <input type="checkbox"/> Car parking space for interview (for people with mobility problems only) |
| <input type="checkbox"/> Sign language interpretation or other assistance with communication at interview | <input type="checkbox"/> Facility for personal carer, assistant or other person to accompany you at interview |
| <input type="checkbox"/> Induction loop in interview room | |

Please specify any other support which you would like to be made available on the day:

Interview Arrangements

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

N/A

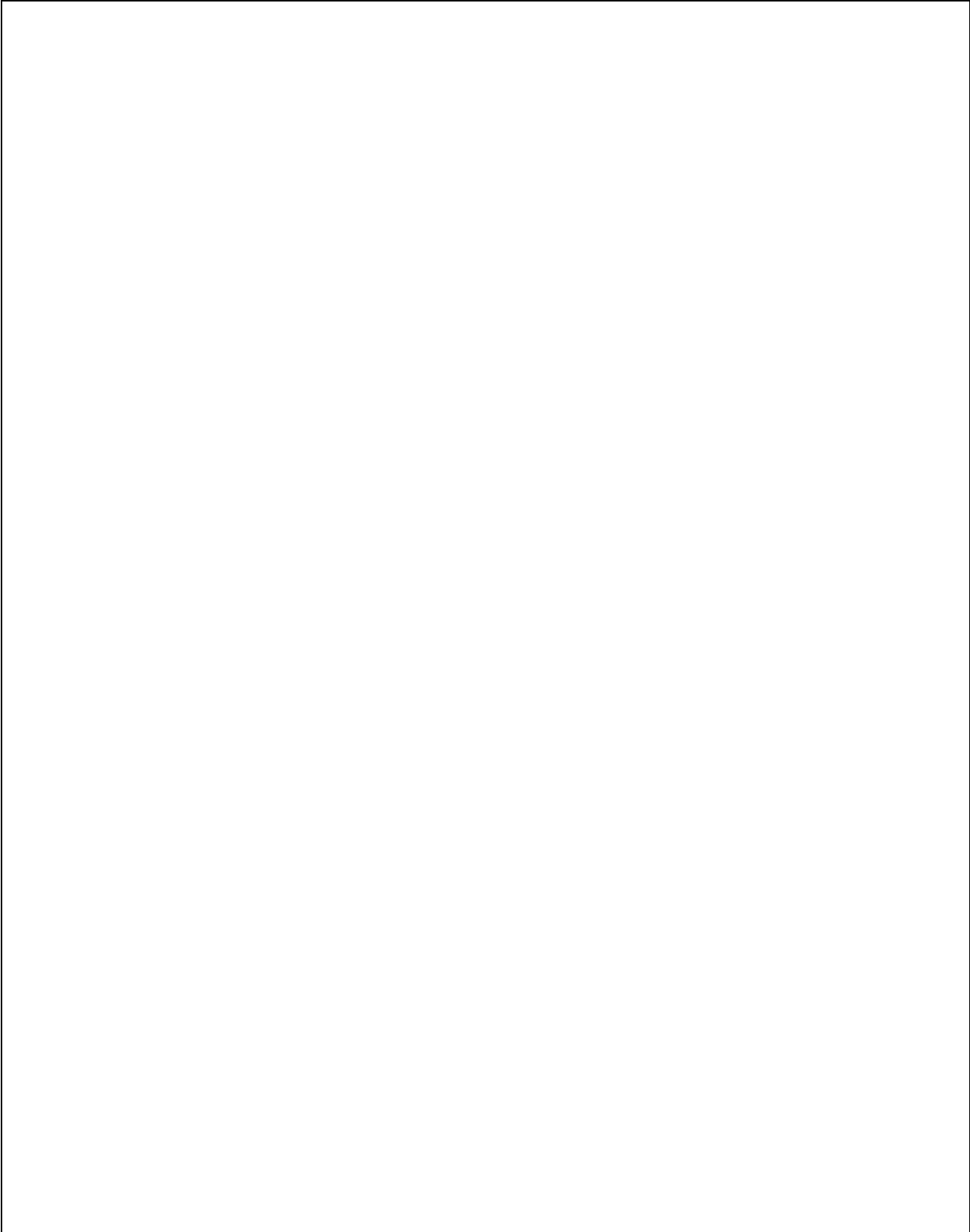


Statement of Application

You are invited to provide further information in support of your application. Please refer to the person specification for the post and also include:

- The reasons why are you applying for this post
- Your personal **and professional** qualities and experience that you feel are relevant to the post
- Responsibilities and achievements in your present/most recent job which are relevant to this role
- Details of any relevant interests or activities

Please keep your statement to 2 sides of A4, minimum 10 point font size





References

Please provide details for two referees, one of which should be your **present or most recent employer. Please provide an official email address for professional references as personal email addresses such as Hotmail/Gmail cannot be accepted.**

As this post has been designated as a “regulated activity” it will be necessary for both referees to be approached at the short-listing stage.

Name:		Name:	
Address:		Address:	
Postcode:		Postcode:	
E-mail Address:		E-mail Address:	
Telephone:		Telephone:	



Title / Position:		Title / Position:	
Relationship to applicant:		Relationship to applicant:	

Data Protection Act

The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact.

When you sign and return this form, you are giving 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 Archer Academy for the purposes of equality monitoring, compiling statistics and maintaining other employment records.

For further information surrounding our privacy notice for job applicants, please visit the school's website <https://thearcheracademy.org.uk/policies/>



Declaration

I confirm that the information I have given on this form is, to the best of my knowledge, correct, true 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 this information being used to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

I also confirm that I have yet to directly or indirectly approach a Trustee, Governor or Employee of Archer Academy to support me in making this application, as this would disqualify me as a candidate.

I understand that if I don't tell you about any relationships with any Trustees, Governors or Employees of the Trust or I neglect to tell you about any criminal convictions, cautions, reprimands or warnings and this is discovered after appointment, I could be dismissed without notice.

I also understand that satisfactory references, DBS disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

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

I understand that any canvassing, directly or indirectly, will be a disqualification.

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

I prepared to undergo a medical examination prior to the confirmation of the appointment.

By signing this form, I also confirm to social media checks are being completed, under the KCSIE 2022 guidelines, should I be shortlisted for this position.

Signed:

Date:

OFFICE ONLY – MUST BE REMOVED BEFORE SHORTLISTING

Equal Opportunities Monitoring Section

It would be helpful if you could complete this section for us. Archer Academy 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:

a) How would you describe your ethnicity?

White

- White
 British
 Irish
 Any other White Background *

Mixed

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

Asian / British Asian

- Indian
 Pakistani
 Bangladeshi
 Other Asian Background *

*Please state below:

Black or Black British

- Caribbean
 African
 Other Black Background *

Chinese or Other Ethnic Group

- Chinese
 Other Ethnic Group*

Gypsy / Traveller

- Irish Traveller
 Romany Gypsy
 Other Background *
 Other Asian 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 Prefer not to state

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.

I consider myself to be:

- Disabled Non-disabled Prefer not to state

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):

My nationality is: _____

f) Where did you see this vacancy advertised?

Please specify

Shortlisted Interviewed Appointed
