

# APPLICATION FORM FOR EMPLOYMENT



Post applying for

School

Application number  (Official use)

**Completed application forms  
should be posted or emailed to:**

Lesley Buckley,  
Headteacher's PA  
Millthorpe School  
Nunthorpe Avenue  
YORK YO23 1WF

[l.buckley@millthorpe.southbank.academy](mailto:l.buckley@millthorpe.southbank.academy)

- Complete this form in type or black pen
- Do not enclose a CV
- All sections must be completed

## PERSONAL DETAILS

Surname

Forename(s)

Preferred Title (Mr, Ms, etc.)

Telephone number

Mobile number

Email address

Address

City

Postcode

Do you require a work permit? Yes  No

If you already hold a work permit, when does it expire?

Reference number

**PRESENT OR MOST RECENT POST** Newly Qualified Teachers should omit this section

Post title

Name and address of employer/school

Date of appointment

Current pay scale or salary

Reason for leaving

Type of school (if applicable)

Main duties, including groups taught

Number of pupils on roll (if applicable)

Age range of pupils (if applicable)

Notice period

**PREVIOUS EMPLOYMENT**

Include paid or unpaid work with most recent first. Please list any periods of unemployment with reasons.

Post title	Employer	From	To	Duties	Reason for leaving

Post title	Employer	From	To	Duties	Reason for leaving

## PROFESSIONAL QUALIFICATIONS

Qualification	Date

### Membership/Registration with Professional Bodies

Professional Body	Date

## Courses

Please give details of recent relevant training courses attended. Newly Qualified Teachers are invited to outline key elements of their course and dissertation work.

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## HIGHER EDUCATION

Degree and post graduate qualifications

Where studied	Subject	Qualification	Grade	Date

## FURTHER EDUCATION

A-Level or equivalent

School or College	Subject	Qualification	Grade	Date

## SECONDARY EDUCATION

GCSE or equivalent

School	Subject	Qualification	Grade	Date
	English Language			
	English Literature			
	Maths			
	Science			

If offered a post you will be asked for original evidence of your qualifications and the Trust reserves the right to approach any number of education providers to verify qualifications stated.

## SUPPORTING INFORMATION

Please provide additional information in support of your application, explaining how your skills, knowledge and experience make you a suitable candidate for this post. These may have been gained through paid employment, voluntary work, spare time activities or training.

Please continue on a separate sheet if necessary

## REFERENCES

It is the Trust's practice to take up references and this may be before inviting for interview. Please provide the name and address of two referees from whom the Trust may seek information regarding your suitability for employment. If you are currently employed, one of the referees **must** be your current employer. Otherwise, it must be your most recent employer. Family members, ex or current partner and close friends are not acceptable referees.

Please note that as this position involves working with children any number of your previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process (this includes vetting of internal candidates).

### REFEREE 1 Current or most recent employer

Name

Position

Relationship to you

Address

City

Postcode

Telephone number

Email address

### REFEREE 2

Name

Position

Relationship to you

Address

City

Postcode

Telephone number

Email address

**DECLARATIONS**

**Existing Links to the Trust**

Please provide names below if you are related to or have a personal relationship with any Member, Trustee, Governor or employee of South Bank Academy Trust.

Name	Relationship

**Misconduct or Disciplinary Action**

Have you ever been dismissed from a post because of misconduct or resigned whilst subject to a disciplinary action or investigation. **Yes**  **No**

If yes please give details on a separate sheet.

If you have previously worked with or are currently working with children/young people your employer/ previous employer will be asked about disciplinary offences specifically relating to children/young people including any in which the penalty is 'time expired' and the outcome of any enquiry or disciplinary action.

**Criminal Convictions**

Confirmation of appointment to post is subject to the following: Occupational Health clearance, Enhanced Disclosure and Barring Service check, satisfactory references, evidence of eligibility to work in the UK, appropriate qualifications and membership of relevant professional bodies (if applicable). Under these procedures the successful candidate will be required to furnish a statement of any previous convictions, which will be checked by the police.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs including those regarded as spent must be declared.

Have you ever been convicted of a criminal offence? **Yes**  **No**

If yes please give details on a separate sheet.

**Data Protection Act**

Information on this form may be held on manual or computer systems. We will observe strict confidentiality and disclosures will only be made for payroll, administration and statistical purposes.

**Important Information**

I understand that approaching any Member, Trustee or Governor of the Trust in connection with this appointment will disqualify me from further consideration.

I confirm that I am not on List 99, disqualified from working with children or young people or subject to sanctions imposed by a regulatory body.

I declare that all the information contained in every section of this application is true and accurate, and that I have provided all the relevant information requested.

I understand that any appointment is conditional on this declaration and the above checks. I also understand that any information that is incorrect or false, or is misleading, either by its inclusion or by its omission, may make this application void. In addition, I am aware that, should any such information or lack of it come to light after I join the employment of South Bank Academy Trust, I would be liable to disciplinary action that may result in my dismissal and possible referral to the police.

South Bank Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Signed** \_\_\_\_\_ **Print name** \_\_\_\_\_ **Date** \_\_\_\_\_

# EQUAL OPPORTUNITIES IN EMPLOYMENT



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South Bank Multi Academy Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce and of those applying to work with us to encourage equality and diversity.

We need your help and co-operation to do this, but filling in this form is voluntary.

This page will not be seen by those responsible for shortlisting or interviewing applicants

Which post are you applying for?

Teaching post

Support staff post

Gender

Man

Woman

Intersex

Non-binary

Prefer not to say

Are you married or in a Civil Partnership?

Yes

No

Prefer not to say

Age

16-24

25-29

30-34

35-39

40-44

45-49

50-54

55-59

60-64

65+

Prefer not to say

What is your ethnicity?

Prefer not to say

WHITE

English

Welsh

Scottish

Northern Irish

British

Gypsy/Irish Traveller

Any other white background

MIXED OR MULTIPLE ETHNIC GROUPS

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed or Multiple ethnic background

ASIAN OR ASIAN BRITISH

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

BLACK, AFRICAN, CARIBBEAN OR BLACK BRITISH

African

Caribbean

Any other Black, African or Caribbean background

OTHER ETHNIC GROUP

Arab

Any other ethnic group



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**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?  
Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

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**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual   
Prefer not to say

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**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu   
Jewish  Muslim  Sikh  Prefer not to say

If any other religion or belief, please write in here:

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**Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children under 18   
Primary carer of disabled child/children  Primary carer of disabled adult (18 and over)   
Primary carer of older person  Secondary carer (another person is the main carer)   
Prefer not to say