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| **Completing Your Application Form** |
| 1. Ensure that you have completed the top section of the application form stating the job you are applying for, closing date and reference number if applicable. 2. You must refer to the Job Profile and each point in the Person Profile, but more particularly the essential criteria, to give as much information as you can about why you think you are suitable for the job, giving clear examples. 3. You must complete ALL sections of the application form as clearly as possible. CV’s can only be accepted as additional information. 4. You can use additional sheets of paper as necessary. 5. Applicants must complete the reference section of the form and, unless otherwise indicated, references may be taken up before the interview. Candidates who are already employed by the AST should give the name of their current line manager as their referee. 6. Your completed form must be returned before the closing date - applications received after the closing date will not usually be considered. 7. If you have any queries about completing your application form, please contact the person identified in the advert. 8. Please return this form to the address specified in the vacancy advertisement. 9. In the interests of economy, it is not ASL policy to notify candidates who have been unsuccessful and generally if you have not heard within 6-8 weeks you should assume that this is the case. Nevertheless, ASL is appreciative of your interest in this appointment. 10. Please contact us if you need the application form in an alternative format including large print. |

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| **Job Application Form** | | |
| Logo, company name  Description automatically generated | **Vacancy applied for:** |  |
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| **Date of application:** |  |
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| **School/Organisation:** | Choose an item. |
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| **Where did you see the post advertised?:** | Choose an item. |
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| **Other media** (if applicable) |  |
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|  | **Candidate Number** (HR USE ONLY) |  |

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| 1. **Personal Details** | | | | | |
| **Title:** |  | | **First Name:** | |  |
|  | | | | | |
| **Surname:** |  | | **Previous surnames:** | |  |
|  | | | | | |
| **Daytime phone number:** |  | | **Evening phone number:** | |  |
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| **Home Address:** |  | | | | |
|  | | | | | |
| **Post Code:** |  | **NI Number:** | | |  |
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| **Email address:** |  | | | | |
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| **Are there any restrictions on your right to work in the UK?** | | | |  | |
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| **If yes, please give details:** |  | | | | |

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| 1. **Employment History** | | | |
| Please ensure to include your full employment history, providing details of any periods unaccounted for in the next section.  Continue on a separate sheet or copy and paste the table to add more if necessary. | | | |
| **Current or most recent employer** | | | |
| **Name of Employer:** |  | **Job Title:** |  |
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| **Address:** |  | | |
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| **Date from:** |  | **Date To:** |  |
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| **Notice required:** |  | **Salary:** |  |
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| **Brief Description of duties:** |  | | |
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| **Reason for leaving:** |  | | |

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| **Previous Employment** | | | |
| **Name of Employer:** |  | **Job Title:** |  |
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| **Address:** |  | | |
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| **Date from:** |  | **Date To:** |  |
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| **Notice required:** |  | **Salary:** |  |
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| **Brief Description of duties:** |  | | |
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| **Reason for leaving:** |  | | |

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| **Previous Employment** | | | |
| **Name of Employer:** |  | **Job Title:** |  |
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| **Address:** |  | | |
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| **Date from:** |  | **Date To:** |  |
|  | | | |
| **Notice required:** |  | **Salary:** |  |
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| **Brief Description of duties:** |  | | |
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| **Reason for leaving:** |  | | |

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| **Previous Employment** | | | |
| **Name of Employer:** |  | **Job Title:** |  |
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| **Address:** |  | | |
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| **Date from:** |  | **Date To:** |  |
|  | | | |
| **Notice required:** |  | **Salary:** |  |
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| **Brief Description of duties:** |  | | |
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| **Reason for leaving:** |  | | |

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| **Periods Unaccounted For** | | |
| Please give details of any periods unaccounted for by full time employment, education or training. This would include periods of unemployment, carer’s responsibilities, ill health, etc. | | |
| **Reason/Description of circumstances** | **Date from** | **Date to** |
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| 1. **Training and qualifications** | | | |
| Secondary & Further/Higher Education Details  You will be asked to bring original certificates of any qualifications listed for verification at interview | | | |
| **Name of School/College:** | **Qualification and Grades:** | **Date attained:** | **Dates attended from – to:** |
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| Training, Qualifications & Professional Bodies  Give details of any other certificates held with dates: vocational training including apprenticeships, professional qualifications, membership of professional institutions etc. | | | |
| **Name of Institute:** | **Qualification and Grades:** | **Date attained:** | **Dates attended from – to:** |
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| 1. **references** | | | | | |
| Please give the names and complete contact details of at least two people who will provide a reference.   * These should be professional rather than personal * As contained in the DFE Safer Recruitment in Education Settings guidance, we reserve the right to contact previous employers prior to interview about whether you have been the subject of any safeguarding concerns.   + Requests to delay seeking references at this stage of the recruitment process must be submitted to ASL for consideration. * In the case of teachers:   + The head teacher of your present or most recent school is the appropriate first referee, the second is optional.   + In all other cases, where your teaching is, or has been, in the maintained sector of education, the fist referee should be the chief education officer of your present or most recent employing authority, c/o a divisional office where appropriate.   + If you have not previously held a teaching post in a school, the name and address of the principal of your institution should be given as the first referee. Heads of department and other persons may be given as a second referee. * If you are applying from outside the sector of education, your most recent employer should be given as a referee. * Please note that where other referees are given, the school reserves the right to contact referees other than those nominated, in accordance with the practice outlined above. * If you do not wish confidential references to be sought, it is essential that you state this and the reasons why, when returning this form. | | | | | |
| Referee 1 | | | | | |
| **Name:** |  | | **Position Held:** | |  |
|  | | | | | |
| **Name of Organisation:** | |  | | | |
|  | | | | | |
| **Address:** |  | | | | |
|  | | | | | |
| **Telephone:** |  | | **Email:** | |  |
|  | | | | | |
| **Relationship to you:** | |  | | | |
|  | | | | | |
| **May we contact your referee prior to interview?** | | | Yes  No | | |
|  | | | | | |
| Referee 2 | | | | | |
| **Name:** |  | | **Position Held:** | |  |
|  | | | | | |
| **Name of Organisation:** | |  | | | |
|  | | | | | |
| **Address:** |  | | | | |
|  | | | | | |
| **Telephone:** |  | | **Email:** | |  |
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| **Relationship to you:** | |  | | | |
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| **May we contact your referee prior to interview?** | | | | Yes  No | |

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| 1. **Supporting statement** |
| Please use the below to detail why you are interested in applying for the role, giving clear examples of experience to demonstrate your capabilities. Remember to include relevant experience (skills you have gained outside paid work, e.g. voluntary and community work).   * You must refer to the Job Description and each point in the Person Specification, focusing on the essential criteria |
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| 1. **Other details** | | |
| Do you consider yourself to have a disability? | Yes  No | |
| If you are invited for an interview, please give details of any special arrangements that you require: | | |
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| Are you related to a current members of staff, Directors/Governors or pupils within the school? | |  |

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| 1. **Disclosure of Criminal Convictions** | |
| Further to the recent changes (May 2013) to the Disclosure and Barring Service, cautions and convictions on the Criminal Record Check will be filtered according to the criteria below. Please disclose all cautions and convictions that fall within these categories:   * Cautions relating to an offence from a list agreed by Parliament - see <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> * Cautions given less than 6 years ago (where individual over 18 at the time of caution) * Cautions given less than 2 years ago (where individual under 18 at the time of caution) * Convictions relating to an offence from a list agreed by Parliament - See website above * Where the individual has more than one conviction, include all convictions * Convictions that resulted in a custodial sentence (regardless of whether served) * Convictions given less than 11 years ago (where individual over 18 at the time of conviction) * Convictions given less than 5.5 years ago (where individual under 18 at the time of conviction)   Please note that these are the criteria by which the Disclosure and Barring Service will disclose information about your criminal history should you be offered the position. As a responsible employer, we will be assessing the accuracy of information disclosed within the application with what is returned on the completed DBS check. As such, any false information or failure to disclose information held on the DBS check at application stage may result in dismissal.  For further guidance, please contact Education HR on 0208 551 9489. Failure to understand the filtering criteria will grant no protection from dismissal | |
| **Convictions**  Please list any convictions |  |
|  | |
| **Cautions**  Please list any cautions |  |
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| **Allegations**  Please list any allegations |  |

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| 1. **Review Application Form** | | | |
| By signing underneath, I declare that all the information set out in this application form is true in all respects and I understand that false information may render me liable for dismissal if I am appointed | | | |
| **Signed:** |  | **Date:** |  |
| By signing and submitting this form I consent to the processing of personal data relating to me for the purposes of managing my application, provided that such processing is in accordance with the Data Protection Act 1998. | | | |
| **Signed:** |  | **Date:** |  |
| You will be asked to sign this form if you are invited for interview  In the interest of economy, it is not the ASL’s policy to notify candidates who have been unsuccessful and generally if you have not heard within 6-8 weeks you should assume that this is the case. Nevertheless, ASL is appreciative of your interest in this appointment.  **Please return completed applications to the address specified within the advertisement** | | | |