



Short Application Form

Section A

If you have a disability and you require this form in another format, please contact our HR Department at clusterhr@covmat.org

Post Applied For:	
Academy:	
Where did you hear about this opportunity?	

Personal Details

Surname			
Title			
First Name(s)		Known as	
Address and postcode			
Home Telephone No:			
Work Telephone No:			
Mobile Telephone No:			
E-Mail Address			
National Insurance Number		Date of Birth	
Previous Surnames Used			
Are you eligible to work in the UK?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Do you require a work permit or visa?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
If yes, please give details			
Please state what documentation you can provide to demonstrate this e.g. British Passport, EEA ID card, passport or travel document showing an authorisation to reside and work in the UK			
Note: You will be asked to bring this documentation with you to the interview. An offer of employment will be subject to successful verification of your right to work in the UK.			

Sections A, B and D of the Application Form will be detached prior to being forwarded to the short-listing panel members. All sections of the form will be shared with the panel after short-listing has been completed.

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Application Form

Section B

Data Protection Statement

The information that you provide on this form and that is obtained from other relevant sources will be used to process your application for employment. The personal information that you share may be used in a confidential manner to help us monitor our recruitment process.

On making an application to and/or becoming employed with us, the information will be used in compliance with GDPR and our Privacy Notices which can be found on the Information & Resources page of our website www.covmat.org.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form you are providing your consent for us to process your personal data, in accordance with our registration with the Information Commissioner's Office.

The Trust receiving an enhanced Disclosure and Barring Service check ("DBS") that which it considers satisfactory, signing up for the DBS Update Service and giving consent to check the update service at least annually. You give authority to the Trust to receive up-to-date information (within the meaning of section 116a of the Police Act 1997) in relation to their criminal record DBS certificate for the purposes of asking an exempted question within the meaning of section 113A of the Police Act 1997; or in relation to their enhanced criminal record DBS certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of section 113B of the Police Act 1997.

Declaration

I acknowledge that the Multi Academy Trust (MAT) is committed to safeguarding and promoting the welfare of children and young people and to this end hereby confirm that I am not on the barred list or List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body such as the Teacher Regulation Agency, and have no convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).

I agree to a DBS check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

I agree to inform the MAT if I am convicted of an offence after I take up any post within the MAT. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

I agree to inform the MAT if I become the subject of a police and/or a social services (Children's Social care or Adult Social Services) / social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

In accordance with paragraph 221 Keeping Children Safe in Education, schools should carry out online searches to identify any incidents or issues that have happened and are publicly available online. Checks will not be carried out by the appointing officer. Only relevant information relating to safeguarding or reputational concerns will be highlighted to the appointing officer. Any matters of interest will be considered with you to establish your suitability for the role for which you have applied.

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I agree to provide the Academy with a 'Certificate of Good Character' if I have been out of the United Kingdom during the last 10 years for 3 consecutive months or more. 'Certificates of Good Character' can be obtained from the Embassy of the country you have visited/lived in. The application process for 'Certificates of Good Character' for someone from overseas varies from country to country. Please read the guidance document [here](#). If you have any questions regarding applying for a 'Certificate of Good Character', then please contact clusterhr@covmat.org

We need to draw your attention to the requirements of the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 and the related DfE Statutory Guidance. It is a criminal offence for a Trust or Academy to employ a person to work in connection with early provision who is disqualified from doing so under the Regulations. For roles that involve providing care for pupils under 8. I declare that I have not been subject to disqualification against children.

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, and a medical report, all of which must be deemed by the MAT as satisfactory.

Signed		Date	
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Section C

Continuous Service

The MAT may recognise continuous service in Local Government Employment for all staff groups in order to calculate entitlements for redundancy.	
What is your continuous service in LGE?	(DD/MM/YY)

Note: If you are offered the position, your continuous service date will be verified with your previous employer. The MAT will not recognise continuous service without verification.

Present Post Details

Name and address of current employer:	
Telephone Number:	
Local Authority (if applicable):	
Date of appointment to organisation (DD/MM/YY):	
Job Title:	
Main responsibilities:	
Contract Type:	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
	Temporary <input type="checkbox"/> Permanent <input type="checkbox"/>
Date of appointment to post, if different (DD/MM/YY):	
Notice period required:	
Salary/Allowance Detail:	
Reason for Leaving:	

Previous Employment with Children

Have you ever worked within a role that involved contact with children or young people?				YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide details below. If you wish to become a Volunteer the Trust reserve the right to contact any of your previous employers.				
Name and address of employer	Position held (please state whether full or part time)	Start date	End date	Reason for leaving

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Relevant Skills and Experience**Membership of Professional Bodies****Personal Interests****Training Courses (relevant to this application and taken within the last 5 years):**

Course Title	Date	Venue

If necessary, please complete on a separate sheet.

If you need to give more information about any of the above, please continue on a separate sheet.

Relatives/Other Interests

Are you currently or have you ever been an employee, volunteer, contractor, or supplier at the Trust?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide details:	
Are you related to, or know personally, any Trust employee?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Name of person:	
Position held within Trust:	
Relationship of person to you:	

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Section D

Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks. Any offer of appointment is subject to satisfactory DBS (Disclosure and Barring Service) Enhanced Disclosure Check.

Criminal Convictions

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means they do not need to be disclosed to employers and if they are disclosed employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/when-you-should-disclose-a-conviction)

Please note that if successful you will be required to declare any convictions, in addition spent convictions if they meet the circumstances described in the table below. Failure to disclose such convictions could result in dismissal or disciplinary action. Any information will be treated confidentially.

Disposal	Age when given/sentenced	How long since given/sentenced?
Caution for specified offence	18 or over	Any time
Caution for non-specified offence	18 or over	Less than 6 years
Conviction for specified offence	Any age	Any time
Conviction resulting in custodial sentence	Any age	Any time
Conviction for non-specified offence	18 or over	Less than 11 years
	Under 18	Less than 5 and half years

Any other caution or conviction which does not meet the details set out in the table, such as spent youth reprimands, warnings and cautions, is considered **protected**.

Declaration

With this application, I hereby consent to the information in this form being retained for recruitment, selection and employment related purposes. I understand that any offer of employment is subject to the relevant pre-employment checks including but not limited to satisfactory a) Verification of identity b) References, C) DBS Certificate and check of the barred list(s) (if applicable), d) Medical clearance e) Proof of eligibility to work in the UK f) Proof of qualifications and registrations. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted and information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

Signature

Date

Print
name

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Referees

Please give the name and address of two people whom we may contact for a employment reference. One of these should be from your current or most recent place of employment, although the MAT reserves the right to contact any of your former employers.

*Please contact your referee prior to your application. To be compliant with UK data protection laws, including the GDPR, your referee may require your written permission to provide us with their reference. Not having this permission may slow down the recruitment process.

If you have previously been employed in education the Headteacher or Head of HR, from this establishment should be included.

Please only provide personal or character references if you cannot provide an employment reference, owing to not being employed previously employed.

In relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this, please do not hesitate to contact our Human Resources Department.

References will be requested for shortlisted candidates prior to interview.

	1 st Referee	2 nd Referee
Name		
Job Title		
Organisations		
Relationship to you		
Address		
Tel. No		
Fax. No		
E-mail Address		
*Have you given your permission to your referee to provide a reference? (see above)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you willing for this referee to be approached immediately?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please return your completed application by email to:

If you are shortlisted for this post you will be required to sign your application form prior to interview.

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