

For Office Use Only	Application reference	
	Date received	



## APPLICATION OF EMPLOYMENT FORM

Position applied for:		Closing date:	
School:			
Where did you find out about this vacancy:	For example please give name of website, magazine etc		

Nexus Multi Academy Trust is an equal opportunities employer and welcomes applications from everyone regardless of their protected characteristic (s) covered within the Equality Act 2010.

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

### Personal details:

Forename(s): Please include any middle names			
Surname:			
Previous name(s): (if applicable)			
National Insurance Number:			
Contact telephone number:			
Email address:			
Current Address:			
From:		To:	
Please note, if you have been at your current address for less than 3 months please provide your previous address:			
Previous Address:			

**Education, qualifications and training:**

Please provide details of your education from secondary school onwards and details of training or professional development courses undertaken in the last three years that are relevant to your application. You will be required to produce the original copies as evidence of your qualifications.

Name of school / college / university / awarding body	Qualification	Award (Credit, Pass, Hons)	Date of Award

**For Teaching Posts only:**

Teacher Reference Number:	-----
Date QTS Awarded:	
Date of completion of statutory induction (NQTs) or number of terms completed:	
Are you subject to any teacher prohibition order, General Teaching Council sanctions or restrictions, or order issued by the Secretary of State or any other regulatory body?	

**Current Employer:**

Name and address of employer:			
Job title:			
Current salary / scale:			
Date of appointment from:		Date of appointment to:	
Reason for leaving:			

**Full Employment History:**

Please give details of previous employment, including details of any breaks in employment exceeding 6 weeks.

Name and address of employer:	
Position held:	
Current salary / scale:	

Date of appointment from:		Date of appointment to:	
Reason for leaving:			

Name and address of employer:			
Position held:			
Current salary / scale:			
Date of appointment from:		Date of appointment to:	
Reason for leaving:			

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Position held:			
Current salary / scale:			
Date of appointment from:		Date of appointment to:	
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Position held:			
Current salary / scale:			
Date of appointment from:		Date of appointment to:	
Reason for leaving:			

**Statement in Support of Application:**

Please use this section to support your application. You may wish to submit this as an additional document if required. Please ensure you include your name on any additional documents.

**References:**

- (i) If you have worked before or are currently working, one of your referees must be your present or most recent employer, your second reference must be from another organisation/employer
- (ii) For employment references please state details of your line manager
- (iii) If you have worked with children in the past but are not currently doing so, you must provide as a third referee details of the person by whom you were most recently employed to work with children

**\* Please note references may be sought prior to interview, in line with our Recruitment Policy. If you do not wish your referee to be contacted at this stage please note below \***

Referee 1:	
Name:	
Position:	
Address:	
Phone number:	
Email address:	
Type of reference:	Employer <input type="checkbox"/> Personal <input type="checkbox"/> Academic <input type="checkbox"/>

Referee 2:	
Name:	
Position:	
Address:	
Phone number:	
Email address:	
Type of reference:	Employer <input type="checkbox"/> Personal <input type="checkbox"/> Academic <input type="checkbox"/>

Referee 3:	
Name:	
Position:	
Address:	
Phone number:	
Email address:	
Type of reference:	Employer <input type="checkbox"/> Personal <input type="checkbox"/> Academic <input type="checkbox"/>

**Online Search:**

Please note for shortlisted applicants Nexus Multi Academy Trust will conduct an online search check.

By signing this application, you consent to an online check being conducted.

**Criminal record:**

The amendments to the Exceptions Order 1975 (2013/2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Please note that the successful applicant will be required to provide a DBS disclosure at the appropriate level for the position applied for. A criminal record self-disclosure form will be provided to complete by shortlisted applicants.

It is a criminal offence for any person who is barred from working with children to apply for a position.

A copy of our Recruitment and Selection Policy: Recruitment of Ex-Offenders and Safeguarding / Child Protection Policy can be found on the Nexus Multi Academy Trust website. A copy is available on request.

**Eligibility to work in the UK:**

Nexus Multi Academy Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

Do you receive a local government pension?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require any adjustments or arrangements to assist if you are shortlisted for an interview?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide information:
Please give any dates when you are not available for an interview within the next two months:	

**Declaration:**

I agree to you storing and using the information I have given in this application form for recruitment purposes.

I declare the information I have supplied is true and correct to the best of my knowledge. I understand that if I have made any false or misleading statements, or withheld any relevant information, it may result in any offer of employment being withdrawn, disciplinary action including dismissal and possible referral to the Police.

Nexus Multi Academy Trust reserves the right to verify any of the data supplied in your application.

Print Name:		Date:	
Signature:			