

APPLICATION OF EMPLOYMENT FORM



For Office Use Only	Application reference	
	Date received	

Position applied for:		Closing date:	
School:	*If applying for a central post please put Nexus Central.		
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:	

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.

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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Reason for leaving:			

Please explain any breaks in employment including dates:

Statement in Support of Application:

Please use this section to support your application and demonstrate your ability to meet the requirements of the job, please refer to the job profile for details on the key duties and responsibilities. You may wish to submit this as an additional document if required, please ensure you include your name on any additional documents.

References:

- A minimum of two referee's must be provided
- 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.
- For employment references please state details of your line manager.
- If you're unable to provide employment references, please provide details for education, self-employment, voluntary work, or personal references.
- If you are self-employed please provide a personal reference that confirms the stated period of self-employment from a suitable professional (e.g. accountant, bank manager, etc.).
- Employment references will not be accepted from friends, relatives, colleagues, or supply staff.
- If you have worked with children in the past but are not currently doing so, you must provide 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"/>
I am happy for this referee to be contacted prior to interview: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <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"/>
I am happy for this referee to be contacted prior to interview: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <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"/>
I am happy for this referee to be contacted prior to interview: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Online Search:

As per KCSIE guidance, an online search check will be conducted by Nexus Multi Academy Trust for shortlisted applicants.

Criminal record:

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

The amendments to the Exceptions Order 1975 (2013/2020) state 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 ‘protected’ cautions and convictions can be found on the [DBS Filtering Guide](#).

It is a criminal offence for any person who is on the Childs’ Barred List to apply for a position working in regulated activity with children.

It is a criminal offence for any person who is on the Adults’ Barred List to apply for a position working in regulated activity with adults over the age of 18.

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 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:

Data Protection and Privacy Notice

Nexus Trust aims to ensure that all personal data collected is stored and processed in accordance with UK data protection law and GDPR (General Data Protection Regulations) apply. We will treat all information relating to your application in confidence and if you are unsuccessful, your form will be destroyed 6 months after the closing date.

Privacy Notice (Job Applicants)

We are committed to protecting your personal data and handling it responsibly. The information you provide on this application form will be used solely for recruitment and selection purposes, to assess your suitability for the role, and to communicate with you about your application.

Your data will be processed in accordance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We will only share your information where necessary and will retain it only for as long as required for recruitment purposes.

For full details on how we collect, use, store, and protect your personal data, including your rights as a data subject, please refer to our full Privacy Notice available on our website

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:			