

# The Mast Academy Trust

## Application Form

This application for:

Job Title	
Job Code	
School or Trust	

Please complete the form and provide your written evidence as to how you meet the requirements.  
CV's will not be accepted.

Complete all sections of the application as indicated below.

Section		Page
<b>A</b>	Personal details	1
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## SECTION A – Personal Details

Title	Dr	Mr	Mrs	Miss	Ms	
	Other (please specify)					
Surname(s)						
First name(s)						
Previous surname(s)						
Address						
Post Code						
Email Address						
Telephone	Home					
	Mobile					
	Work					
Where did you find out about this job?						

**If you are related to any councillor or employee of The Mast Academy Trust or a member of one of The Mast Academy's Trust school governing body please give details.**

**If none please tick the box**

Name			
Job Title			
Relationship to you			

### Teachers Only

DFE number				GTC registered		YES	NO
NQT	YES	NO	Date induction completed				
Induction assessments completed				1	2	3	

If the job requires you to have a driving licence please tick which type of licence you hold:

Full      HGV      PSV      None

## SECTION B – References

**One reference must be from your current employer or your most recent employer.** Please ask your referees for permission before you give their name. References will be requested prior to interview.

### Reference 1

Name		
Email Address		
Address		
Post Code		
Telephone		
Occupation		
Relationship		

### Reference 2

Name		
Email Address		
Address		
Post Code		
Telephone		
Occupation		
Relationship		

References will be requested as part of the recruitment process and they will form part of the decision making process. Your referees must be able to answer questions concerning your employment history and suitability for the post which includes any details of any investigations and/or disciplinary action – this forms part of the requirements under “Safeguarding & Safer Recruitment in Education”.

Please do not give the names of friends or family.

After a conditional offer has been made your referee will be asked for information regarding your sickness absence record during the past 24 months.

If you are applying for a Headship your Local Authority will be required to provide representation.

## SECTION C – Work History

### Present Employment

Job title		
Date employment started		
Date employment ended (if applicable)		
Reason for leaving/looking for other employment		
Notice required (if applicable)		
Name of employer/school		
Name of Local Authority/Agency		
Employer address		
Postcode		
Current salary		
Grade		
Briefly describe your duties		

## Previous Employment

Start with the most recent and please include any part-time, casual or voluntary work. We need details of previous employment (paid or unpaid), and also periods of non-employment e.g. child care, unemployment etc.

Job Title					
Main Duties			Name and Address of Employer		
From		To		Salary	
Reason for leaving					
<hr/>					
Job Title					
Main Duties			Name and Address of Employer		
From		To		Salary	
Reason for leaving					
<hr/>					
Job Title					
Main Duties			Name and Address of Employer		
From		To		Salary	
Reason for leaving					
<hr/>					
Job Title					
Main Duties			Name and Address of Employer		
From		To		Salary	
Reason for leaving					

If you need more space, please use page 11 and tick this box

## SECTION D – Education and Qualifications

This section deals with school education/further. Please include the dates when you started and finished each level of education. (Sight of original certificates would be required if you are successful).

Name of Schools/ College/ University Attended					
Full time	Part time	From		To	
Qualification achieved					
Detail	Subject	Grades	Date of award		

Name of Schools/ College/ University Attended					
Full time	Part time	From		To	
Qualification achieved					
Detail	Subject	Grades	Date of award		

Name of Schools/ College/ University Attended					
Full time	Part time	From		To	
Qualification achieved					
Detail	Subject	Grades	Date of award		

If you need more space, please use page 12 and tick this box

## SECTION E – Breaks / Gaps in Employment / Education

Please explain any breaks in your educational attainment and/or employment history in the following space.

If you need more space, please use page 13 and tick this box

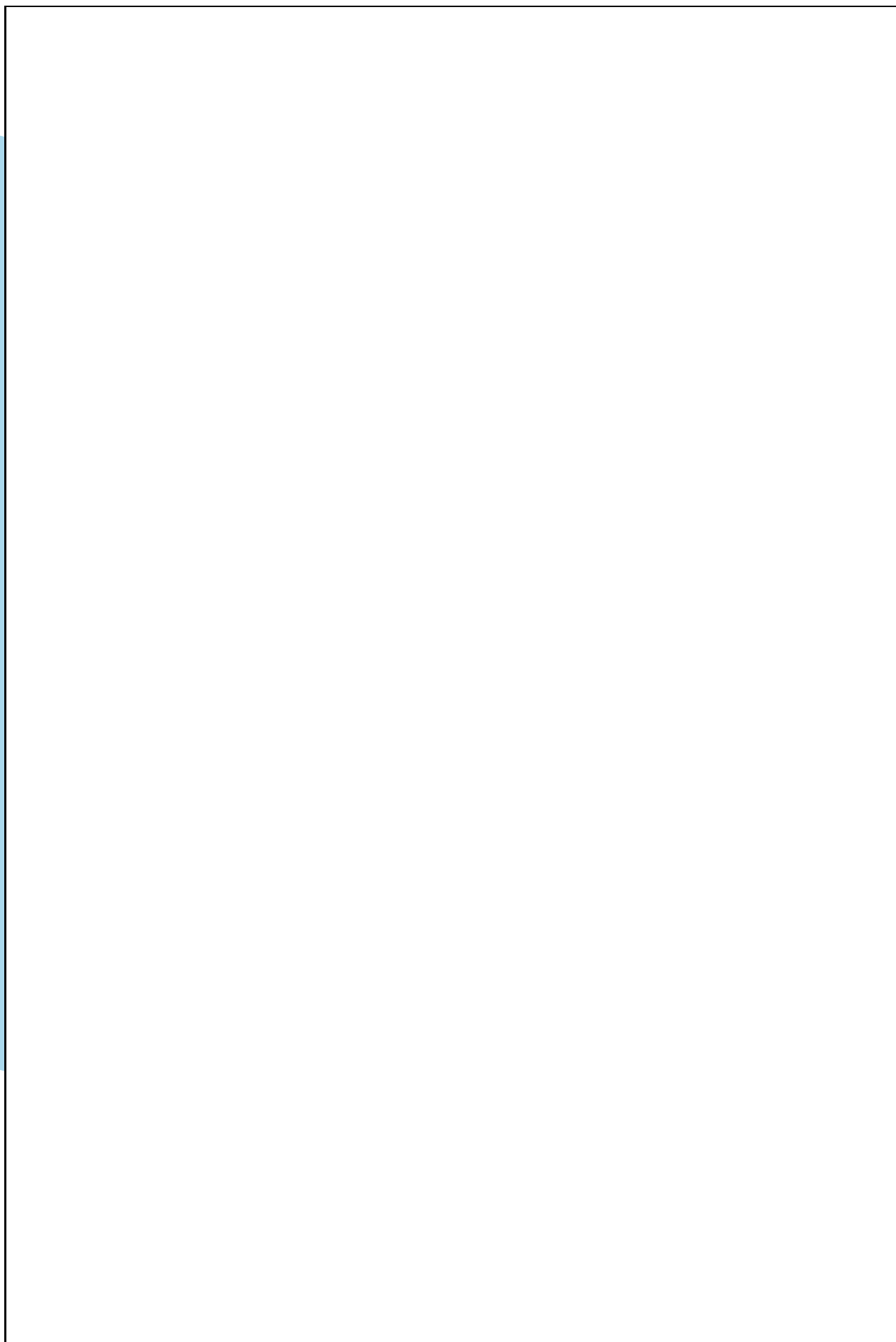
## SECTION F – Relevant Information

**Please read this section carefully as this is the most important part of your application**

Using the following page, and if needed page 14, to demonstrate your ability to meet the requirements of the job by giving clear, concise examples of each criterion in the Personal Specification in the following order:

Relevant experience, education and training attainments, general and special knowledge, skills and abilities, additional factors including continual professional development.

## Relevant Information

A large, empty rectangular box with a thin black border, occupying the majority of the page below the 'Relevant Information' header. It is intended for the user to provide relevant information. The box is surrounded by light blue decorative shapes on the left and right sides.



If you need more space, please use page 14 and tick this box

## SECTION G – 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 that 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](#).

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure will be checked against information from the Disclosure & Barring Service (DBS) before your appointment is confirmed.

## SECTION H – Importance Notice to Applicants

The Mast Academy Trust takes its duty of care to the people who receive services from us very seriously.

To ensure all reasonable care is taken, references will always be taken from your current employer and we reserve the right to take up references from any previous employers, or places where you have carried out voluntary work.

It is important, therefore, that you give exact names and current addresses of previous employers/voluntary work areas. Please also advise us of any change to your name relevant to previous employment, i.e. known by your maiden name. Failure to provide this information may result in any offer of appointment being delayed.

You may also be offered the job subject to an Enhanced DBS check, right to work checks and other relevant checks. **You may not be able to commence work, until these checks have been received and any job offer is conditional upon satisfactory checks and references being obtained and verified.**

This intensive procedure can take some time; however, we are certain you will appreciate the reasons why such stringent checks are made, and ask you to bear with us whilst they are completed.

Data Protection Act 2018 applies. We will treat all information relating to your application in confidence. If you are unsuccessful, your form will be destroyed 6 months after the closing date although the Trust reserves the right to add your details to our database of suitable candidates for other similar jobs. We may also contact job seekers for recruitment research. For more information regarding how we process data please see the Trust's privacy notice which can be located Mast Academy Trust website. If you do not consent to your data being used in this way, please let us know by return.

**I declare that the information I have given on this form is complete and accurate and I understand that any offer of employment is subject to: a) references which are satisfactory to the school; b) a satisfactory enhanced DBS certificate and check of the barred list where relevant; c) the entries on this form and any disclosure form completed by me being complete and accurate and; d) a satisfactory medical report (if required).**

**I am not barred or disqualified from working with children and / or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Disclosure and Barring Service.**

**I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.**

### Please sign the form

Signature	<i>If you have manually completed this form please sign below</i> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
	<i>If you have electronically completed this form please tick the box to confirm the declaration above</i> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	
Print Name	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Date	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

If you submit electronically you will be asked to provide a true signature if you are shortlisted.

## SECTION I – Additional Information for Applicants

### **Please read before completing the form**

*Retain for your reference.*

#### **Induction (Teachers)**

The Education (Induction Arrangements for School Teachers) (England) Regulations 2008 require early career teachers to complete successfully an induction period before being confirmed into employment. For a full-time teacher the length of the induction is two years (6 terms) and for a part-time teacher the period of time it would take to complete two years of service. Information explaining about the induction year will be provided upon appointment to a post.

#### **Qualifications (Teachers)**

If applying for a teaching post you must hold a qualification recognised for qualified teacher status under the terms of the Education (Specified work and Registration) (England) Regulations 2003 or any subsequent regulations.

#### **What Happens Next?**

Shortlisted candidates will be contacted after the closing date. If you do not hear from us within 4 weeks, please assume that on this occasion your application has been unsuccessful. However do not let this stop you from applying for other vacancies.

Please contact us if you require special arrangements or adjustments for the interview.



## SECTION J – Additional space

Please use this area to if you have marked section C, D, E or F as requiring additional space.

### Section C – additional space

Job Title					
Main Duties			Name and Address of Employer		
From		To		Salary	
Reason for leaving					
Job Title					
Main Duties			Name and Address of Employer		
From		To		Salary	
Reason for leaving					
Job Title					
Main Duties			Name and Address of Employer		
From		To		Salary	
Reason for leaving					
Job Title					
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From		To		Salary	
Reason for leaving					
Job Title					
Main Duties			Name and Address of Employer		
From		To		Salary	
Reason for leaving					

## Section D –additional space

Name of Schools/ College/ University Attended					
Full time	Part time	From		To	
Qualification achieved					
Detail	Subject	Grades	Date of award		

Name of Schools/ College/ University Attended					
Full time	Part time	From		To	
Qualification achieved					
Detail	Subject	Grades	Date of award		

Name of Schools/ College/ University Attended					
Full time	Part time	From		To	
Qualification achieved					
Detail	Subject	Grades	Date of award		

**Section E – additional space**

**Section F— additional space**