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| Logo - The Blue Kite Academy Trust (1) | | | | | | | | | | | | Please return to: | | | | | | | | | | Abbey Meads Community Primary School, Hugo Drive, Swindon  Wiltshire, SN25 4GY  Email: [admin@abbeymeads.swindon.sch.uk](mailto:admin@abbeymeads.swindon.sch.uk) | | | | | | |
| **Personal Information** | | | | | | | | | | | | | | | | | **Ref: No.** | | | | | | | | | | | |
| The Information in Section 1 and 2 will be deleted from the application prior to shortlisting | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Surname:** | |  | | | | | | | | | | | | | | | **Forenames:** | | | | |  | | | | | | |
| Title: | Mr 🞏 | | | Mrs 🞏 | | | | | Miss 🞏 | | | | Ms 🞏 | | Other 🞏 | | | Date of Birth: | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | Is this a job-share application? Yes 🞏 / 🞏 No | | | | | | | | | | | |
| Contact Details (please tick preferred option) | | | | | | | | | | | |
| Home | | |  | | | | | | | | 🞏 |
| Work | | |  | | | | | | | | 🞏 |
| Mobile | | |  | | | | | | | | 🞏 |
| Email | | |  | | | | | | | | 🞏 |
| Are you eligible to work within the UK? | | | | | | | | | | | | | | | | | | | | | | Yes 🞏 No 🞏 | | | | | | |
| Are you require to have a work permit to work within the UK? | | | | | | | | | | | | | | | | | | | | | | Yes 🞏 No 🞏 | | | | | | |
| **Convictions/Disqualifications** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please provide details and dates of: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Any convictions including driving offences and/or 2. Disqualifications from driving or performance of professional duties. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Canvassing:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| In order to ensure fairness and openness of our selection process please state whether you are related to, or in a close personal relationship with a Member, Director or employee of The Blue Kite Academy Trust. Yes 🞏 No 🞏 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If yes, please provide details: | | | | | Name: | | | | |  | | | | | | | | | | | | | | | | | | |
| Position in Blue Kite Trust: | | | | | | | | | | |  | | | | | | | | | | | | |
| Relationship with yourself: | | | | | | | | | | |  | | | | | | | | | | | | |
| Please note that canvassing of Members, Directors and employees of The Blue Kite Academy Trust in relation to this application will disqualify any candidate. If evidence of this is discovered after appointment, you may be dismissed without notice. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Declaration:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature: | |  | | | | | | | | | | | | | | | Date: | | | | | | | |  | | | |
| **[http://simpleicon.com/wp-content/uploads/lock-4.png](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=&url=http://simpleicon.com/lock-4.html&psig=AFQjCNE9B4m8QKzh3Y-_B0Tg7QtSj17TZA&ust=1456838290691353)How Information about you will be used**  All information on this form will be treated in the strictest of confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this form may be held on computer. If you application is unsuccessful your details will be kept for a period of one year and will then be destroyed. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **[http://simpleicon.com/wp-content/uploads/lock-4.png](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=&url=http://simpleicon.com/lock-4.html&psig=AFQjCNE9B4m8QKzh3Y-_B0Tg7QtSj17TZA&ust=1456838290691353)How Information about you will be used**  You are requested to complete this information to enable us to monitor the effectiveness of our Corporate Equalities Strategy. This information will be used solely for monitoring purposes. It will be treated as confidential and separated from the application form before the selection procedures commence. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please place a tick in the boxes where applicable: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you? | | | | | | | Male 🞏 | | | | | | Female 🞏 | | | | | | | | | | | | | | | |
| Please indicate your current age band below: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Up to 19 🞏 | | | 20 – 29 🞏 | | | | | | | | 30 – 39 🞏 | | | 40 – 49 🞏 | | | | | 50 – 59 🞏 | | | | | 60 – 69 🞏 | | | Over 70 🞏 | |
| How would you describe your ethnic origin? | | | | | | **White** | | | | | | | | | | |  | | | | **Black or Black British** | | | | | | |  |
| British | | | | | | | | | | | 🞏 | | | | Caribbean | | | | | | | 🞏 |
| Irish | | | | | | | | | | | 🞏 | | | | African | | | | | | | 🞏 |
| Polish | | | | | | | | | | | 🞏 | | | | Any other Black background | | | | | | | 🞏 |
| Italian | | | | | | | | | | | 🞏 | | | |  | | | | | | |  |
| Any other White background | | | | | | | | | | | 🞏 | | | |  | | | | | | |  |
|  | | | | | | | | | | |  | | | |  | | | | | | |  |
| **Mixed** | | | | | | | | | | |  | | | | **Asian or Asian British** | | | | | | |  |
| White and Black Caribbean | | | | | | | | | | | 🞏 | | | | Indian | | | | | | | 🞏 |
| White and Black African | | | | | | | | | | | 🞏 | | | | Pakistani | | | | | | | 🞏 |
| White and Asian | | | | | | | | | | | 🞏 | | | | Bangladeshi | | | | | | | 🞏 |
| Any other Mixed background | | | | | | | | | | | 🞏 | | | | Any other Asian background | | | | | | | 🞏 |
|  | | | | | | | | | | |  | | | |  | | | | | | |  |
| **Chinese** | | | | | | | | | | |  | | | |  | | | | | | | |
| Chinese | | | | | | | | | | | 🞏 | | | |
| Any other ethnic group | | | | | | | | | | | 🞏 | | | |
| Do you consider yourself to have a disability? | | | | | | | | | | | | | | | | | Yes 🞏 No 🞏 | | | | | | | | |  | | |
| Where did you see this vacancy advertised? | | | | | | | | | | | | | | | | |  | | | | | | | |  | | | |
| Local Newspaper | | | | | | | | 🞏 | | | | National Newspaper 🞏 | | | | | | | | | | | | | | | | |
| Professional Journal | | | | | | | | 🞏 | | | | Other 🞏 Please state: | | | | | | | | | | | | | | | | |
| Job Centre | | | | | | | | 🞏 | | | | Internet 🞏 Please state website: www. | | | | | | | | | | | | | | | | |
| Are you currently employed by The Blue Kite Academy Trust? | | | | | | | | | | | | | | | | | | | | | | | Yes 🞏 | | No 🞏 | | | |
| Religion | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sexual Orientation | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |

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| **Application Form** | | | | | | **Reference:** | | | | | |
|  |  | | | | |  | | | | |  |
| **3. Vacancy Details** | | | | | | | | | | | |
| Job(s) applied for: | |  | | | | | | | | | |
| Ref No: | |  | | | | | | | | | |
| **4. Present or more recent employment, voluntary work or role** | | | | | | | | | | | |
| **Job Title:** | |  | | | | **Name of Employer:** | | |  | | |
| **Hours Worked:** | |  | | | | **Employer’s Address** | | |  | | |
| **Dates Employed:** | |  | | | |
| **Notice Period** | |  | | | |
| **Current Salary plus benefits:** | |  | | | |
| **Key Duties:** | |  | | | | | | | | | |
| **5. Reason for wishing to leave or left:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| The Working Time Regulations place a maximum limit on weekly hours worked (48hours). Will you continue in any other employment, should you be offered this appointment? Yes 🞏 No 🞏 | | | | | | | | | | | |
|  |  | | | | |  | | | | |  |
| **6. Previous Employment** | | | | | | | | | | | |
| Starting with the most recent first, please give details of jobs held. This should include part-time and voluntary work. Please do not duplicate the details you have already provided in Section 4 of the application form. You may continue on a separate sheet and attach to the application form. | | | | | | | | | | | |
| **Name of Employer** | | **Job Title and Main Duties** | | | | | **Reason for Leaving and Dates**  **of Employment** | | | | |
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| **7. Posts working with Children, Young People and Vulnerable Adults** | | | | | | | | | | | |
| If applying for a post that involves working with children, young people and/or vulnerable adults, you are required to provide below the dates you were employed from and to, and details of any gaps in your employment. **ALL** convictions/cautions must be declared (regardless of whether deemed as spent). | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **8. Education** | | | | | | | | | | | |
| Please give details of any education, technical and/or professional qualifications. If you are currently studying please provide details of the qualifications you are studying for. | | | | | | | | | | | |
| **Examinations/Qualifications taken or to be taken (include subjects)** | | | | | | **Results and Grades** | | | | | |
|  | | | | | |  | | | | | |
| **9. Training** | | | | | | | | | | | |
| Please list any course(s) which you have undertaken that are relevant to the job and/or specified on the person specification. You may continue on a separate sheet of paper if necessary. | | | | | | | | | | | |
| **Length of Course** | | | | **Course Title** | | | | | | **Organising Body** | |
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| **10 Membership** | | | | | | | | | | | |
| Please indicate membership of any organisation(s) relevant to the job. | | | | | | | | | | | |
| **Name of Organisation** | | | | **Type of Membership** | | | | | | **Is Membership Current?** | |
|  | | | |  | | | | | |  | |
| **11. Skills, Abilities, Experience and Achievements** | | | | | | | | | | | |
| Please give details of your skills, abilities, achievements and experience (including outside interests) and use examples to demonstrate how you meet each of the criteria listed in the person specification. You may continue on **up to 2 separate sheets** of paper and attach if necessary. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **12. Disability** | | | | | | | | | | | |
| We guarantee to interview disabled applicants who meet the **essential** requirements for the post. | | | | | | | | | | | |
| Do you consider yourself to have a disability? | | | | | | Yes 🞏 No 🞏 | | | | |  |
| Please state any particular assistance or facilities you may require in attending an interview | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **13. References** | | | | | | | | | | | |
| Please provide details of three referees who are able to comment on your suitability for the job, one of whom must be your present or most recent employer. If you have just left full-time education you should give details of your course tutor or teacher. References from **friends** and **relatives** are not acceptable. | | | | | | | | | | | |
| 1. Name: |  | | | | Position/  Occupation | | |  | | | |
| Address |  | | | | Telephone  Number | | |  | | | |
| Mobile  Number | | |  | | | |
| Email | | |  | | | |
| May we contact referee prior to interview? | | | Yes 🞏 No 🞏 | | Relationship to yourself | | |  | | | |
| 2. Name: |  | | | | Position/  Occupation | | |  | | | |
| Address |  | | | | Telephone  Number | | |  | | | |
| Mobile  Number | | |  | | | |
| Email | | |  | | | |
| May we contact referee prior to interview? | | | Yes 🞏 No 🞏 | | Relationship to yourself | | |  | | | |
| 3. Name: |  | | | | Position/  Occupation | | |  | | | |
| Address |  | | | | Telephone  Number | | |  | | | |
| Mobile  Number | | |  | | | |
| Email | | |  | | | |
| May we contact referee prior to interview? | | | Yes 🞏 No 🞏 | | Relationship to yourself | | |  | | | |