**MILTON KEYNES EDUCATION TRUST**

APPLICATION FORM

SUPPORT STAFF

**PLEASE PRINT CLEARLY OR TYPE**

The completed form should be returned to:

Email – [ahedges@mket.org.uk](mailto:ahedges@mket.org.uk)

Post – New Chapter Primary, FAO Alison Hedges, Chapter, Coffee Hall, Milton Keynes, MK6 5EA

|  |  |
| --- | --- |
| **POST APPLIED FOR:** |  |

**PERSONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TITLE:** | **Ms / Mrs / Miss / Mr / Dr** | (delete as appropriate) | |  |
| **SURNAME:** |  | **PREVIOUS SURNAME(S):** | |  |
| **FORENAME(S):** |  |  | |  |
| **ADDRESS:** |  | | | |
| **POSTCODE:** |  |  |  | |
| **Telephone** | **Home:** | **Work:** |  | |
|  | **Mobile:** | **Email:** |  | |

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| --- | --- |
| **NI number**: |  |

**REFERENCES**

Please give the names and address of two referees, one of whom should be your current (or most recent) employer. Can we contact them before your interview? (\*Delete as appropriate)

Current/last employer: YES/NO\* Second referee: YES/NO\*

|  |  |  |
| --- | --- | --- |
|  | **Current/last employer** | **Second referee** |
| **Name** |  |  |
| **Post title** |  |  |
| **Business Address** |  |  |
| **Telephone number** |  |  |
| **email** |  |  |
| **In what capacity do you know the above?** |  |  |

Milton Keynes Education Trust reserves the right to take up references from any of your previous employers. If you were known to either of your referees by another name please give details below.

**EDUCATIONAL ATTAINMENT (chronological order)**

|  |  |  |
| --- | --- | --- |
| **Date** | **School, College,**  **University, etc.** | **Examinations, subjects and results** |
|  |  |  |

**TRAINING AND PROFESSIONAL QUALIFICATIONS (chronological order)**

|  |  |  |
| --- | --- | --- |
| **Date** | **Awarding Body** | **Qualifications** |
|  |  |  |

**CURRENT OR LAST POST**

|  |  |
| --- | --- |
| **Employer’s name and address:** |  |
| **Telephone number:** |  |
| **Date appointed:** |  |
| **Job title and brief outline of main duties:** |  |
| **Salary:** |  |
| **Grade/allowances:** |  |
| **Notice required:** |  |

**PREVIOUS EMPLOYMENT (chronological order)**

Please explain any gaps in your employment history (e.g. due to a period of education, travelling, unemployment, bringing up a family).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer and Place of Work** | **Post title** | **Grade and salary** | **Dates Employed**  **From//To** | **Reason for leaving** |
|  |  |  |  |  |

PREVIOUS TEACHING E

XPERIENCE

**SUPPORT FOR APPLICATION**

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| **Please explain why you are applying for this post and how you will meet the duties and responsibilities outlined. Please also attach a letter of application if the details of the post have asked you to do so.** |
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**ADDITIONAL INFORMATION**

1. a) Do you hold a current driving licence? YES / NO

b) Do you have regular use of a vehicle? YES / NO

2. Where did you see this post advertised?

3. Are you in good health? YES / NO

How many days absence have you had in the last 2 years?

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| --- |
| *Please explain the reasons for any absence.* |
|  |

4. Are you known to any governor or member of Milton Keynes Education Trust staff? YES / NO

If YES, please state name of the person and the nature of the relationship.

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| DISCLOSURE OF CRIMINAL CONVICTIONS |
| The post for which this application applies is considered exempt by the virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. You are therefore required to disclose any convictions, cautions, warnings and reprimands including motor vehicle related offences, including convictions that would otherwise be considered ‘spent’. A conviction will not necessarily bar you from obtaining employment. Failure to disclose any criminal convictions, in the event of your employment, may result in disciplinary action or dismissal. |
| **I have no criminal convictions** |
| Signature: |
| **I have attached details of criminal convictions** |
| Signature: |

DIS

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| **ASYLUM AND IMMIGRATION ACT 1996** |
| In accordance with Section 8 of the Asylum and Immigration Act 1996, an employer is required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. You will therefore be requested to produce one of the following documents before the commencement of your employment.  • A document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service which states the National Insurance number of the person named.  • A passport describing the holder as a British Citizen or as having the right of abode in - or an entitlement to re-admission to - the United Kingdom.  • A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that the holder has the right of abode in the United Kingdom.  • A certificate of registration or naturalisation as a British Citizen.  • A birth certificate issued in the United Kingdom or the Republic of Ireland.  • A passport or a national identity card issued by a State which is party to the European Economic Area Agreement and which describes the holder as a national of that State.  ***I declare that I am legally entitled to live and work in the United Kingdom, and I will be able to produce appropriate documentation***. |
| Signature:  Date: |

CLOE OF CRIMINAL CONVICTIONS

**I certify that, to the best of my knowledge, the information provided and the statements made in this application are factually correct and I understand that any false information may, in the event of employment, result in disciplinary action or dismissal.**

Signed:

Date:

**Any personal data entered on this form may be held electronically**

MILTON KEYNES EDUCATION TRUST

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| EQUALITIES MONITORING FORM |

*The Governing Body of Milton Keynes Education Trust strives to be an Equal Opportunities employer. We aim to ensure that our Equalities Policy is being followed and that unfair discrimination is not taking place in recruitment. To help us monitor the effectiveness of this policy, we would be grateful if you would complete this section. The information will be treated with confidence and will be used for statistical purposes only. Your co-operation in its completion is therefore welcome and helpful.*

*Please tick the following boxes, as appropriate*

**Gender**

I am: Male 🞎 Female 🞎

**Disability**

The Disability Discrimination Act (DDA) defines disability as a “physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities”.

Do you consider yourself to have a disability? Yes 🞎 No 🞎

**Ethnic Origin**

Ethnic origin is not usually a matter of nationality, place of birth or citizenship. It is about colour and broad ethnic group. UK Citizens can belong to any of the groups indicated. The codes are the agreed 2001 Census codes.

(a) White British 🞎

Irish 🞎

Any other White background 🞎

(b) Mixed White and Black Caribbean 🞎

White and Black African 🞎

White and Asian 🞎

Any other mixed background 🞎

(c) Asian or Asian British Indian 🞎

Pakistani 🞎 Bangladeshi 🞎

Any other Asian background from within (c) 🞎

(d) Black or Black British Caribbean 🞎

African 🞎

Bangladeshi 🞎 Any other Asian background within (d) 🞎

(e) Other Ethnic Group Chinese 🞎

Any other ethnic group 🞎

Not stated 🞎

|  |  |
| --- | --- |
| **Date of Birth** |  |

*Thank you for taking the time to complete this form.*

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| FOR OFFICE USE ONLY |

Reason for selection/non-selection

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Shortlisting stage | Yes |  | No |  |
| Interview Stage | Accepted |  | Reject |  |
| Appointment Stage | Accepted |  | Refused offer |  |

Reasons, give details: