



## Application Form

### DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice for job applicants. By completing and signing this form you are agreeing to allow Consilium Academies to process the data provided in line with the privacy notice.

### APPLICATION INSTRUCTIONS

Please complete all sections of this form using black ink or type.

You are required to complete the separate equalities monitoring form, this will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if this form is completed in full. We do not accept CVs.

### VACANCY INFORMATION

Application for the post of:	
Academy/School:	
What date are you available to begin a new post?	
Where did you hear about this job?	

### PERSONAL DETAILS

First name:	
Surname:	
Preferred title:	
Previous surnames:	

### CONTACT DETAILS

Address:	
Postcode:	
Home phone:	
Mobile phone:	
Email address:	



## DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

Consilium Academies is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Consilium Academies privacy notice.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Do you have an Enhanced DBS certificate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date of check:		

## DISCLOSURE OF 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.

Only applicants who have been successful at interview will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

## TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you've lived or worked outside of the UK in the last 5 years Consilium Academies may require additional information and/or the completion of any further checks considered appropriate in order to comply with safer recruitment requirements.

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details, including countries and relevant dates:		



# Consilium Academies

## RIGHT TO WORK IN THE UK

Consilium Academies 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.

Please note Consilium Academics is not a sponsor with the UKVI.

Do you have the right to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please state on what basis:	<input type="checkbox"/> UK citizen <input type="checkbox"/> EU settled status <input type="checkbox"/> Skilled worker visa <input type="checkbox"/> Graduate visa <input type="checkbox"/> Youth mobility visa <input type="checkbox"/> Other – please provide full details in the box below	

## DISABILITY AND ACCESSIBILITY

Consilium Academies has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

## RELATIONSHIP TO CONSILIUM ACADEMIES

Please list any personal relationships that exist between you and any of the following members of the Consilium Academies community:

- Trustees/Members
- Local Academy Board Member
- Staff
- Pupils

Name	Relationship	Role at Consilium Academies



### CURRENT EMPLOYMENT DETAILS

Job title:	
Name of employer:	
Address:	
Postcode:	
Dates employed:	
Reasons for leaving (if applicable):	
Permanent or temporary:	
Part time or full time:	
Salary:	
Description of responsibilities:	

### PREVIOUS EMPLOYMENT DETAILS

Job title	Name and address of employer	Date employed from	Date employed to	Reason for leaving

### EMPLOYMENT GAPS

Please provide details of any employment gaps since leaving school and give reasons for the gap.

Start date	End date	Reason for employment gap



## EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications.

Dates attended (MM/YY)	Name of school/college/university	Qualifications gained (including grades, awarding body and date of award)

## TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application.

Course title	Course dates	Length of course	Qualification obtained

## EARLY OR ILL HEALTH RETIREMENT/VOLUNTARY REDUNDANCY

Have you been granted early or ill health retirement or taken voluntary redundancy from any other employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, did you receive any enhancements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give the name of the employer:		

## DECLARATION

I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge.

I understand that any false information, any relevant omission, or misleading statements may disqualify me from employment or result in my dismissal.

Name (please print):

Sign:

Date:



## SUPPORTING INFORMATION

In this section of the application form please explain why you're applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

- Give specific examples of the work you have been involved in, how you went about it and the outcome.
- Always remember to specify your responsibilities rather than those of your section or department.
- A maximum of 3 sides of A4 should be written.





# Consilium

Academies





## REFERENCES

Please provide the names and contact details of at least two referees who can comment on your suitability for this position. One must be your current or most recent employer. If you've not previously been employed, please provide details of another suitable referee.

Please let your referee know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted.

## CURRENT OR MOST RECENT EMPLOYER

Name:	
Job title:	
Organisation:	
Address:	
Postcode:	
Contact number:	
Email address:	
Relationship to you:	
Can this referee be contacted prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## SECOND REFERENCE

Name:	
Job title:	
Organisation:	
Address:	
Postcode:	
Contact number:	
Email address:	
Relationship to you:	
Can this referee be contacted prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>