



PEMBERLEY  
ACADEMY

## Application form for the post of

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**SECTION 1****PERSONAL DETAILS**

Title (Mr, Mrs, Miss, Ms, Dr, other): ..... Surname: ..... Forename(s): ..... Address: ..... (Town)..... (County)..... (Postcode).....	Telephone No (Home): ..... Telephone No (Mobile): ..... E-mail address: ..... Date of Birth: ..... (Optional) National Insurance Number ..... Teacher's Reference..... (if applicable) Where did you hear about us? .....
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**SECTION 2****EDUCATION**

Institution(s) attended	Dates	Qualifications gained

Please include any higher degrees in this section

**SECTION 3**

**PROFESSIONAL TRAINING AND DEVELOPMENT** (Please include details of any relevant training or staff development)

Institution Attended	Course	Date

**INTERESTS** (e.g. hobbies, sports, voluntary work)

**SECTION 4**

**CURRENT/LAST EMPLOYMENT**

Employers Name: ..... Position: .....  
Employers Address: ..... Grade/Salary: .....  
(Town)..... Date Commenced: .....  
(County)..... Date of Leaving if applicable: .....  
(Postcode)..... Period of Notice:  
.....

Employers Name.....  
(if applicable)

Reason for leaving .....

Brief description of responsibilities .....

Number of additional sheets used.....

**OTHER PREVIOUS EMPLOYMENT** (chronologically listed) Please account for any gaps in employment.

Employers Name & Address	Dates	Position	Brief outline of responsibilities
			Number of additional sheets used.....

**SECTION 5 PERSONAL STATEMENT**

**YOUR PERSONAL STATEMENT SHOULD PROVIDE EVIDENCE/EXAMPLES OF HOW YOU MEET THE PERSON SPECIFICATION AND YOUR ABILITY TO CARRY OUT THE JOB DESCRIPTION.**

It is recommended that you use the headings provided to structure your statement. Please use a separate sheet if required.

Number of additional sheets used.....

## SECTION 6

### REFEREES

Please give the names, addresses and occupations of two referees, one of whom should be your present or last employer

First Referee	Second Referee
Name: .....	Name: .....
Address: .....	Address.....
(Town).....	(Town).....
(County).....	(County).....
(Postcode).....	(Postcode).....
E-mail address: .....	E-mail address: .....
Occupation.....	Occupation.....

**Please note that all references will be taken up prior to interviews.**

**Please note that it is not in the Trust's Policy to reimburse applicants for travel expenses incurred, should they be invited to an Interview.**

### CRIMINAL CONVICTIONS OR CAUTIONS

Do you have any criminal convictions, cautions or warnings Yes  No

Please see information below and attached further guidance before answering this question.

A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list. The amendments to the Exceptions Order 1975 (2013) provide that 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 cautions and convictions can be found in the attached guidance.

**Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered 'spent' under the terms of the Act.**

Please give details of **ALL RELEVANT** convictions, cautions, reprimands or warnings

Number of additional sheets used.....

**OTHER DECLARATIONS**

1 Are you related to any member of the governing body (any canvassing direct or indirect will disqualify)

Yes  No

If yes, please give details: .....  
.....  
.....  
.....

3 To the best of my knowledge and belief, the information on this application form is correct.

Signed.....

Date.....

**Please return this completed application in an envelope marked Private & Confidential to:**

**Mrs M Sortwell  
Pemberley Academy  
Hodings Road  
Harlow  
CM20 1NW**

**Closing date:** \_\_\_\_\_