

**MULBERRY UTC JOB APPLICATION FORM**

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| **POST TITLE:** |

Only the information you provide in the application form will be considered. A curriculum vitae is not an acceptable form of application. Applications received after the closing date will not normally be considered.

**Return the completed application to:**

Reyhana Sedoo Telephone: +44 (0)203 137 7024

Mulberry UTC

64 Parnell Road Email: [**hr@mulberryutc.org**](mailto:hr@mulberryutc.org)

London E3 2RU

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| **PERSONAL DETAILS** |

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| Title: Dr/Mr/Mrs/Ms/Miss/Other: | Are you applying for a job share? | Yes |  | No |  |
| Surname/Family Name: | First Name(s): | | | | |
| Address: | Telephone Number (Home): | | | | |
| Telephone Number (Business): | | | | |
| Telephone Number (Mobile): | | | | |
| Email: | | | | |
| Post Code: |
| Address for Correspondence (if different from home address) | N.I. No: | | | | |
| DFE No: | | | | |

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| Where did you see or hear of this job? (if online please state the website) | | | | |
| Do you hold a current driving licence | Yes |  | No |  |
| Is it a Full / Provisional / PCV Licence/Other? | | | | |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment with the UTC?  Yes ☐ No ☐  If Yes, please provide details: | | | | |
| If you are successful in your application, would you require a work permit prior to taking up employment?  Yes ☐ No ☐  ***Applicants should not that failure to declare any restrictions to employment or the need for a work permit could lead to termination of service.*** | | | | |

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| **2. Employment History** |

Please give details of all jobs held including part time and unpaid work, starting with your present/last employer. You are required to account for, or give an explanation for any gaps in your employment history, including any period of unemployment, travelling, career breaks, parenting breaks etc.

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| **Present Employment** | |
| Job Title: | Employer: |
| Current Salary: | Address: |
| Current Scale if applicable: |
| Employed from: | Employed to: |
| Notice Required: | Reason for leaving: |
| Please give a brief description of current duties, responsibilities and achievements. | |

Employment History Continued

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| **Previous Employment** | | | | | |
| Start date (MM/YY) | End date (MM/YY) | Employer (Name and Full Address) | Title, Jobs held and main duties | Salary/Grade | Reason for leaving |
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| **3. Educational/Technical/Professional Qualifications** |

(Please name any institute or professional body in full, rather than using initials)

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| **Secondary Education** | | | |
| Where Attained | Subjects/Qualifications | Grade | Dates (month and years) |
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| **Higher Education** | | | |
| Where Attained | Subjects/Qualifications | Grade | Dates (month and years) |
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| **Teaching Qualifications** | | | |
| Where Attained | Subjects/Qualifications | Year | Grade |
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| **Qualifications being studied for (if applicable)** | | | |
| Where Attained | Subjects/Qualifications | Year | Grade |
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| **4. Details of relevant training courses** |

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| Training provider | Course | Qualification/Certificate | Dates Achieved |
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| **5. Details of any relevant membership of professional institutes/ bodies** |

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| Professional Body/ Institute | Membership Number | Level of membership | Date |
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| **6. Relevant Knowledge, Experience & Skills** |

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| You are required to address each of the requirements on the person specification for the post. Demonstrate how you meet the criteria in relation to the person specification. You should draw on experience from your current or previous roles or from other relevant situations outside of work. Please provide examples. You may prefer to attach your supporting statement as a separate document. Your statement should be no longer than 3 sides of A4. |
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| **7. Applicant Commitment to Safeguarding** |

The Mulberry Schools Trust is committed to safeguarding & promoting the welfare of children and young people, as well as adults at risk, in line with the ‘Keeping Children Safe in Education 2015’ statutory guidance issued by the Department for Education and expects all staff and volunteers to share this commitment.

**Agreement Statement**

By signing this declaration I confirm that I understand and agree with the school’s commitment to safeguarding.

I confirm that I am not disqualified from work with children, or subject to any sanctions imposed by a regulatory body. I am aware that this post requires an Enhanced Disclosure from the DBS.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **8. References** |

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| Please indicate two people who can provide references, one of whom must be your present or most recent employer: | |
| Name:  Address:  Tel. No.  Email:  Occupation:  Relationship (e.g. Manager):  Please note references will be taken up prior to interview for all shortlisted candidates | Name:  Address:  Tel. No.  Email:  Occupation:  Relationship (e.g. Manager):  Please note references will be taken up prior to interview for all shortlisted candidates |

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| **9. Declarations** |

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| **Declaration**  To the best of my knowledge and belief the information I have given is correct. I understand if I have knowingly given false information that my application will be disqualified or if already appointed, disciplinary action taken. I am also aware of and agree to accept the conditions set out in the accompanying information relating to provision of information of criminal convictions.  ***Signed: Date:*** |

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| **Declaration of Criminal Offences**  The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as “spent” under this Act. \* The information you give will be treated in confidence.  All information given will be treated in the strictest confidence and will be used for this job application only. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors, which may be relevant.  \*You should specify all convictions and cautions including dates and nature of offence on a separate sheet of paper and place in an envelope separate to this application form. The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. |

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| **Data Protection Act 1998**  I hereby give my consent for personal information (including recruitment monitoring) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.  ***Signed: Date:*** |