 

**drb Ignite Academy Trust**

Expression of Interest Application

**CONFIDENTIAL**

|  |  |
| --- | --- |
| **Job Title** |  |
| **Applicant Name** |  |

Thank you for requesting an Expression of Interest form for the above vacancy. We will use this form to help decide your suitability for this role so please make sure that it is accurate and complete. Please ensure that you complete all sections of this form in black ink or type face to assist with photocopying of the form. Please do not send your Curriculum Vitae or any testimonials unless requested.

Please return your completed application form no later than the closing date to the address shown below. Late applications may not be considered.

Electronic Expression of Interest forms are preferred; please send to: rhawkings@drbignitemat.org.

drb Ignite Academies Trust

2nd Floor

3 Brindleyplace

Birmingham

B1 2JB



**1. Personal Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | |  |
| Surname/Family Name |  | | Preferred form of address e.g. Mr, Mrs, etc. | |  |  |
|  |  | |  | |  |  |
| Forename(s) |  | | Date of Birth (DD/MM/YYYY) | | /  / |  |
|  |  | |  | |  |  |
| Home Telephone |  | | Mobile Telephone | |  |  |
|  |  | |  | |  |  |
| Email address |  | | NI Number | |  |  |
|  |  | |  | |  |  |
| Address |  | | | | |  |
|  |  |  | |  | | |
| Postcode |  |  | |  | | |
|  |  |  | |  | | |
| Two Ticks  Under the 'Two Ticks' Scheme the drb Ignite Academy Trust undertakes to interview disabled people who meet the minimum essential criteria detailed on the person specification.  For these purposes, disability is defined as any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.  Do you consider that you would qualify for an interview under the Scheme  Yes  No  If you need any particular arrangements to be made for interview e.g. access, sign interpreter, induction loop system, taping of documents etc., please specify them below:   |  | | --- | |  | | | | | | | |
| Canvassing and Relationships  If you are related to or have a close personal relationship with a Trustee, Governor, employee or pupil currently attending a school in the Trust, please state their name and relationship to you.   |  | | --- | |  |   Note: Canvassing will lead to disqualification for appointment | | | | | | |

2. Education, Training and Qualifications

###### Please give brief details of all training and other courses you have undertaken which are relevant to this post

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of School/College/University  attended | From - To | | Qualifications  including grades | | Date obtained |
| 1. Schools (after age 11) | | | | | |
|  |  | |  | |  |
| 2. Further or Higher Education (Full or Part Time) | | | | | |
|  |  | |  | |  |
| 3. Professional or other courses including training courses attended, NVQs etc. | | | | | |
|  | Duration | | Name of any qualification awarded and date | | |
|  |  | |  | | |
| 4. Current membership of professional organisations | | | | | |
|  | | | | | |
| 5. Driving Qualifications | | | | | |
| Do you hold a current, valid full driving license?  Please describe e.g. Car/LGV/PCV | | Yes | | No | |
| Do you own a car? | | Yes | | No | |
| Do you have access to one? | | Yes | | No | |

3. Employment/Work Experience

###### Please include any previous experience either paid, unpaid or voluntary starting with the most recent

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3a. Current | | | | | | | | |
| Employer’s name and address including work base address if different | Position Held | | Present Salary | Dates  From - To | | | | Period of Notice |
|  |  | |  |  | | | |  |
| Duties | | | | | | | |
|  | | | | | | | |
| 3b. Previous | | | | | | | | |
| Employer/Organisations  (most recent first) | | Position held and brief description of duties/responsibilities | | | Dates  Months/Year  From - To | | Reasons for leaving and final salary | |
|  | |  | | |  |  |  | |

4. Additional Information

###### Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the Job Description and Person Specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

|  |
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|  |

**5. Convictions/Disqualifications**

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| --- |
|  |
| EXEMPT EMPLOYMENT  As the work of this post involves working with children, other vulnerable groups or in a position of trust it is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. The Trust will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions.  If this post meets 'Regulated Activity' (as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) the relevant barred list(s) for children and adults will also be checked.  You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as these will be supplied by the DBS. Please see: [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates) for information regarding filtering of convictions.  Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in the withdrawal of your application or dismissal from any job offer in relation to this form.  Do you have any unspent and unfiltered spent criminal convictions, disqualifications, cautions or driving offences? Y/N  If you have answered Yes, please give further details below. |

6. References

Please give details of two people, one of which should normally be your current line manager, who are able and willing to comment on your suitability for this job. (Please see notes attached)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |
| Name |  | | | Name |  | | |  |
|  | | | | | | | |
| Address |  | | | Address |  | | |
|  | | | | | | | |
| Telephone number |  | | | Telephone number |  | | |
|  | | | | | | | |
| Email address |  | | | Email address |  | | |
|  | | | | | | | |
| Relationship to you e.g. manager, colleague, etc. |  | | | Relationship to you e.g. manager, colleague, etc. |  | | |
|  | | | | | | | |
| Do you wish to be consulted before this referee is approached? | | Yes | No | Do you wish to be consulted before this referee is approached? | | Yes | No |

7. Declaration

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I confirm that I have read the information given to me about this job and that I do not have any physical or medical impairment, which, without reasonable adjustment would prevent me from carrying out the duties of this job. I declare that all the information given in this application is correct and complete. I understand that if any information I have provided is found to be untrue any offer may be withdrawn, or any contract of employment may be terminated.  I can confirm that I am not subject to a direction under Section 142 of the Education Act 2002 or Section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.  I also consent to the Trust recording and processing the information detailed in this application form. I understand that this information may be used by the Trust in pursuance of its business purposes and my consent is conditional upon the Trust complying with their obligations under the Data Protection Act 1998.  I consent to the Trust making direct contact with the people specified as my referees to verify the reference. | | | | | | | | | | | | | | | | | | |  | |
| Signature | | | |  | | | | | | | Date | | |  | | | | |
| Where this form is submitted electronically and without signature, electronic receipt of this form by the Trust will be deemed equivalent submission of a signed version and will constitute confirmation of declaration. | | | | | | | | | | | | | | | | | | |
| Equal Opportunities Monitoring Form  The drb Ignite Academy Trust is committed to the elimination of all forms of unjustifiable discrimination. The Trust will actively pursue equality of opportunity for all by seeking to ensure that all prospective and existing employees are treated fairly. Personal circumstances and characteristics will only be taken into account when they can be justified as being relevant to employment. To enable the Trust to constantly monitor itself to ensure this commitment is fulfilled, we would ask all applicants to complete the questions detailed below  This information will be treated as completely confidential and will be used for monitoring purposes  only. This information will be detached from the application form on receipt and will not be  considered during the selection process. | | | | | | | | | | | | | | | | | | |
|  | Please tick as appropriate:  1. Which of the following do you consider to be your ethnic origin?  (tick only one box), see below for explanatory notes. | | | | | | | | | | | | | | |  | | |
|  | White British (AWB) | | | White and Black Caribbean (BWBC) | | | | | | | Indian (CIN) | | | |
|  | White Irish (AWI) | | | White and Black African (BWBA) | | | | | | | Pakistani (CP) | | | |
|  | White Other (AWO) | | | White and Asian (BWA) | | | | | | | Bangladeshi (CB) | | | |
|  | Chinese (ECH) | | | Mixed Other (BMO) | | | | | | | Asian Other (CAO) | | | |
|  | Caribbean (DBC) | | | African (DBA) | | | | | | | Black Other (DBO) | | | |
|  | | | | | | |  | | | |
|  | Other Ethnic Group (EOE) (Please describe) | | | | |  | | | | | | | |  |
| 2. Are you  Male  Female  3. Do you have a disability?  Yes  No | | | | | | | | | | | | | | |
| 4. Please tick the age band currently applicable to you | | | | | | | | | | | | | | |
| i. up to 19 | | | ii. 20-29 | | iii. 30-39 | | iv. 40-49 | | | v. 50-65 | | | vi. Over 65 | |
| Where did you see this post advertised? | | | | | | | | |  | | | | | | | |  | |
| **Monitoring Form Explanatory Notes**  The ethnic groups set out above are those recommended by the Commission for Racial Equality and used in the 2001 Census.  Ethnic origin questions are not about nationality, place of birth or citizenship, they are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated.  If you are descended from more than one ethnic group, please tick the group to which you consider you belong or tick the ‘other ethnic group’ box and give details in the space provided above. | | | | | | | | | | | | | | | | | | |

**REQUIREMENT FOR REFERENCES**

Please see below guidance and information relating to the requirement for references.

* All candidates should provide details of two referees who are able to comment on your suitability for employment. Relatives or friends should not be provided as a referee.
* At least one of the referees should be your current employer. If you are unable to provide this, e.g. if you are joining us directly from the education system, at least one referee from a person in a position of responsibility, who has knowledge of you, should be provided. This could be your tutor or lecturer.
* If you are not currently working with children, you should also provide details of a contact from your last post working with children. (N.B. The interview will include a section where suitability for working with children will be explored, regardless of whether or not you have previously worked with Children).
* References will be requested from referees for those applicants that have been shortlisted for interview. These will be requested prior to the interview.

If you are unclear as to who should be provided as your two referees, please do not hesitate to contact the Trust for further guidance.