**APPLICATION FORM**

**Please return by e-mail to: recruitment@methodistschools.org.uk**

**Closing Date for applications: 5pm Friday 3 May 2024**

### Privacy Notice and Retention Policy: <https://www.methodistschools.org.uk/main/privacy-policy>

| **Personal details** | |
| --- | --- |
| Title:  Surname:  Previous Surname(s): | First Names: |
| Date of Birth: | National Insurance Number: |
| Current Address: | Home Telephone Number:  Mobile Telephone Number:  Email Address: |

| **Details of present or most recent employment** | |
| --- | --- |
| Position/Job Title: | |
| From: | To: |
| Employer’s Name and Address: | Salary and other benefits/package: |
| Main Duties and Responsibilities: | |
| Reason for Leaving: | |

| **Details of previous roles – start with next most recent** | |
| --- | --- |
| Position/Job Title: | |
| From: | To: |
| Employer’s Name and Address: | Salary and other benefits/package: |
| Main Duties and Responsibilities: | |
| Reason for Leaving: | |

| **Details of previous roles** | |
| --- | --- |
| Position/Job Title: | |
| From: | To: |
| Employer’s Name and Address: | Salary and other benefits/package: |
| Main Duties and Responsibilities: | |
| Reason for Leaving: | |

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| Main Duties and Responsibilities: | |
| Reason for Leaving: | |

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| Please provide a summary list below of any other posts held, with dates  Add further rows if required | |
| **Job title and organisation** | **Dates** |
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| If there are any gaps in your employment or education history (i.e. start and finish dates are not continuous), please explain them here: |

| **Education and Qualifications – Higher and Professional Education** | | | |
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| **Name and address of university / other institution** | **Dates attended** | | **Qualifications obtained**  **With grade/level and name of awarding body** |
| **from (mm/yyyy)** | **To**  **(mm/yyyy)** |
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| **Education and Qualifications – Secondary and Further Education**  Please give details of secondary and further education including any A Levels or equivalent vocational qualifications | | | |
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| **Name and address of school or college** | **Dates attended** | | **Qualifications obtained**  **and grade/level** |
| **from (mm/yyyy)** | **To**  **(mm/yyyy)** |
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| **Other relevant training**  Please give details of any other relevant training and/or qualifications: | | | |
| --- | --- | --- | --- |
| **Course title and supplier** | **Dates attended** | | **Qualifications obtained**  **and grade/level** |
| **from (mm/yyyy)** | **To**  **(mm/yyyy)** |
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| **Leisure interests, hobbies, membership of organisations**  Please give information here about other interests and pastimes |
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| **References** | |
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| Please supply the names and contact details of a least two referees who can comment on your suitability for this position. One should be your current or most recent employer.  (NB References will not be accepted from relatives or persons who only know you as a friend). | |
| Name:  Position: | In what capacity do you know the referee? |
| Name of Organisation:  Address: | Telephone Number:  Email Address: |

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| --- | --- |
| Name:  Position: | In what capacity do you know the referee? |
| Name of Organisation:  Address: | Telephone Number:  Email Address: |

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| **Please note that we will contact the above referees if you are short-listed for this post following first round interviews and will need to take up at least one reference before final interview**.  **If you have any concerns about this please note this here:** |

| **Personal Statement** |
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| Please set out here your reasons for applying and demonstrate your suitability for the position with reference to the information provided in the job description and person specification: |
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| **Personal Statement (ctd)** |
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| **Equal Opportunities Statement** |
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| Methodist Independent Schools Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We are an equal opportunities employer and the questions in this section are designed to try and ensure that we do not discriminate against any applicant and our policy of equal opportunities is implemented. |

| **Accessibility** |
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| Methodist Independent Schools Trust welcomes applications from people with disabilities. Please advise below if we need to make any reasonable adjustments to enable you to attend interview or take up employment with us: |

| **Declaration** |
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| I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post in question.  Print Name:  Signed:  Date: |

| **Right to work in the UK** |
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| Nationality:  Residence status:  Any restrictions on your right to work in the UK:  Please note that we will need to see original documentation confirming the information provided here. |

| **Where did you see this post advertised?** |
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| It would be helpful for us if you could let us know how you found out about this vacancy: |

| **Personal Declaration** |
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| The position for which you are applying may involve contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions, you are not entitled to withhold information about police cautions, ‘bind-overs’ or any criminal convictions including any that would otherwise be considered ‘spent’ under the Act. 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.  Have you ever been convicted of any offence or ’bound-over’ or given a caution? YES / NO  If yes, please give details in a separate email marked ‘Confidential Disclosure’ |
| **I understand that if my application is successful, I may be required to obtain an enhanced DBS check with the Disclosure and Barring Service.**  **I declare that the information I have given on this form is complete and accurate. I understand that to knowingly give false information, or to omit information could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.**  **I understand that any offer of employment made by MIST will be conditional on satisfactory references, proof of my right to work in the UK, and verification of any relevant qualifications.**  Print Name:  Signed:  Date: |