



Office Use	Application Reference	
	Date Received	

Application for Employment James Montgomery Academy Trust

Job Details

Position applied for:	Job reference number:
Name of school:	Closing date:
Where did you find out about this job? (Website, vacancy platforms etc)	

Personal Details

Title: Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other (please specify) ☒									
Last Name:					First Name(s)				
Former Name:									
Address:								Current driving licence? Yes ☐ No ☐	
Postcode:					Email address:				
Mobile No:				Home Tel:			Work Tel:		
National Insurance Number:									

Current Employer:

Current employer name and address:	Job title:
	Current salary/scale:
Name of school:	Date of appointment:

Education and Training – please note all relevant original certificates will be examined at interview

(i) Schools (up to age 18)

Name of School	Qualification		Date
	Subject	Grade	

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(ii) Further / Higher Education (please indicate where full/part time)

Name of College, University or Awarding Body	Qualification			Date
	Subject	Degree/certificate	Honours/Pass, etc	

(iii) For Teaching Posts Only

Are you recognised by the DfE as a qualified teacher in this country? Yes ☐ No ☐

DfE Teacher reference number:

Date of Award of QTS:

Date of completion of statutory induction (Newly Qualified Teachers) or number of terms towards induction completed:

(iv) Membership of Professional and/or Technical Organisations (if applicable)

Organisation	Type of Registration	Registration Number	Renewal Date

(v) Relevant Professional Development – courses, programmes other than already stated above

Title	Length	Date	Qualification if appropriate

Full Employment History

Please list all previous jobs (paid or unpaid) starting with **most recent job** first. Include dates and explanations for periods of non-employment
Use extra sheets if required.

Please clarify any gaps in your employment

Employer/school name and address:

Start date:

End date (if applicable)

Brief description of duties - give type of school and number on roll if applicable

Position held:

Reason for leaving:

Current salary point:

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Employer/school name and address:	Start date:	End date (if applicable)
Brief description of duties - give type of school and number on roll if applicable		
Position held:	Reason for leaving:	
Employer/school name and address:	Start date:	End date (if applicable)
Brief description of duties - give type of school and number on roll if applicable		
Position held:	Reason for leaving:	
Employer/school name and address:	Start date:	End date (if applicable)
Brief description of duties - give type of school and number on roll if applicable		
Position held:	Reason for leaving:	
Employer/school name and address:	Start date:	End date (if applicable)
Brief description of duties - give type of school and number on roll if applicable		
Position held:	Reason for leaving:	
Employer/school name and address:	Start date:	End date (if applicable)
Brief description of duties - give type of school and number on roll if applicable		
Position held:	Reason for leaving:	

Other relevant work and information you may wish to include - include work experience, voluntary or unpaid work

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References

(i) Please list your most current two employers.

(ii) If you have worked with children previously but are not currently doing so, you must provide details of this employer as it is our policy to seek a reference from the last employment where you worked with children. References will be sought for shortlisted candidates in advance of the interview.

Referee 1

Name:

Position:

Address:

Postcode:

Contact Number:

Email address:

Type of reference (please indicate)

Employer ☐ Personal ☐ Academic ☐

Referee 2

Name:

Position:

Address:

Postcode:

Contact Number:

Email address:

Type of reference (please indicate)

Employer ☐ Personal ☐ Academic ☐

Referee 3

Name:

Position:

Address:

Postcode:

Contact Number:

Email address:

Type of reference (please indicate)

Employer ☐ Personal ☐ Academic ☐

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Information in support of application

Using the Job Description and Person Specification please explain how your knowledge, skills and experience relates to the post for which you are applying. Please also include the reason why you are applying for the post. These skills may have been gained through paid employment, domestic responsibilities, voluntary/ community work, spare time activities, education and training. If necessary you may provide further required information on a separate sheet:

Teaching Posts Only

Do you receive a teacher's pension?

Yes ☐ No ☐

Do you require any adjustments to participate in the recruitment process Yes / No

Eligibility to work in the UK – Before you commence working, you must provide evidence to demonstrate your right to work in the United Kingdom. If you are appointed to a post, you will receive further guidance.

Are you eligible to work in the UK?	Yes ☐ No ☐
Is this subject to a work permit or visa?	Yes ☐ No ☐

Declaration One

I confirm that I am not disqualified from working with children or subject to a current investigation involving the safeguarding of children.

Your signature: _____ Date: _____

Please note that the successful applicant will be required to provide an enhanced DBS disclosure at the appropriate level for this post. Please note that an electronic signature is considered as your signature in agreeing this statement.

Declaration Two

Are you related to any Trustee, senior employee of the Trust, governor or head teacher from the school for which you are applying for employment?

Yes ☐ No ☐

If 'Yes', please give details below:

Name: _____ Job title: _____ Relationship to you: _____

Agreement and Consent

We advise applicants that the data held by James Montgomery Trust in respect of employment will be used for cross-system and Trust comparison purposes for the prevention and detection of fraud. The information detailed in this application form will be used to process your application and in line with JMAT Recruitment and Selection process. The lawful basis for processing this information is with a view to entering a contract with you.

Your information may be shared may be shared with payroll/ in their role as data processor under the terms of the service level agreement where they have a legitimate business need to access it and externally where required for the recruitment process, for example, to obtain references or where background checks are required. Your information will only be shared where necessary, and in accordance with data protection law. If successful, this form will be retained on your personnel file and kept for a period of 6 years after the termination of your employment. Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.

Information on how JMAT processes your personal data, organisations we may share your data with, your rights as a data-subject and contact details for any enquiries can be found on our website.

I declare that the information I have given in this application is true and accurate. I understand that if I have made any false or misleading statements, or withheld any relevant information will disqualify me from the appointment and if appointed, may result in disciplinary action including dismissal.

Your signature: _____ Date: _____

Print name: _____

By printing your name above, it will be treated as an electronic signature provided by yourself and will be legally binding for any future challenges regarding accuracy.

The Directors of James Montgomery Academy Trust are committed to safeguarding and promoting the welfare of children, applicants will undergo child protection screening appropriate to the post, including checks with previous employers. Successful applicants will undergo an Enhanced DBS check and a Barred List check.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions are 'protected'. These 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 on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Shortlisted candidates will be emailed a self-disclosure form together with a flow chart detailing what is 'protected' under the Act and should not be disclosed. **This MUST be returned before interview.**

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Please ensure you complete the equal opportunities monitoring form and return with your application form.

The information collected in this form is used for statistical monitoring purposes and will be recorded on a computer database. Access to this information will be security controlled.

Job Title applied for:		Ref Number:	
Nationality (please state)			

Gender:	
Female	
Male	
Trans-Gender	
Prefer not to say	

Sexual Orientation:	
Bisexual	
Gay Man	
Gay Woman / Lesbian	
Heterosexual	
Prefer not to say	

Age Band:	
16-24 years	
25-34 years	
35-49 years	
50-54 years	
55 and over years	
Prefer not to say	

Do you consider yourself to have a disability?	
Yes	
No	
Prefer not to say	

Where did you see the vacancy advertised?	
JMAT website	
Local Government recruitment	
Tes	
Other	

Ethnic Origin:	
White	
• British	
• Irish	
• White Other	
Asian or Asian British	
• Bangladeshi	
• Indian	
• Pakistani	
• Any Other Asian	
Black and Black British	
• African	
• Caribbean	
• Any Other Black	
Mixed	
• White & Asian	
• White & Black African	
• White & Black Caribbean	
• Any Other Mixed	
Other	
• Chinese	
• Any Other	
• Prefer not to say	

Religion / Belief:	
Buddhist	
Christian	
Hindu	
Jewish	
Muslim	
Sikh	
Other	
None	
Prefer not to say	