

## Guidance Notes — Job Application Form in Microsoft Word Format

This form should only be used to make applications for advertised vacancies at The Gallery Trust

You are advised to save this form to your hard drive so it can be completed in your own time and at your own pace. To save it, click on "**F**ile", then "**S**ave **A**s..." and finally click the **S**ave button (you can change the filename and location if you wish).

### How to submit your job application form

1. Please fill in the pages that follow. The \* symbol indicates fields that must be completed before submitting this form.

The form is designed for completion using Microsoft Word or a compatible word processing program.

Use the grey text areas and selection boxes to complete the form. The grey text areas (fields) will expand to accommodate information such as an address. Within the fields you can use the **Enter** key to start a new line. You can use the **Tab** key to move to the next field on the form. Each form field displays additional information in Word's status bar at the bottom of the screen. Press the **F1** key for further help with each field.

If you wish to include more information than can be contained in the form fields (for example, more than four previous jobs), please put any additional information in the "*Relevant Skills and Experience*" section.

Please help us to meet our statutory requirements by completing the Equal Opportunities section of the application form.

2. Save the document.

3. When you have finished, attach the document to an email, and return it to the email address given in the job information pack.

4. Alternatively you can print the completed document and send it by post to the address given in the information pack.

Please note: we **DO NOT** accept unaccompanied CVs. We will only consider a CV as supplementary to a fully completed application form.

If you need to change your application after it has been submitted (for example, to change a referee's contact information) please contact us **before** sending a second copy of your application form.

**Note** our email is not encrypted. However, The Gallery Trust ensures that only staff who have a business reason to look at your information or data can do so. Staff cannot look at your information or data for personal reasons or out of curiosity. We will comply with the Data Protection Act 1998 in connection with our obligations under the Terms. You should be aware that owing to the nature of email your data may pass through countries that do not have comparative data protection laws.

## Application for Employment Safer Recruitment and School Support

### CONFIDENTIAL

Please read the Guidance Notes above before completing this form

Post details			
Post applied for	*	School/Academy	*
Personal details			
Title (Mr, Mrs, etc.)	*		
First name	*		
Middle name			
Surname (family name)	*		
All previous surnames			
National Insurance number	*		

Address details	
House name/ number & street	*
Address Line 2	
Town	*
County	
Postcode	*
Home phone	
Work phone	
Mobile phone	*
Email address (Our main method of contacting you will be through the e-mail address you provide here)	*

(form continues below)

Current employment or occupation	
<b>Job Title</b> (or course details if currently a student)	
<b>Current employer's name and address</b> (or school/ college/ university)	
<b>Current salary</b> (If part time, include percentage of full time)	
<b>Date started</b> (month/ year)	
<b>Number of pupils on roll</b> (only applicable for Teacher applications)	
<b>Age Group Taught</b> (only applicable for Teacher applications)	

Previous employment or occupation				
<p>Please give a full history, in chronological order, starting with your most recent occupation and ending with your first occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training please record these providing an explanation (e.g. looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc). Provide start and end dates for all occupations. If you have further periods please place on a numbered continuation sheet.</p>				
Job title or Occupation	Employer's name or Activity	Date started (month/ year)	Date left (month/ year)	Reason for leaving

(form continues below)

<b>Qualifications</b>			
<p>Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications). If you are shortlisted for an interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.</p> <p>If you need to add further qualifications, please put these in the <i>Relevant Skills and Experience</i> section.</p>			
Do you have Qualified Teacher Status (QTS)?		Yes / No	
Teacher Reference Number (if applicable)			
Name at time of degree, qualification or PGCE (if different)			
Name of qualification	Subjects and grades or results expected	School/ College/ University attended	Date awarded (month/ year)

<b>Membership of professional bodies</b>			
<p>Please give details of any professional bodies to which you belong. If you need to add further bodies, please put these in the <i>Relevant Skills and Experience</i> section.</p>			
Name of professional body	Level of membership	Membership number	Date of membership

(form continues below)

Training	
Please list any additional training you have undertaken which is relevant to the post for which you are applying. If you need to add further items, please put these in the <i>Relevant Skills and Experience</i> section.	
Name of course	Date completed (month/ year)

Relevant skills and experience
<p>Please show by giving examples of any experiences, behaviours and skills of how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life.</p> <p>This field will expand as necessary to contain your details. You can cut and paste information into this field, but formatting (bullet points, bold font, etc.) may be lost. It is advisable to save your work regularly.</p> <p><b>Please use this text field to describe your relevant skills and experience:</b></p>

(form continues below)

<b>Referees</b>			
<p>Please give details of at least two referees who can confirm that you meet the selection criteria for the post. <b>Your referees should not be related to you in any way nor writing solely as a colleague or friend.</b> If you are (or have recently been) employed, one <b>must</b> be your current or last employer.</p> <p>If you work in an education setting or have previously, the first referee <b>must be</b> the Head Teacher or Manager (for Nurseries).</p> <p>If you are (or have recently been) a student, one should be a senior staff member from your place of study.</p> <p><b><u>Please note that we take up references prior to interview</u></b> for all shortlisted candidates. The Trust will approach previous employers for information to verify particular experience or qualifications, prior to interview.</p>			
Referees:	Referee 1 (Current or most recent line manager)	Referee 2	Referee 3
Title	*	*	
First name	*	*	
Surname (family name)	*	*	
Organisation name and position of referee	*	*	
Address	*	*	
Postcode	*	*	
Telephone (inc. area code)	*	*	
Fax number (inc. area code)			
Email address	*	*	
<p>If you do not wish us to contact a referee before interview, please provide the extenuating circumstances below:</p> <div style="height: 100px; border: 1px solid black;"></div>			

(form continues below)

Additional details	
Do you know anyone that is an employee or governor of The Gallery Trust?	
If you have answered "Yes" to the question above, please provide details:	
Do you require sponsorship under the UK points based registration system?	* Yes/No
If you answered "Yes" to the question above, please provide details	
When would you be available to start work?	
Where did you see this post advertised? (please tick). Website <input type="checkbox"/> Publication <input type="checkbox"/> Other <input type="checkbox"/> If other, please provide details of where you saw this post:	

Convictions
<p>The Gallery Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check, and other relevant checks with statutory bodies.</p> <p>All candidates that are <u>shortlisted</u> for interview will be required to complete a self-declaration form, which provides the opportunity to share relevant information, including declaration of any relevant convictions, cautions, or other matters which may affect their suitability to work with children. The information provided can then be discussed and considered at interview before the DBS certificate is received. You are not required to share this information at the application stage, and will only be asked to complete the form if you are shortlisted for an interview.</p> <p>We comply with the Disclosure and Barring Service (DBS) code of practice and have a written recruitment and selection policy.</p>

(form continues below)

### Data Protection Statement

The Gallery Trust will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees and from carrying out security or DBS checks (when such checks are relevant to the post), to assess your suitability for employment with us, for administration and management purposes and for statistical analysis. We may disclose your information to our service providers and agents for these purposes and **by submitting this application form you are consenting to our processing this for the purposes above.**

If your application is unsuccessful, we will keep your information for 12 months in accordance with legal requirements and for administration purposes.

Under the Data Protection Act 1998 you have a right of access to the information we hold about you for which we may charge a small fee, and you have a right to correct any inaccuracies in your information. Please contact the Head Teacher, The Gallery Trust, Iffley Turn, Oxford, OX4 4DU. Tel: 01865 747606.

### Declaration

**You cannot sign this form on screen.** By submitting this form as an email attachment you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.

The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection statement contained in this document.

Signed		Date	
--------	--	------	--

(form continues below)



### Equal opportunities

The Gallery Trust is an equal opportunity employer and is committed to promoting equality and social inclusion. The Gallery Trust operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help The Gallery Trust monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.

This information is confidential and does not form part of your application. It will be detached from your application form when it is received, and the information will not be taken into account when making the appointment. By providing this information, you are providing your explicit consent for its use for monitoring purposes only. It is not mandatory to provide this information.

### Personal details

Surname (family name)	
First name	
Date of birth (dd/mm/yyyy)	
Gender	
Sexual Orientation	
Do you consider that you have a disability?	
Religion and/or belief	
Are you currently employed by The Gallery Trust?	
To which of the following groups do you consider you belong?	Please select...

(form continues below)

### Information for candidates with a disability

The Gallery Trust welcomes applications from all sectors of the community, including candidates with a disability.

Oxfordshire Employment Service (an Oxfordshire County Council Service) provides information, advice and guidance on employment-related issues to applicants with a disability or long term health condition. For more information contact 01865 791606.

The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.”

You can obtain further advice from the Disability Rights Commission [www.drc-gb.org](http://www.drc-gb.org) or  
Tel: 0845 604 6610

### Arrangements if selected for interview

If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were invited to interview:

Interview information on audio tape ☐

Interview information in large print format ☐

Sign language or other assistance with communication at interview ☐

Other assistance details:

Induction loop in interview room ☐

Wheelchair-accessible location for interview ☐

Car parking space for interview ☐

Facility for personal carer, assistant or other person to accompany you at interview ☐

Other requirements — please give details:

**Arrangements if appointed**

Please give details below of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed.