



# APPLICATION FORM

APPLICATION FOR THE POSITION OF:	
NAME:	

Macmillan Academy is an Equal Opportunity Employer committed to the development of positive policies to promote equal opportunity in employment regardless of sex, marital status, civil partnership status, sexual orientation, religion, politics, colour, race, ethnic origin, disability or age.

**When completed, please sign and return with your letter of application to:**

**Human Resources Department  
Macmillan Academy  
Stockton Road  
Middlesbrough  
TS5 4AG**



<b>Post 16 at Further/Tertiary College Education and Qualifications</b>					
Establishment Attended (name and address)	Dates		Qualifications Obtained	Grade	Year Taken
	From	To			

<b>7. FURTHER/HIGHER EDUCATION/QUALIFICATIONS</b>						
CERTIFICATE IN EDUCATION COURSES (including Post Graduate) <b>(to be completed by applicants to teaching posts only)</b>					Date of Award	
Name of Establishment						
<p>(please state the principal and subsidiary subjects)</p>						
<b>(to be completed by all applicants)</b>						
Degree or equivalent		Establishment	Full or Part Time Study		Subjects	Date of Award
Title	Class		FT	PT		

**8. PROFESSIONAL OR OTHER QUALIFICATIONS**

Name of Body/Institute	Level of Membership/Qualification	Year obtained

**9. PROFESSIONAL DEVELOPMENT**

Outline what measures you have taken to promote your professional development during the last five years, including both internal and external activities (use continuation sheet if necessary)



**11. PREVIOUS POSTS**

(applicants for teaching posts please only include previous teaching posts )

Name and address of employer/organisation (If school, please specify age range, number on roll and LEA)	Position held and reason for leaving	Dates		Salary	Scale or Grade
		From	To		

**12. OTHER EMPLOYMENT AND/OR VOLUNTARY WORK POST 18**

(applicants for teaching posts should include previous non-teaching employment here)

Name and address of employer/organisation	Position/voluntary role held and reason for leaving	Dates		Salary	Scale or Grade
		From	To		

### 13. REFERENCES

Please give the names of two professional referees. One of the referees must be your current or most recent employer, from whom a reference will normally be obtained. Macmillan Academy reserves the right to approach your current employer for a reference if they have not been named as one of your referees. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends. Please note that postal addresses are required as it is our policy to seek written references and any offer of employment is conditional upon receipt of satisfactory references.

#### Referee 1

Name:

Address:

Post Code:

Job title:

Telephone number:

Email:

May we contact this referee prior to interview? YES  NO

#### Referee 2

Name:

Address:

Post Code:

Job title:

Telephone number:

Email:

May we contact this referee prior to interview? YES  NO

### 14. Are you related to any member of the Macmillan Academy Board of Governors or to any other member of staff? (please tick)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If yes, please specify
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### 15. If you are appointed, what is the earliest date when you could take up the position applied for at Macmillan Academy?

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## 16. How did you hear about the vacancy?

- Newspaper (please specify) \_\_\_\_\_
- Website (please specify) \_\_\_\_\_
- Word of mouth
- Other (please specify) \_\_\_\_\_

## 17. DECLARATIONS

- I confirm that I am legally entitled to take employment in the UK. I understand that I will also be required to produce original documents as specified in the Asylum and Immigration Act 1996.
- I give my consent for Macmillan Academy to process my diversity monitoring information.
- I understand that, if successful, my appointment is subject to medical clearance, satisfactory references, enhanced DBS clearance and in appropriate cases professional registration will be required.
- I understand that, if I am successful, the information provided in this application form will be used to compile personnel records/file and for payroll purposes and may be disclosed to HM Revenue and Customs. The information will be processed both manually and automatically.
- I understand that providing false or misleading information during the recruitment and selection process may disqualify me from appointment or if appointed, may render me liable to dismissal. I confirm that the information I have given is to the best of my knowledge correct and complete.

Signed:

Date:

The information on this form will be held and used by Macmillan Academy in accordance with the provisions of the Data Protection Act 1998 and all relevant, subsequent legislation. This information will be held for the purposes of personnel/payroll administration, and statistical and business analysis. We will never sell or transfer your details to third parties for marketing purposes.