

COMPLETING THE APPLICATION FORM

Vacancy Details

Position – state the role you are applying for

Academy – state the location of the role, if you are applying for multiple locations please list them all

Personal Details

Please complete all relevant details, using your full legal name

Education Details (Secondary)

Provide details of your secondary education, including dates, school/s attended, and qualifications gained.

Education Details (Further/Higher)

provide details of any post 16 education, please ensure you include the subjects studied.

Experience

Provide details of any paid or voluntary work you have undertaken including work experience placements, volunteering, charity work, Saturday or summer jobs. If you have not worked then please write NA in the first box.

In Service Training/Professional Development

Provide details of any training you have undertaken that is relevant to the role, if you have not undertaken any training leave this section blank.

References

As you are applying for a school based role, we will need two referees, these cannot be friends or relatives. If you have worked then one must be your last employer. Suitable examples of referees are: School Form Tutor/Head Teacher, College Tutor, voluntary organisations that you are a member of e.g. Guides or Scouts.

Other Information in Support of Your Application

This is your opportunity to tell us about yourself and why you would be suitable for



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the role. This can include work experience, things you have done at school or in your personal life. Even if you have never worked you will still have developed skills and strengths, you might be part of a team and developed team working skills, you may have an excellent attendance record or have an interest that links to the role.

Disclosure

If you are invited to interview you will be asked to complete a self-declaration form.

Confirmation of Details

If you return your form via email, we will consider it to have been signed

Returning the Form

The form can be returned via email HR@collegiateacademy.org.uk