

CONFIDENTIAL - The information you provide on this form will be used for recruitment, selection and for employment contract purposes.

Please complete this application in black ink or by typing and submit it as stated in the job advertisement.

| | | |
|---|---------------|-------------------------------|
| POST APPLIED FOR (It is essential that candidates complete all details in this box so their application can be considered) | Job Title: | Finance Assistant |
| | Closing Date: | 4 th February 2025 |
| | School: | The Forge Trust Head Office |

Data protection

Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because:

- You consent to your data being processed
- Processing is necessary to evaluate your application for the position for which you have applied
- Processing is necessary for complying with legal obligations
- Processing is necessary for our legitimate interests

PART A: PERSONAL DETAILS

| | | | | | | | | | |
|------------------------------|----|--|----|--|--|----|--------|-------------------------|--|
| Last Name: | | | | | | | | | |
| First Name(s): | | | | | | | Title: | Dr/Miss/Mr/Mrs/Ms/Other | |
| All Previous Surnames | 1. | | 2. | | | 3. | | | |
| Address: (Address Line 1): | | | | | | | | | |
| (Address Line 2): | | | | | | | | | |
| (Address Line 3): | | | | | | | | | |
| Town / City: | | | | | | | | | |
| Post Code: | | | | | | | | | |
| National Insurance Number: | | | | | | | | | |
| Date of Birth (dd/mm/yyyy):* | | | | | | | | | |
| Ethnicity: | | | | | | | | | |
| Contact Phone Number: | | | | | | | | | |
| Email Address:* | | | | | | | | | |

* Required to complete your DBS and children barring check.

Are you currently employed by The Trust?

If so, please provide payroll number(s) in the additional information box on the next page.

YES NO

Have you ever been dismissed from a post within schools?

If so, please provide details in the additional information box on the next page.

YES NO

Are there any dates when you would not be available for interview?

If so, please provide details in the additional information box on the next page.

YES NO

Are you legally entitled to live and work in the United Kingdom in the accordance with the Asylum & Immigration Act 1996?

YES NO

Additional Information:

Please use this section to expand on any of the questions in Part A:

Empty box for additional information.

Disclosure and Barring and childcare disqualification

The Forge Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and The Forge Trust privacy statement.

Do you have a DBS certificate?: Yes No **Date of check:**

If you have lived or worked outside of the UK in the last 5 years The Forge Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?: Yes No

Right to work in the UK

The Forge Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

References: References for ALL shortlisted candidates will be requested prior to interview

| Please see notes below before completing | Reference 1 (Current/Most Recent Employer) | Reference 2 (Employer prior to current/most recent) |
|---|---|--|
| Referee's Name: | | |
| Job Title: | | |
| In what capacity is this person known to you? i.e Line Manager | | |
| Name/Address of organisation | | |
| Email:* | | |
| Telephone: | | |
| Please note:- <ul style="list-style-type: none"> ▪ At least TWO references for ALL shortlisted candidates will be requested prior to interview. By submitting this application for you agree to this practice. However, we may need to take up additional references from any previous employer. We will contact you for further information if we need to do so. ▪ Open references ('to whom it may concern') will not be accepted. ▪ To ensure the validity of the organisation, the email address of a referee should always be directed to the work/organisation email and not to a private email address. ▪ Referees should be an employer (i.e. manager) and not co-workers. | | |
| * Required. | | |

PART B: INFORMATION IN SUPPORT OF APPLICATION

Employment Record - Please provide details of your employment history during the past 10 years.

| Name & Address of Employer | Dates from/to (Month & Year) | Job Title, Brief Description of Duties & Salary | Reason for Leaving |
|----------------------------|------------------------------|---|--------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Please provide details of any breaks in employment (exceeding 6 weeks) during the last 10 years.

| |
|--|
| |
|--|

Educational, Training & Vocational Qualifications - Please provide details (including dates) of qualifications achieved. Please include short courses, apprenticeships, & any other training that supports your application & demonstrates your continuous professional development.

Professional Memberships - Please provide details (including membership number and level).

Additional Information in Support of your Application

Please read the Job Description and Person Specification carefully; then explain how your knowledge, skills and experience relate to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/community work, spare time activities, education and training.

| |
|--|
| |
|--|

We advise applicants that the data held by the Trust in respect of employment will be used for cross-system comparison purposes for the prevention & detection of fraud.

I understand that a medical examination may be necessary in connection with this post and that my appointment would be subject to satisfactory medical clearance.

I understand that any offer of employment is subject to obtaining suitable references and a satisfactory DBS check.

I declare that the information that I have given in this application is accurate and true.

I understand that providing misleading or false information will disqualify me from the appointment OR if appointed may result in disciplinary action including dismissal.

| | | | |
|---------------|--|-------------|--|
| Signed | | Date | |
|---------------|--|-------------|--|

Completed application forms should be returned to h.copeland@theforgetrust.co.uk