

# JOB APPLICATION FORM

## Mulberry Schools Trust

**The Mulberry Schools Trust (MST) is committed to safeguarding children and young people.  
All post holders are subject to a satisfactory Enhanced DBS check.**

**Only the information you provide in the application form will be considered. A curriculum vitae is not an acceptable form of application. Applications received after the closing date will not be considered.**

Application for the post of:	
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Section 1		Personal details	
Are you applying for a job share:		Yes	No
Title: Dr/Mr/Mrs/Ms/Miss/Other:			
Surname / Family Name:			
First name (s):			
Address:			
Post Code:			
Telephone	Daytime:	Mobile:	
Email:			
Where did you see or hear of this job? <i>(if online please state the website)</i>			
Are there any restrictions to your residence in the UK which might affect your right to take up employment with Mulberry Schools Trust?		Yes	No
If you are successful in your application, would you require a work permit prior to taking up employment?		Yes	No
<b>Applicants should note that failure to declare any restrictions to employment or the need for a work permit could lead to termination of service</b>			

**Please return your application to: [skainth@mulberryschoolstrust.org](mailto:skainth@mulberryschoolstrust.org)**

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<b>Section 2 Present Employment</b>
<i>If you are currently unemployed please confirm your current situation i.e. registered with JobCentre Plus, caring for relatives, raising family etc</i>

<b>Job Title:</b>	<b>Employer:</b>
<b>Current Salary / Scale:</b>	<b>Address</b>
<b>Employed from:</b>	
<b>Employed to:</b> <i>(if no longer employed)</i>	
<b>Notice Required:</b>	<b>Reason for leaving:</b> <i>(if no longer employed)</i>
<b>Please give a brief description of current duties, responsibilities and achievements.</b>	

<b>Section 3 Employment History</b>
<i>Please give details of all jobs held including part time and unpaid work. You are required to account for, or give an explanation for any gaps in your employment history, including any period of unemployment, travelling, career breaks, parenting breaks etc. ALL employment must be updated.</i>

Start date (MM/YY)	End date (MM/YY)	Employer (Name and Full address)	Title, jobs held and main duties	Salary/ Grade	Reason for leaving

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<b>Section 4</b>	<b>Education/Technical/Professional Qualifications</b>
<p><i>Qualifications obtained from secondary school, colleges and universities, Please list highest qualification first ALL qualifications must be listed:</i></p>	

<b>Secondary Education</b>			
College or University	Date attended from and to	Subjects	Qualifications and grades obtained
Secondary School	Dates attended from and to	Subjects	Qualifications and grades obtained

*Please continue on a separate sheet if necessary*

<b>Professional, Registered or other Qualifications</b>			
<p><i>Please list relevant courses attended in the past 5 years</i></p>			
Subject	Organising body	Dates (s)	Duration

*Please continue on a separate sheet if necessary*

<b>Section 5</b>	<b>Training and Development</b>
<p><i>Please give details on any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.</i></p>	
Title of Training Course	Duration of Course and date completed

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*Please continue on a separate sheet if necessary*

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*Mulberry Schools Trust is a charitable company limited by guarantee registered in England and Wales (Company No. 10035860). Company's registered office: Mulberry Schools Trust, Richard St, Commercial Road, London E1 2JP*

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**Section 6**

**Personal Statements**

*Please outline how your experience, training and personal qualities match the requirements of the job description and person specification.*

*Please continue on a separate sheet if necessary*

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Section 7	References
<i>Please give the names and addresses of your two most recent employers (if applicable) or school/college. If you are unable to do this, please clearly outline who your references are and their relationship to you.</i>	

	Reference 1		Reference 2
Title and name:	<input type="text"/>	Title and name:	<input type="text"/>
Position (Job title):	<input type="text"/>	Position (Job title):	<input type="text"/>
Relationship to applicant:	<input type="text"/>	Relationship to applicant:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Post code	<input type="text"/>	Post code	<input type="text"/>
Telephone no.	<input type="text"/>	Telephone no.	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

<p><b>Please indicate if we can contact your referees prior to interview upon receipt of application.</b></p> <p><i>Please note, it is the normal practice of the Trust to take up references prior to interview for all short-listed candidates unless specified otherwise.</i></p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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## Section 8

### Applicant Commitment to Safeguarding

Mulberry Schools Trust is committed to safeguarding & promoting the welfare of children and young people, as well as adults at risk, in line with the most recent 'Keeping Children Safe in Education' statutory guidance issued by the Department for Education and expects all staff and volunteers to share this commitment.

#### **Agreement Statement**

By signing this declaration I confirm that I understand and agree with the Trusts commitment to safeguarding

I confirm that I am not disqualified from work with children, or subject to any sanctions imposed by a regulatory body. I am aware that this post requires an enhanced disclosure from the DBS.

**Signature:**

**Print Name:**

**Date:**

## Section 9

### Declaration

To the best of my knowledge and belief the information I have given is correct. I understand if I have knowingly given false information that my application will be disqualified or if already appointed, disciplinary action taken. I am also aware of and agree to accept the conditions set out below

**Signature:**

**Date:**

### Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the Trust's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

If you are invited to interview you will be required to disclose your criminal record on an "Invitation to Interview" form and bring the completed form to interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a

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“regulated position” under the Criminal Justice & Courts Services Act 2000.

### GDPR 2018

I hereby give my consent for personal information (including recruitment monitoring) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the GDPR 2018.

**Signed:**

**Date**

### How to return this form

*Please ensure you have answered all questions*

### **By E-Mail:**

[skainth@mulberryschoolstrust.org](mailto:skainth@mulberryschoolstrust.org)

**All information supplied in this form will be treated in confidence**

***Please return your application to: [skainth@mulberryschoolstrust.org](mailto:skainth@mulberryschoolstrust.org)***