

**IT IS IMPORTANT THAT YOU READ THE GUIDANCE NOTES CAREFULLY
BEFORE COMPLETING YOUR APPLICATION FORM**

First of all read the job description and person specification carefully. Both of these are enclosed with this application.

The job description explains the principal responsibilities of the job role expected of the successfully candidate.

The person specification tells you the skills, knowledge and experience a person will need to have to be able to do the job. The person specification is divided up to show which attributes are **essential** and which are **desirable**.

Making use of the person specification: When completing the Supporting Information Section, use the person specification to help you pick out the relevant aspects of your experience, skills and knowledge. The shortlisting panel will be looking for evidence in your application form that you match each of the criteria on the person specification. It is important that you use examples in your application to show clearly how you meet the essential and desirable criteria.

The essential criteria are the minimum skills, knowledge and experience which you must have to be able to do the job. They are all of equal importance and you must show on your application form how you meet each of them.

The desirable criteria are those which will enable you to perform the job more effectively and will be used for shortlisting if a large number of applicants have all the essential criteria.

The best way to show that you match a particular criterion is to give examples which you feel will demonstrate to the shortlisting panel that you have the knowledge, skills and experience listed on the person specification. Examples do not need to be from your work experience and can be from other areas of your life.

COMPLETING YOUR APPLICATION FORM

- The preferred method of application is electronically via email, however, if completing manually then please complete your application clearly in black ink as it may be photocopied
- Take care to complete all sections on the application form. If you think some sections do not apply to you then write N/A in the section provided for your answer
- Before returning your application form check that you have completed all of the sections fully, put your name on any additional sheets and sign the form (electronic signature is acceptable) – original signature will be obtained on successful appointment
- **Please note that CVs will not be accepted as an alternative**
- **An application form containing anomalies or discrepancies will be scrutinised and may affect the short listing of your application**
- **An application form providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected**

It is important that you include all relevant information on your application form. The selection panel will not be able to make assumptions about your ability based on their (or anyone else's) knowledge of you.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All offers of employment are conditional upon receipt of;

- **satisfactory pre appointment checks, including references**
- **proof of required qualifications**
- **completion of Enhanced Disclosure and Barring application**
- **Please note that the discovery of any criminal offences not revealed by you in your signed declaration, in accordance with the requirements of the post, may lead to dismissal or other disciplinary action**

TEACHING STAFF APPLICATION FORM

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Dean Trust is committed to attracting, retaining and developing a diverse and skilled workforce. All post holders will be subject to an enhanced Disclosure and Barring check.

Please forward your completed application form to LindaYates@BlacklowBrowSchool.co.uk. Alternatively post to: Mrs L Yates, Business Manager, Blacklow Brow School, Tarbock Road, Huyton L36 5XW.

VACANCY DETAILS	
Post applied for	
School	

PERSONAL DETAILS	
Title Mr/Mrs/Ms/Miss/Dr/other	
Forename/s	
Surname	
Former name/s	
Date of birth	
National Insurance number	
Home address	
Post code	
Email address	
Contact telephone number	
Teacher Reference Number	
Are you registered with the National College for Teaching and Learning?	
Are you a member of the Teachers' Pension Scheme?	

EDUCATIONAL HISTORY	
Secondary school	
Dates attended	
Examination results (Subject/Grade)	

Sixth Form		
Dates attended		
Examination results		
College, University or other institution attended		
Dates attended		
Subjects studied: Main Other		
Degree or Certificate Awarded, with dates	If Honours Degree please state class NB Successful applicants will be required to provide proof of qualifications	

PROFESSIONAL TRAINING (full or part time)						
Including post graduate, supplementary, advanced courses etc.						
Establishment	Full or Part Time	Subjects	From		To	
			Month	Year	Month	Year
Diplomas or Certificates awarded:			Date awarded:			
Additional qualifications gained or being sought:			Date awarded:			

PRESENT APPOINTMENT	
Local Education Authority	
Name and address of School/Academy	
Date appointed:	
Date to: <i>if applicable</i>	
Type of school:	
Number on roll:	
Post held:	
Present salary/scale	
Reason for leaving:	
When could you take up this post, if appointed?	

[illegible]

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If there are periods of time that have not been accounted for, for instance, periods of travel, or caring for others please give details of there here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and other experience .

OTHER EXPERIENCE	
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Industrial, commercial and periods of unremunerated activities with dates, after age 18

SUPPORTING INFORMATION

Please give details of relevant skills, knowledge and experience gained in either paid or unpaid work.

DISCLOSURE OF CRIMINAL BACKGROUND

This post involves working with children, young people, vulnerable adults or is a position of trust. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website (www.gov.uk/dbs). Any failure to disclose the appropriate information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a position.

Have you at any time received, or do you have a pending cautioned, bind over, reprimand, final warning or conviction?	Yes	No
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If yes, please give details of the caution(s) or conviction(s) and dates:-

Have you any previous offences?	Yes	No
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If yes, please give details:-

Nature of offence/e (ie conviction, caution, bind-over, reprimand)	Offence/s	Date of Offence/s (dd/mm/yyyy)	Disposal (if known)

If you are ultimately offered the position we will carry out an independent check through the Disclosure and Barring Service.

I confirm that the information given above is correct and I understand that failure to disclose any convictions may lead to dismissal.

Signed: _____ Date: _____

REFERENCES

Please provide the names and contact details of at least two people who can comment on your suitability for this position. (If you are not currently working with children but have done so in the past, the second reference should be the employer by whom you were most recently employed in work with children.) Head Teacher/Principal must be identified first, where applicable.

References will be sought prior to interview. The references will ask you current/previous employer/tutor about any disciplinary offences relating to children.

Current or most recent employer

Name		Position	Head teacher/Principal
Company name			
Address			
Email address		Telephone no	

Previous employer

Name		Position	
Company name			
Address			
Email address		Telephone no	

RECRUITMENT ANALYSIS

For our recruitment analysis please can you identify where you saw the vacancy?

Canvassing of members of the School Governing Body or staff, either directly or indirectly, will disqualify your application for employment.

Are you related to any member of the School Governing Body or Staff?	If yes, please give details:-
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DECLARATION

I confirm to the best of my knowledge that the information given on this form is accurate and that I have not omitted any facts which may have a bearing on my application for employment.

Any person appointed by The Dean Trust having given false information will be liable to summary dismissal.

Signed: _____ Date: _____

DATA PROTECTION ACT 1988

In line with the Data Protection Act 1998, this information can not be retained or processed for any other purpose. Once the recruitment process is completed the hard copy data will be kept for six months and the computerised record of these details kept for 18 months. If you are a successful candidate your application form will be used as part of your personnel record.

EQUAL OPPORTUNITIES MONITORING FORM

The Dean Trust believes that it is only by employing a truly diverse workforce that celebrates the value of diversity that we can provide and deliver effective services to our local communities.

We are therefore committed to a policy of equality in employment. The aim of our policy is to ensure that no applicant or employee receives unfair treatment because of their race, colour, ethnic or national origin, care responsibilities, economic disadvantage, religion, disability, age, sex, marital status or sexual orientation.

To monitor the effectiveness of this policy you are asked to complete the following questionnaire. The information gathered will be used to produce overall statistics about recruitment and selection and to take action to prevent discrimination.

**This form will be kept separate from your application form.
It will not be seen by those responsible for short-listing or interviewing applicants.**

My sex is Female ☐ Male ☐ Transgender ☐

My age is 18-20 ☐ 21-37 ☐ 38-54 ☐ 55-64 ☐ 65-68 ☐ 69+ ☐

Ethnic origin

Please tick the box which you believe best describes your ethnic origin. Your ethnic origin is not related to your nationality, place of birth or citizenship. It describes your colour and broad ethnic group. UK citizens can belong to any of the groups indicated below.

(a) White British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background <input type="checkbox"/> Please specify _____	(b) Mixed White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed background <input type="checkbox"/> Please specify _____
(c) Asian or Asian British Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Kashmiri <input type="checkbox"/> Sikh <input type="checkbox"/> Any other Asian background <input type="checkbox"/> Please specify _____	(d) Black or Black British Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background <input type="checkbox"/> Please specify _____
(e) Chinese or Other ethnic group Chinese <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> Please specify _____	(f) Prefer not to say <input type="checkbox"/>

1. Disability Are you a disabled person? Yes ☐ No ☐

Guide to the meaning of disability: The definition includes people with physical, mental or sensory impairments who experience, or have experienced, restrictions or discrimination in taking part fully in the mainstream of society. For example, they may have been disabled by lack of access in the built environment, segregated services, restricted employment opportunities, lack of access to information, which exclude them from taking part independently or fully in everyday life. Failure to disclose a disability could impact on our ability to make reasonable adjustments.