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**Application for Employment**

**Teacher Jobs**

**The Queensbury Academy is committed to safeguarding and promoting the welfare of children and/or vulnerable adults and expects all staff and volunteers to share this commitment.**

Please read the information and guidance notes before you complete this form.

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| SECTION A | **Job Details** | |
| Job applied for: | |  |
| Location: | |  |
| Job Reference Number: | |  |

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| SECTION B | **Personal Information** | | |
| Surname: | | First Name: | |
| Title: (e.g. Mr/Mrs/Miss/Ms/Dr) | | National Insurance Number: | |
| Address (including post code): | |  | |
| **How may we contact you quickly:** | | **Daytime** | **Evening** |
| **Telephone Number:** | |  |  |
| **Mobile Number:** | |  |  |
| **Email Address:** This address may be used to contact you during the recruitment process. | |  | |

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| **Are you recognised as a qualified teacher by the DfES?** | **Yes  No** | | **Date Qualified Teacher Status (QTS) Awarded:** | | | | **/ /**  **day/month/year** | | |
| **If you have obtained your QTS after 1999 have you successfully passed your induction year?** | **Yes  No** | | **If no, please state reason:** | | | |  | | |
| **If you have obtained your QTS after 1999 have you successfully passed your skills tests?** | **Yes  No** | | **If no, please state reason:** | | | |  | | |
| **Are you registered with the General Teaching Council for England?** | **Yes  No** | | **If no, please state reason:** | | | |  | | |
| DfES Reference Number: |  |  | **/** |  |  |  | |  |  |

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| SECTION C | **Current or most recent Employment/Voluntary Work** | | | | | |
| Name and address of academy/ organisation: | | | **Job held:** | | **Current Salary/Pay Rate:** | |
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| **Date of appointment:** | | **Length of notice:** | |
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| **Brief summary of duties and responsibilities:** | | | | | | |
| **Salary - State scale point(s) and any allowance for any specific responsibility:** | | | | | | |
| **Scale** | | | | **Allowance(s)** | | |
| **Either Main Pay Spine:** | | | **£** | **Teaching and Learning**  **Responsibility: \*tick as appropriate** | | **£** |
| **point** | **TLR1 \*** |
| **TLR2 \*** |
| **Or Upper Pay Spine:** | | | **£** | **Recruitment and Retention Allowance:** | | **£** |
| **Point:** |
| **Leadership Spine point:** | | | **Point:** | **Special Educational Needs Allowance:** | | **£** |
| **If Head or Deputy Head,  Academy Group Number:** | | |  | **pts** |
| **Individual Academy Range of points:** | | **From point** | | **Safeguarding: (former Management Allowance)** | | **£** |
| **To point** | | **pts** |
| **Are you currently in employment?  Yes No** | | | **If no, please state the date when last employment ended and the reason:** | |  | |

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| SECTION D | **Educational and Professional/Specialist Qualifications** | | | |
| **Please list details relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to interview.** (Please use an additional sheet if necessary) | | | | |
| **Name and address of Academy,**  **College or University attended:** | | **Qualifications: (for example NVQ, GCSE, A level, Degree) Date** | | **Grade/Result received:** |
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| SECTION E | **Training relevant to this post.** (Please use an additional sheet if necessary) | | | |
| **Name of Organisation:** | | **Name of specialist training courses:** | **Date** | **Result received:** |
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| SECTION F | **Employment History (Continued on next page)** | | | | |
| **Please give details of your FULL employment history in date order starting with the most recent.**  **You must list ALL employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps.**  (Please use an additional sheet if necessary) | | | | | |
| **Organisation’s name and address:** | | **Employment dates to nearest month** | | **Your role:** | **Reason for leaving:** |
| **From:** | **To:** |
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| **Organisation’s name and address:** | | **Employment dates to nearest month** | | **Your role:** | **Reason for leaving:** |
| **From:** | **To:** |
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| **Please give details and reasons of any gaps in work history:** | | | | | |

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| SECTION G | **Application Details** |
| **With this application form you will have received a person specification describing the skills and attributes we require for the job for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the job. It will help the short listing process if you address each area of the person specification separately, preferably using sub-headings. Please provide examples to illustrate your knowledge, skills, and experience.**  (Please use an additional sheet if necessary) | |
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| SECTION H | **References** |
| Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present or last employer/voluntary organisation, if applicable.  The person you name must hold a managerial or personnel position in that organisation and have access to your records. If you do not give permission for your current employer to be contacted before interview, please provide us with an additional relevant referee to allow for two references to be available to the interviewing panel.  Where you are not currently working with children or vulnerable adults but have done so in the past, you are required to nominate a referee from the organisation where you were most recently employed to work with children or vulnerable adults as one of your nominated referees. If you are recommended for appointment in these circumstances we will then seek to gain your current employer as a referee.  **If you are unable to provide your employer’s details for reference purposes at that time your application will not be pursued further. In the event that you are not currently employed we will require details from your last employer.**  The referees provided will be asked if you have any live disciplinary offences and also about any ‘time expired’ disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.  **PLEASE NOTE THAT Queensbury Academy reserves the right to ask you for permission to contact a referee from any organisation you have been associated with. This can be in addition to, or instead of, the names you supply.** | |

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| **Referee from Present or Last Employer/Voluntary Organisation** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| Address (including postcode): |  | | **Telephone Number:** |  |
| **Email Address:** |  | **I agree to this reference being taken prior to any interview:** | | **Yes  No** |

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| **Second Referee** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| Address (including postcode): |  | | **Telephone Number:** |  |
| **Email Address:** |  | **I agree to this reference being taken prior to any interview:** | | **Yes  No** |

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| **Additional Referee – please provide an additional referee below if we are unable to contact your present employer prior to interview.** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| Address (including postcode): |  | | **Telephone Number:** |  |
| **Email Address:** |  | **I agree to this reference being taken prior to any interview:** | | **Yes  No** |

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| SECTION I | **Further Information** | |
| 1. Your job may require you to travel around the county (see person specification). Would this present any difficulty for you? | | **Yes  No** |
| 1. Are you subject to any legal restrictions in respect of your employment in the UK?   **ASYLUM AND IMMIGRATION ACT 1996**  In accordance with the Asylum and Immigration Act 1996, the Academy Trust will require new members of staff to provide documentary evidence that they are legally entitled to live and work in the United Kingdom. Upon taking a post candidates should provide one of the official documents listed in the **Notes for Applicants** | | **Yes  No** |
| 1. Are you, to your knowledge, related to or have a close relationship with any Member of the Academy Governing Body? | | **Yes  No** |
| If you have answered 'yes' to questions 1, 2, or 3, give details below: | | |

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| **Disclosure of Criminal and Child Protection Matters** |
| We are obliged by law to operate a checking procedure for employees who have substantial access to children and young people. |
| **REHABILITATION OF OFFENDERS ACT 1974**  Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you do have any of the above please send details, under separate cover, marked Private and Confidential to Mrs L Norman at the Academy address who will ensure that this information will only be seen by those who need to see it as part of the recruitment process.  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 can be found on the Disclosure and Barring Service website. |
| **DISCLOSURE and BARRING SERVICE**  In the event of a successful application an Enhanced Disclosure will be sought from the Disclosure and Barring Service (DBS) in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.  Please sign here if you agree that the appropriate enquiry might be made.  Signature: …………………………………………………………………………… Date: ………………………… |

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| **NOTES TO APPLICANTS**   1. Before signing this form, please ensure that every section has been completed. 2. The application form together with a supporting statement should be completed and submitted preferably on line.  Applicants should ensure that they use the message options on their computer to request a “received” receipt.  If there is some reason why an on line application is not possible then applicants wishing to receive a receipt should enclose a stamped addressed envelope with their application*.* 3. **Asylum and Immigration Act 1996: Upon taking a post applicants should provide one of the following from the list of official documents:** 4. A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or their Northern Ireland equivalents), showing your name and National Insurance number. This could be a P45, a pay slip, a National Insurance card or a letter issued by one of the Government bodies concerned. 5. A passport describing you as a British citizen or as having the right of abode in or an entitlement to readmission to the United Kingdom. 6. A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that you have the right of abode in the United Kingdom. 7. A certificate of registration of naturalisation as a British citizen. 8. A birth certificate issued in the United Kingdom or in the Republic of Ireland. 9. A passport or national identity card issued by a State which is a party to the European Economic Area Agreement and which describes you as a national of that State. 10. A passport or other travel document endorsed to show that you are exempt from immigration control, have indefinite leave to enter, or remain in, the United Kingdom or have no time limit on your stay; or a letter issued by the Home Office confirming that you have such status. 11. A passport or other travel document endorsed to show that you have current leave to enter or remain in the United Kingdom and are not precluded from taking the employment in question; or a letter issued by the Home Office confirming that this is the case. 12. A United Kingdom permit issued to you as a national of a State which is a party to the European Economic Area Agreement. 13. A passport or other travel document endorsed to show that you have a current right of residence in the United Kingdom as a family member or a named national of a State which is a party to the European Economic Area Agreement and who is resident in the United Kingdom. 14. A letter issued by the Immigration and Nationality Directorate of the Home Office indicating that you are a British citizen or have permission to take employment,. 15. A work permit or other approval to take employment issued by Work Permits (UK) or in Northern Ireland, by the Training and Employment Agency. 16. A passport describing you as a British Dependent Territories citizen and which indicates that the status derives from a connection with Gibraltar. | | |
| SECTION J | **Declaration** |
| I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct.  I understand that any subsequent contract of employment with the Academy will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **If you lobby Members of the Governing Body or employees of the Academy, either directly or indirectly, in connection with your application you will be disqualified.** | |

**Please return your completed application form to:**

**Oliver Button, Principal, Queensbury Academy, Langdale Road, Dunstable, Bedfordshire LU6 3BU or e-mail: principal@queensburyacademy.com**

**Monitoring Equality and Diversity in Employment**

This section of the application form will be detached from your application form and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

The Queensbury Academy recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We have an Equal Opportunities Policy which aims to make sure that we treat everyone fairly.

**To help us monitor this Policy, please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion**.

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| **SECTION A** | **Must be completed** | | |
| **Your full name:** | | **Title:** | **Date of Birth:** |
| **Gender: (please specify)** | | **National Insurance Number:** | |
| **Other names you have been known by:** | | | |
| **Please state where you saw this post advertised:** | | | |

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| **SECTION B** | | **Completed at your discretion** | | | | | | | |
| **a) Ethnic Classification** Which of the following groups do you feel best describes your ethnic origin? | | | | | | | | | |
| **Asian/Asian British** | Indian | |  | Pakistani |  | Bangladeshi |  | Other Asian background Please specify |  |
| **Black/Black British** | Caribbean | |  | African |  | Any other Black background |  | Please specify background |  |
| **Chinese or other Ethnic Group** | Chinese | |  | Any other Ethnic group | | |  | Please specify Ethnic Group |  |
| **Mixed** | White and Black Caribbean | |  | White and Black African |  | White and Asian |  | Other Mixed background Please specify |  |
| **White** | British | |  | Irish |  | Any other Mixed background |  | Please specify background |  |
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| **b) Disability** The Disability Discrimination Act defines disability as ‘a physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out day to day activities’. | | | | | | | | | |
| **Do you consider yourself to have a disability under the Disability Discrimination Act 1995?** (Please select Yes/No as appropriate) | | | | | | | | **Yes** | **No** |
| **If you have answered 'yes' please complete the form overleaf.** | | | | | | | | | |

**Disability Discrimination Act**

The Disability Discrimination Act, 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities. You may declare your disability and ask for appropriate arrangements.

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| **Is your disability registered? Yes / No** |
| **Are there any arrangements that may be required to be made should you be invited for interview?** |
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We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

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| **Declaration:**  **I consider myself to have a disability as defined above:**  **Signature:**  **Name:**  **Date:** |

**Any false declaration of disability to obtain an interview will invalidate any**

**contract of employment.**