**APPLICATION FORM**

*Please type or use black ink/black ballpoint. Please note that applications should be completed in full, and may be returned for completion or rejected if incomplete.*

**SECTION A – General**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application for the post of:** | | | | | | | | | | | | **Post Location:** | |
|  | | | | | | | | | | | | | |
| **Title by which you wish to be referred:** Mr/Mrs/Miss/Ms/Other please specify | | | | | | | | | | | | | |
| **Name in full:** |  | | | | | | | | | | | | |
| **Previous name(s)/maiden name:** |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Address for correspondence**  including postcode |  | | | | | | | | **Permanent address (if different)**  including postcode | | | |  |
|  |  | | | | | | | | | | | | |
| **Telephone number:**  *please include STD code* |  | | | | | | | | | | | | |
| **Mobile number:** |  | | | | | | | | | | | | |
| **Email address:** |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **National Insurance number** |  |  |  |  |  |  |  |  | |  |
|  | | | | | | | | | |
| **Date of Birth**  For identification purposes only |  |  | / |  |  | / |  |  | |

**SECTION B – Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of current employer:**  including postcode |  | **Name and address of establishment where employed (if different) :**  including postcode |  |
| **Present post title:** |  | | |
| **Current annual salary:** |  | **For teaching staff only** | |
| **Point on pay spine:** |  |
| **Additional TLR:** |  |
| **Full/Part-time:**  *please specify hours if part time* |  | **Dates of employment:** |  |
| **Brief description of duties:** |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Previous employment** *(Please list in chronological order)*  *In “Reason for Leaving” please include details of any compromise/settlement agreements, and please provide explanations of any “gaps” in employment history. Please continue on a separate sheet if necessary.* | | | | | | |
| **Job title** | **Employer name & address** | **From** | **To** | **Annual**  **Salary** | **Full/part-time** *(if part-time give hours)* | **Reason for leaving** |
|  |  |  |  |  |  |  |

Have you ever been the subject of formal disciplinary proceedings? YES / NO

|  |
| --- |
| If Yes, please give details including dates, and outcome (if known) |

This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

**SECTION C – Teaching Qualifications (if applicable)**

|  |  |
| --- | --- |
| **DfE reference number:** |  |
| **Teaching qualifications:**  *Cert Ed, BEd, PGCE* |  |
| **Date qualification(s) awarded (month and year):** |  |
| **Type of teacher training:** *Secondary, Primary, Junior, Infants* |  |
| **If qualified since 1999, please give date when QTS was awarded:** |  |
| **Main teaching Subject:** |  |
| **Subsidiary subject(s):** |  |

**SECTION D – Education & Training**

*(Please use a continuation sheet if necessary)*

**Post 16 education and training (including teacher Training)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Names of Educational Establishment** | **Dates** | | **Qualifications Gained** | | | |
| **From** | **To** | **Full or P/T** | **Qualification gained** | **Grade/class of degree** *e.g. Hons II (ii)* | **Date Awarded** |
|  |  |  |  |  |  |  |

**Courses Attended over last 3 years, which are relevant to this post:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Organising Body** | **Date**  **(Month & Year)** | **Duration** |
|  |  |  |  |

**Membership of professional bodies:**

|  |  |  |
| --- | --- | --- |
| **Name of body** | **Type of membership** | **Date obtained** |
|  |  |  |

**SECTION E – Supporting Information**

Please provide a covering letter in support of your application. This should be brief but in any case no more than two sides of A4 size paper. This should include how you feel your teaching experience (if applying for a teaching post), training, knowledge of specialist areas, personal attributes and qualities are relevant for the post and associated job description/person specification.

**SECTION F – Referees**

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. **One of the referees must be your present /or most recent employer** (for teaching posts this should be your current Headteacher) and no offer of employment will be made without reference to him or her. If you have not previously been employed, then head teachers, college lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The Academy reserves the right to approach any previous employer or manager. Where references are received prior to interview, an opportunity will be given to discuss the content of references with the interview panel.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title**  Mr/Mrs/Miss/Ms/Other please specify |  | **Title**  Mr/Mrs/Miss/Ms/Other please specify |  |
| **Name in full** |  | **Name in full** |  |
| **Job title** |  | **Job title** |  |
| **Company name & address** |  | **Company name & address** |  |
| **Telephone number** |  | **Telephone number** |  |
| **Email** |  | **Email** |  |
| **Relationship** |  | **Relationship** |  |
| **How long known** |  | **How long known** |  |

**Please indicate if you give consent to us contacting your current employer prior to interview.** YES / NO

|  |
| --- |
| **If No, you may wish to give reason(s):** |

**SECTION G – Equality & Reasonable Adjustments**

The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities via the selection process. We are committed to the development of positive practices to promote equality in employment. If you would like to declare your disability so that we can make reasonable adjustments to the selection process, please tick the appropriate box below.

Do you consider yourself to be disabled? YES / NO

|  |
| --- |
| Is there any information that we need in order to offer you a fair selection interview/process? |

**Section H – Protection of Children**

The Aspire Schools Trust is required under the law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended in 2013). The amendments to the Exception 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. Further guidance on ‘protected’ convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>

You will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can carried out if you are offered an appointment. If you are subsequently employed by the Trust and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested by the Policy you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

**Please answer the following questions:**

Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1975 (Exceptions) Order 175 (as amended in 2013)? YES / NO

Have you ever been received a caution? YES / NO

Do you have any convictions, cautions, bindovers or prosecutions pending? YES / NO

|  |
| --- |
| If yes to any of the questions in section H , please give details including dates: |

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

**SECTION I – Overseas Checks**

Have you lived or worked outside the United Kingdom for five years or more of your adult life (16+)? YES / NO

|  |
| --- |
| If yes, please give brief details including dates: |

**SECTION J – Health/Medical Details**

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

**SECTION K – Data Protection**

The Trust complies with Regulation (EU) 2016/679 GDPR and the Data Protection Act. A privacy notice for staff can be found on the Trust website. The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration. It will not ordinarily be disclosed to anyone outside the Aspire Schools Trust without first seeking your permission, unless there is a statutory reason for doing so. We are under duty to protect the public funds that we administer and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Where candidates are unsuccessful during the selection process your personal information provided on this form and any supporting documentation will be retained securely for one year.

**SECTION L – Declaration & Signature**

Are you to your knowledge, related to any employee or governor of the Aspire Schools Trust? YES / NO

­

|  |
| --- |
| If Yes, please give Name, Relationship & Position |

Please note that false declarations, including omissions, will render this application invalid. Providing any misleading or false information to support your application, or canvassing Governors or staff directly or indirectly will also disqualify you from appointment (or if appointed, will render you liable for dismissal without notice).

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.

Signature of Applicant Date

**Please return your completed form BY POST/EMAIL or BY HAND to arrive by the closing date to the contact name and address shown in the advertisement/application pack. If you have not received a reply within six weeks of the closing date, you should assume that your application has been unsuccessful.**

**Equality in Employment Form**

Aspire Schools Trust are committed to the promotion of equality and diversity and have implemented an Equality and Diversity Strategy document to make clear those specific duties required in relation to the nine protected characteristics (age, disability, gender, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion and sexual orientation).

In order to meet the specific employment duties, we are required to monitor in the following areas, by race, gender and disability. We will also monitor by age, sexual orientation and religion or belief where relevant:

* Job applicants, including those short-listed and those appointed
* Employees in post

*The information contained on this form will be used for monitoring purposes only. This form will* ***NOT*** *be used to shortlist candidates for interview and will* ***NOT*** *be viewed by the recruitment panel. All questions are optional. You are not obliged to answer any of these questions, but the more information you supply, the more effective our monitoring will be.*

|  |  |
| --- | --- |
| **Name:** |  |
| **Gender:**  *(If you are undergoing gender reassignment, please use the gender identity you intend to acquire).* | Female ( ) Male ( )  Prefer not to say ( ) |
| **Age:** | 16 - 17 ( ) 18 – 21 ( ) 22 – 30 ( ) 31 – 40 ( ) 41 - 50 ( )  51 - 60 ( ) 61 - 65 ( ) 66 – 70 ( ) 71+ ( )  Prefer not to say ( ) |
| **Marital Status:** | Married ( ) Civil Partnership ( )  Prefer not to say ( ) |
| **Your Sexual Orientation:** | Gay woman / Lesbian ( ) Gay man ( ) Bisexual ( ) Heterosexual / Straight ( )  Prefer not to say ( ) |
| **Ethnic Group:** | **White Mixed (dual heritage) Asian or Asian British**  British ( ) White and Black Caribbean ( ) Indian ( ) Irish ( ) White and Black African ( ) Pakistani ( ) Other White ( ) White and Asian ( ) Bangladeshi ( ) Please specify Other Mixed ( ) Other Asian ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please specify: Please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Black or Black British Chinese and Other Ethnic Group** Caribbean ( ) Chinese ( ) African ( ) Other Ethnic Group ( ) Other Black ( ) Please specify: Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Prefer not to say ( ) |
| **Your Religion or Belief** | Christian ( ) Sikh ( ) No Religion ( ) Hindu ( ) Muslim ( ) Other (please specify) Jewish ( ) Buddhist ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Prefer not to say ( ) |
| **Disability** | Do you consider that you have a disability under the Equality Act?  Yes ( ) No ( )  What is the effect or impact of your disability or health condition on your ability to give your best at work? Please give details:  The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant. |

**I consent to the collection, storage and use of my race, disability, gender, belief or religion, age or sexual orientation details. I understand that these details will not be used as part of any selection process. I understand that any use of these details will only involve producing anonymous statistics to monitor the effectiveness of our Equality & Diversity Strategy.**

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**