**Application for**

**Feversham College**

**This school is an Academy**

**in which the Feversham Education Trust is the employer**

**Please do not submit Curriculum Vitae.**

**POST DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title:** |  |  | **Completed applications should be returned to:**The HR Manager Feversham College Cliffe Road, Bradford, BD3 0LT |
| **Closing date:** |  |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Forename(s): |
| How would you like to be addressed in correspondence? (Ms, Mrs, Miss, Mr, Other): |
| Email address: |
| Home Address: | Address to which correspondence should be sent if not home address: |
| Daytime telephone number: | Evening telephone number: |
| National Insurance number: | Full driving licence and car? Y / N |

**IMPORTANT NOTES –**

**Rehabilitation of Offenders Act (1974) (amended 2013)**

Posts which involve substantial access to children are exempt from provisions contained within this Act under which job applicants are entitled to withhold information about any previous criminal background which would otherwise be considered ‘spent’ under the terms of the Act. If the job for which you have applied involves substantial access to children and you have been short listed for the post, you will be provided with a form on which you will be asked to disclose any previous criminal background which is not ‘protected’ and also authorise a search of Police Records. Failure to disclose the information could result in dismissal or disciplinary action. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

**Policy Statement**

Feversham Education Trust and its employees are committed to the rights of the child, the child’s safety and emotional wellbeing, and the protection of the child from all forms of abuse.

**EMPLOYMENT HISTORY**

|  |
| --- |
| **Current or Most Recent Employment** |
| Post Title: | Employer’s Name and Address: |
| Date from: |
| Date to: |
| Salary (including point): |
| Date able to commence duties: | LA: |
| Reason for leaving: |

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| **Previous Employment** |
| **Employer’s name and address (including LA and school if appropriate)** | **Position held** | **Salary point** | **Date from and to** | **Reason for leaving** |
|  |  |  |  |  |

**For Headteacher and Deputy Headteacher posts only:**

Is your current school designated by Ofsted as requiring Special Measures or having Serious Weaknesses?

Yes No **QUALIFICATIONS**

Please give details of your qualifications. Make sure you include professional qualifications, including teaching qualification. Short listed candidates will be asked to produce proof of qualifications listed on this form.

**Teaching qualifications**

|  |  |  |
| --- | --- | --- |
| Are you recognised by the DfE as a qualified teacher in this country? | Yes | No |
| DfE number:  |  | Date when qualified: |  |
| TRN number:  |  | Age range you are qualified to teach: |  |
| Have you successfully completed a period of probation/induction as a qualified teacher in this country as required by the DfE? | Yes | No |
| If you qualified as a teacher after 7 May 1999, please answer the following question.Were the 3 assessments Satisfactory? Failure? Or subject to an extension (you may wish to provide brief details) 1 2 3 |

For Headteacher applications only:

|  |  |  |
| --- | --- | --- |
| Have you completed or enrolled to a National Professional qualification for Headship? | Yes | No |
| Date completed course:   |  | or Date enrolled on course: |  |

|  |  |
| --- | --- |
| If appointed when would you be able to commence employment? |  |

**Other qualifications/training**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Where obtained** | **Details of qualification/training** | **Result** |
|  |  |  |  |

**EDUCATION HISTORY**

Please provide us with your complete education history, starting with the most recent, below. Also use this section to record any current studies that you are undertaking. If there are any gaps in your education history, please complete the section at the bottom of this page. If you need more space, please use the continuation sheet.

**Higher Education**

|  |  |  |
| --- | --- | --- |
| University/Institute(state country if not UK) | Education level, subject and grades(e.g. BA Hons: English 2:1) | Date obtained |
|  |  |  |
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**Secondary and further education**

The DfE requires that applicants for teaching posts must have at least a Grade C in GCSE English and Maths, or have reached the equivalent standard. If you were born on or after 1st September 1979, and want to teach primary pupils, you will also need at least a GCSE Grade C (or equivalent) in a science subject. Please state how you meet these criteria.

|  |  |  |
| --- | --- | --- |
| School/College(state country if not UK) | Education level, subject and grades(e.g. GCSEs: Maths A) | Date obtained |
|  |  |  |
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**Gaps in education history**

If there are any gaps in your education history, please explain them below.

|  |
| --- |
|  |

**Memberships of Professional Bodies**

|  |  |  |
| --- | --- | --- |
| **Membership name and level** | **Membership number** | **Start and end dates** |
|  |  |  |
|  |  |  |
|  |  |  |

**ADDITIONAL INFORMATION / PERSONAL STATEMENT**

Please ensure that you use the space below to submit a personal statement in support of your application. This should give any additional relevant information, including details of your professional, subject and leisure interests, and any skills, knowledge and **must include evidence to demonstrate that you meet the criteria specified in the personnel specification.**

Please do not exceed two A4 pages

**ADDITIONAL INFORMATION / PERSONAL STATEMENT**

**REFERENCES**

Please give the names of two persons who are able to comment on your suitability for this post. One **must** be your present or most recent Headteacher or employer. If you are known to a referee by a different name please supply the name by which you were known. Your referees should have direct knowledge of your professional capacities and performance.

|  |  |  |
| --- | --- | --- |
| **Referee One (Present Employer)** |  | **Referee Two** |
| Name and position: |  | Name and position: |
| Address, Telephone and Email address: |  | Address, Telephone and Email address: |
| May we contact referee prior to interview? |  | May we contact referee prior to interview? |

|  |
| --- |
| **Referee Three** |
| Name and position: |
| Address, Telephone and Email address: |
| May we contact referee prior to interview? |

**REHABILITATION OF OFFENDERS**

|  |  |
| --- | --- |
| **Last name** |  |
| **First name** |  |
| **Former names (if any)** |  |
| **Post applied for** |  |

You have applied for a post that is an exempt position under the provisions of the Rehabilitation of Offenders Act 1974. Therefore the statement that “after a certain period of time, convictions need not be disclosed and those convictions be treated as if they never took place” **does not apply**.

You must therefore, declare any pending prosecutions, any convictions, cautions, reprimands or warnings which you have had at any time. The information will be treated as confidential and will only apply to this particular vacancy. **It is essential that you complete and sign this form**

If you do not have any convictions, cautions, reprimands or warnings then please write “NONE” across the boxes.

If the post you have applied for also has:

*“regular contact with” or “cares for” “trains” “supervises” or “is in sole charge of children or vulnerable adults”*

then you will be required to apply for a Disclosure of Criminal conviction and/or record to the Criminal Records Bureau should you application be successful and before an appointment is confirmed. Having a criminal record will not necessarily bar you from employment. Each case will be judged on its merits.

|  |  |  |
| --- | --- | --- |
| **Date** | **Details of convictions. Cautions, reprimands or warnings (if necessary use a separate sheet of paper)** | **Penalty** |
|  |  |  |
|  |  |  |
| Are there any matters pending? | Yes | No |
| Are you barred from working with vulnerable adults (ISA Vulnerable Adults Barred List)? | Yes | No |
| Are you subject to sanctions from a regulatory body (e.g. GTC)? | Yes | No |
| Are you barred from working with children (ISA Children’s Barred List)? | Yes | No |
| If you answered Yes to any of the above, please give details below: |

**DECLARATION**

Are you, to your knowledge, related to any member of the Governing Body, Trust or any holder of senior office in the Academy? If yes, please state:

A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice:

|  |  |
| --- | --- |
| Sign: |  |
| Date: |  |

|  |
| --- |
| **DECLARATION**I understand that under the terms of the Asylum and Immigration Act 1996 should I be shortlisted for the post for which I am applying; I am required to supply for the Governing Body, as employer, an original document[[1]](#footnote-1) showing my entitlement to work in this country.I understand that appointment to this post is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) certificate. I also understand that, under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (amended 2013) I am required to disclose any record I may have of ‘protected’ criminal convictions, and to attach details of such convictions[[2]](#footnote-2).I declare that I am not on the DBS Children’s Barred list or subject to any sanctions or prohibition imposed by a regulatory body (such as the NCTL).I certify that all information given by me on this form and in supporting documents is correct to the best of my knowledge, that all questions have been fully and accurately answered, and that I possess all qualifications which I claim to hold.I understand that my name will be withdrawn from the list of candidates if, prior to appointment, I am found knowingly to have omitted or concealed any relevant fact about my eligibility for the post, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice.To the best of my knowledge and belief the information supplied by me on each section of this form is correct.I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application. |
| Sign: |  |
| Date: |  |

**EQUAL OPPORTUNITIES MONITORING SHEET**

This section of the form is for equal opportunities monitoring purposes and will be removed before shortlisting. It will not be used in any ways as part of the selection process:

|  |  |
| --- | --- |
| Gender: | Date of Birth: |

**PLEASE INDICATE YOUR CULTURAL / ETHNIC ORIGINS:**

This information is included as part of the duty of the school to promote race equality and to ensure equal opportunities for all staff.

|  |  |
| --- | --- |
|  | **White** |
|  | British |
|  | English |
|  | Scottish |
|  | Welsh |
|  | Other (please specify)  |  |
|  | Irish |
|  | Any other white background (please specify) |  |

|  |  |
| --- | --- |
|  | **Black, Black British, Black English, Black Scottish, Black Welsh** |
|  | Caribbean |
|  | African |
|  | Any other Black background (please specify) |  |

|  |  |
| --- | --- |
|  | **Asian, Asian British, Asian English, Asian Scottish, Asian Welsh** |
|  | Indian |
|  | Pakistani |
|  | Bangladeshi |
|  | Any other Asian background (please specify) |  |

|  |  |
| --- | --- |
|  | **Mixed** |
|  | White & Black Caribbean |
|  | White & Black African |
|  | White & Asian |
|  | Any other Mixed background (please specify) |  |

|  |  |
| --- | --- |
|  | **Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group** |
|  | Chinese |
|  | Any other background (please specify) |  |

|  |  |
| --- | --- |
|  | **Prefer not to state** |

|  |  |  |
| --- | --- | --- |
|  | **Religion** (please specify) |  |
|  | Prefer not to state |

**EQUAL OPPORTUNITIES MONITORING SHEET**

**LANGUAGE SKILLS**

Do you speak or write any languages other than English?

Language Speak Write

**HEALTH**

Please note that you will be required to complete a medical questionnaire and/or may be asked to consent to a medical examination for certain posts.

**DISABILITY**

Feversham Education Trust is committed to providing access to employment opportunities for disabled people. To assist us in carrying out this policy please provide any relevant information which has a substantial and long term adverse effect on your ability to carry out day to day activities. This information will be treated as confidential and will only be used to enable selectors to make a fair assessment of your capabilities, taking into account any adjustments that may be required.

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|  |

**ARRANGEMENTS FOR INTERVIEW**

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and or work based tasks Yes No

If yes, please specify (eg ground floor venue, sign language, interpreter, etc)

**DATA PROTECTION ACT 1998 – Consent and Certification of Details**

The information collected on this form and other information which constitutes your personal record will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees and may be held within the college.

1. Acceptable documents include: a birth certificate issued in the UK, EU or Eire, a P45 from your previous employer, a valid UK or EU passport, or any relevant authorisation allowing you to work in this country. [↑](#footnote-ref-1)
2. Please note that information about criminal convictions will remain confidential and will not be used to determine your General suitability for employment. However, it will be made available to the panel should you be selected by them for appointment. [↑](#footnote-ref-2)