

**Teacher Application**

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| Please complete this form in **black ink** or typescript. Please return to: Anna Mackenzie, Principal: Anna.Mackenzie@richmondhill.leeds.sch.uk Richmond Hill Academy, Clark Lane, Leeds, LS9 8PN | **Closing Date: Friday 27th April 2018 (noon)**  |
| **Application for Appointment as: Inclusion Leader** **Grade: L1-L5** **Academy: Richmond Hill Academy**  | **CONFIDENTIAL:**The information you provide on this form will be used for recruitment & selection and employment contract purposes. |
| **1. PERSONAL DETAILS** |
| Title: First Name: Home Address:Postcode: Mobile No:Tel No (Home):Email: | Surname:Address for Correspondence (if different):Postcode:Work Tel No: |
|  |
| Should you be selected for interview, please indicate dates when it would be impossible for you to attend. |
| Teacher Reference Number: | If not known, please state the date and name under which you are qualified. |  |
| If you do not have a TRN, have you applied for Qualified Teacher Status?National Insurance No: | YES/NO |
| Are you in receipt of a public service pension?If you are returning to teaching have you been granted Infirmity Retirement by theDepartment of Education and Skills?(If YES please give the date) | YES/NOYES/NO |
| Are you related to any governor or staff at The GORSE Academies Trust?(If YES please give details below) | YES/NO |
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| **References:** It is expected that Teachers and leadership will name their present or most recent Headteacher/Principal as their first reference. Headteachers should list their LEA or Employing Body. University leavers should name their course tutor. One referee should be your current or last employer. |
| **1. Title: Name:****Position:****Address:****Postcode:****Telephone No:****Email:****Capacity in which known:** | **2. Title: Name:****Position:****Address:****Postcode:****Telephone No:****Email:****Capacity in which known:** |
| **Your referees will be contacted if you are selected for Interview** |
| **2. SECONDARY, FURTHER AND HIGHER EDUCATION** |
| Date(month and year)From To | School, College, University or Educational Establishment | Examinations taken or being taken or any other qualifications obtained | Full or Part Time | Exam Result & Grade(with dates) |
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| **3. CONTINUING PROFESSIONAL DEVELOPMENT/TRAINING** (appropriate to role) |
| Course Title | Provider | Dates and Duration | Course completed(Yes/No) | Awards(if any) |
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| **4. EXPERIENCE** |
| Present Post (or most Recent): | Employing Authority: | Date of Appointment: |
| Post Held: | Grade/Allowances: | Salary: |
| Previous Teaching Appointments listed in sequence.Please include your Teaching Practice (if this is your first appointment) |
| Name of School/ Unit/ College and employing authority | Age Range and NOR | Full or Part Time | Title of Post and Grade | Period of Service   | Reason for Leaving  |
| From(Month-Year) | To(Month-Year) |
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| **5. OTHER WORK EXPERIENCE** (please start with most recent)Please give details in chronological order of any experiences/activities which you consider relevant to teaching e.g. commercial experience, raising a family, youth work, and voluntary work. |
| Details and nature of work/activity | Name of Employer | Period of Service | Full or Part Time |
| From(Month-Year) | To(Month-Year) |
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| **6. INFORMATION IN SUPPORT OF THIS APPLICATION** |
| (You may use this space to provide any information you wish, including any interest or unpaid activity. Ensure that you provide a full description of all skills, knowledge and experience that you feel are relevant to the post for which you are applying. Please restrict any additional information you wish to supply to two sides of A4 paper). |
| **Criminal Offences**You are required to give details of any convictions, which are not ‘spent’. In addition you are required to disclose 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) by SI 2013 1198. This will not necessarily bar you from applying but failure to disclose may lead to your later dismissal dependent on the nature of the position and the circumstances and background of your offences. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.If you are invited for interview, a statement of these details should be sent under separate cover in an envelope marked ‘Private and Confidential – For the Addressee Only’ in the top left hand corner to the chair of the interview panel. |
| **Data Protection Act 1998**The information you submit will be processed by the Trust. ‘Your data will be used for purposes of the Trust’s Recruitment and Selection process. It will be used to monitor the effectiveness of The GORSE Academies Trust’s policies and practices, in particular its Equal Opportunities Policy’. This monitoring is for statistical purposes only and if you will be identifiable from this process. However, your personal details, contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.Your information may also be disclosed to the following third parties:Survey and research organisations (for monitoring purposes only) – Local Government Authorities – Central Government Authorities – Organisations that handle or investigate the proper use of public funds – Law Enforcement Authorities.**Declaration**I consent to The GORSE Academies Trust recording and processing the information detailed in this application form. I understand that this information may be used by the Trust in pursuance of its business purposes and my consent is conditional upon The GORSE Academies Trust complying with their obligations under the Data Protection Act 1998. Please tick if you do not want this application to be shared.I confirm that all information given in this application is accurate and I agree that if my application is successful, my appointment will be subject to satisfactory criminal vetting under the legislation for the protection of children.**Signed: Date:** Canvassing in any form, EITHER DIRECTLY OR INDIRECTLY, will be a disqualification. |
| **EQUAL OPPORTUNITIES**We promote diversity and want a workforce which reflects the people of Leeds. We will use your answers to monitor and check the fairness of our recruitment. Any information you provide will be kept confidential. You do not have to answer these questions and if you do not then it will not make any difference to your application. |
| **Date of Birth:**  / / | **Male**  | **Female**  |
| **Are you Disabled?** | **Yes**  | **No**  |
| **Where did you see this post advertised?**  |  |
| **Please identify your relationships status:**  |  |
| **Married**  | **Civil Partnership**  |  **Co-habiting**  |  **Single**  | **Other**  |
| **Please identify your religion:** |
| **Buddhist**  | **Christian**   | **Hindu**  | **Jewish**  | **Muslim**  |
| **No Religion**  | **Rastafarian**  | **Sikh**  | **Other**  |  |
| Please identify your sexual orientation: (definitions below) |
| **Heterosexual**  | **Lesbian**  | **Gay man**  | **Bisexual**  |  |
| Heterosexual – Someone who is attracted, emotionally and or physically, to persons of the opposite sex. |
| Lesbian – A woman who is attracted, emotionally and or physically, to other women. |
| Gay man – A man who is attracted, emotionally and or physically, to other men. |
| Bisexual – Someone who is attracted, emotionally and or physically, to both sexes. |
| **ETHNIC ORIGIN** |  |  |
| **Asian or Asian British** | **Black or Black British** | **Chinese or other ethnic groups** |
| Bangladeshi | AB  |  | African  | BFBC BO  |  | Chinese | CC CO |   |  |
| Indian | AI  |  | Caribbean |  | Other (specify) |  |
| Kashmir | AK |  | Other (specify) |  |  |  |
| Pakistani | AP  |  |  |  |  |  |
| Other (specify) | AO  |  |  |  |  |  |
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| **Mixed** | **White** |  |
| White and Asian | MA MF MC MO  |  | British | WB  |  | Gypsy/Roma/Travellers GR |  |  |
| White and Black African |  | Irish | WI  |  |  |
| White and Black Caribbean |  | Other (specify) | WO  |  |  |
| Other (specify) |  |  |  |  |
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