



# Application for Teaching Staff Post

Co-op Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Please complete in black ink or type. If you are handwriting your application, please ensure that your writing is legible and attach additional sheets if necessary – making sure that your name and the post title are shown on each separate sheet.

<b>Confidential</b> The information you provide on this form will be used for recruitment & selection, employment contract, and equal opportunities monitoring purposes.	For office use:
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If you are applying via an agency you must declare this. Otherwise, leave blank.	Agency:
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Position applied for (including reference number if applicable)	
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Personal Details			
Title:		First Names:	
Surname:			
Previous Name(s):			
Address, inc. postcode:		Address for correspondence (if different):	
Postcode:			



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Email address:		Home Telephone:	
		Mobile Telephone:	
Please note that if an email address is provided all correspondence to you will be via email. Please tick this box if you <b>do not wish</b> to receive any email correspondence in regards to this post. <input type="checkbox"/>			

DfE registered teacher number:		Date of recognition as a qualified teacher (QTS):	
Please give the full title of your QTS qualification:			
Have you completed a period of induction as a newly qualified teacher in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state the date when this was completed: If no, please give details of outstanding induction period OR exemptions from serving statutory induction period:			

<b>For posts in secondary academies only:</b> Main teaching subjects offered	Additional teaching subjects offered

If selected for interview, are there any dates when it would be impossible for you to attend?	
The standard notice periods for teachers as outlined in the "Burgundy Book" are: <ul style="list-style-type: none"><li>• For appointment to terminate at the end of the Spring Term, notice to be given by the last day of February</li><li>• For appointment to terminate at the end of the Summer Term, notice to be given by 31 May</li><li>• For appointment to terminate at the end of the Autumn Term, notice to be given by 31 October</li></ul>	If your notice period is different to those outlined opposite, please give details of your notice period below:







If there are any gaps in your employment or education history which are not included above, please explain them here

Empty box for explaining employment or education history gaps.

### Education

Successful applicants will be required to provide proof of qualifications, and Co-op Academies Trust reserves the right to approach any number of education providers to verify the qualifications stated.

Please give details of **Secondary, Further and Higher Education** including any 'A' Levels or equivalent vocational courses

Dates (mm/yyyy)		Full name of School, College or other Institution	Qualifications obtained and Grade/Level (include name of Awarding Body for Higher Education)	Full or Part time
From	To			

Please give details of any other **professional** or **vocational qualifications** you hold that are relevant to your application.



Dates obtained	Qualifications obtained and Grade/Level	Name of Awarding Body

Other <b>continuing professional development or in-service training</b> undertaken in the last three years which is relevant to your application		
Subject	Provider	Dates Attended

Membership of professional institutes and societies	
Institute	Level and method of membership

<b>Additional information in support of this application</b>
<p>This is your opportunity to tell us about yourself and why you are applying for a post with Co-op Academies Trust, and our academy in particular. Please refer to the job description, and describe what particular experience, skills and abilities you can bring to this job, gained through either work, education, home or voluntary activities. You may also use this space to provide any other information you wish, including any interests or unpaid activity.</p> <p>You may also use this space to provide any other information you wish to add in support of your application. <u>You must not exceed two sides of A4 paper, including this page.</u></p>



## References

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer (or College / University Tutor if currently in full time education), and the second a previous Headteacher if you have worked in more than one school/academy (or if you have completed a training placement). The two referees must be from two different organisations.



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**Note:** If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, ex or current partners, or persons who only know you as a friend.

Name:		Position:	
In what capacity do you know the referee:			
Name of organisation:			
Address:			
Telephone number:			
Email:			
Can we contact this referee if you are shortlisted for interview? ( <i>delete as applicable</i> )	YES / NO		

Name:		Position:	
In what capacity do you know the referee:			
Name of organisation:			
Address:			
Telephone number:			
Email:			
Can we contact this referee if you are shortlisted for interview? ( <i>delete as applicable</i> )	YES / NO		



**Please note: in line with DfE guidance “Keeping children safe in education” we will contact these referees if you are short listed for this post and seek references before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact the school to discuss the issues.**

## Eligibility to work in the UK

### **For persons who are not British or EU nationals**

Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.

Do you have entitlement to work in the UK? **YES / NO**

If you have any conditions related to your employment in the UK please give full details:

## Criminal Offences

The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post:

*“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.”*

*This means the onus is on you, the employee, to check what must and must not be disclosed when completing your declaration. You must declare any convictions which are unspent or not protected - for more information see <http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>. Failure to disclose any relevant convictions / reprimands / cautions / final warnings or any other relevant information, including criminal proceedings pending against you, may disqualify you from employment or result in your later dismissal.*

**A statement of these details should be sent with your application under separate cover in an envelope marked “private and confidential – for the addressee only” in the top left hand corner, with “The Headteacher” in the centre of the envelope and with the words “conviction information” marked in the bottom left hand corner.**

Further information is contained in Co-op Academies Trust’s policy statement on the recruitment of ex-offenders, which is available on request.



## Declaration – *please read carefully*

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Co-op Academies Trust relating to the subject matter of this form, being processed by them in administering and monitoring the recruitment & selection process. I also consent, should my application be successful, to relevant information from within this form being passed to a third party provider utilised by Co-op Academies Trust for the purposes of Disclosure and Barring Service (DBS) checking.

The details provided by you on this form are confidential, but will form part of the personnel record of the successful candidate. In line with the Data Protection Act 1998, in signing this declaration you agree to Co-op Academies Trust disclosing collated statistical information on equal opportunities monitoring of its recruitment processes, which does not identify you but may include your data alongside that of other applicants. This information will not be retained or processed for any other purposes. Once the recruitment process is completed the hard copy data will be kept for up to 6 months and the computerised record of these details kept for up to 24 months.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed:	
Print Name:	
Date:	

**In completing this signature section in word on this document and submitting your application electronically you are confirming that the information supplied is accurate and complete.**



<b>Academy applied to:</b> <b>Post:</b> <b>Month / year:</b>	<b>For office use:</b> <b>Invited for interview? YES / NO</b> <b>Offered post? YES / NO</b>
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<b>Colleague Referral Scheme</b>	
If you heard about this job from a friend or family member who already works at Co-op Academies Trust, please tell us who – so that we can say “thank you” to them if you are shortlisted for interview or appointed to the job. We will <u>not</u> speak to them about the contents or progress of your application.	
Their full name:	The academy they work at:

## Recruitment Monitoring Information

The details provided by you on this form are confidential, but will form part of the personnel record of the successful candidate. This information be used for recruitment monitoring, and will not be retained or processed for any other purposes. Once the recruitment process is completed the hard copy data will be kept for up to 6 months and the computerised record of these details kept for up to 24 months.

If you are completing this form electronically, please double click the grey checkboxes and click on “checked” under default value on the window that appears.

Date of birth:	Current age:
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<b>Gender</b>			
Female <input type="checkbox"/>	Male <input type="checkbox"/>	TransFemale <input type="checkbox"/>	TransMale <input type="checkbox"/>

<b>Disability</b>
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Co-op Academies Trust is committed to treating job applicants with a disability equally and fairly, making reasonable adjustments where necessary. The Equality Act 2010 states that someone is disabled if they have **physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities.**

Do you consider yourself to have a disability?      **YES**            **NO**     

If you are short-listed we will ask if you require adjustments to make the interview process accessible. If you are successfully appointed and you feel that due to the nature of your impairment you may not be able to do a certain aspect of the job, then the panel will give full



consideration to reasonable adjustments – please use the space below to provide details of anything you wish to bring to the panel’s attention:

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Faith/religion			
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish
<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh	<input type="checkbox"/> None <input type="checkbox"/> Prefer not to say	Any other religion: Please Specify

Ethnic origin		
<b>ASIAN OR ASIAN BRITISH:</b> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi Other Asian – Please Specify:	<b>BLACK OR BLACK BRITISH:</b> <input type="checkbox"/> Caribbean <input type="checkbox"/> African Other Black – Please Specify:	<b>CHINESE:</b> <input type="checkbox"/> Chinese Other – Please Specify:
<b>WHITE:</b> <input type="checkbox"/> British <input type="checkbox"/> Irish Other White – Please Specify:	<b>MIXED:</b> <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian Other Mixed – Please Specify:	<b>OTHER ETHNIC GROUP:</b> Please Specify:

Sexual orientation				
<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay Man	<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Lesbian	<input type="checkbox"/> Prefer not to say



## External roles

Please use this space to provide details of any external roles you undertake, e.g. Territorial Army, Armed Forces Reservist, School Governor, Parish Councillor, Magistrate ...

## Where did you see this post advertised?