**Cedar Mount Academy**

**APPLICATION FORM**

**Teaching Staff (Confidential)**

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| ***WE ARE COMMITTED TO ATTRACTING, RETAINING AND DEVELOPING A DIVERSE AND SKILLED WORKFORCE***  Please type or complete the application for DARK INK. This form is also available in alternative formats (e.g. Braille, large print); please telephone the contact number given in the recruitment pack. It is essential that the information given should be accurate, as it will be used for the assessment of salary in the case of successful applicants. WE ARE COMITTED TO SAFEGUARDING CHILDREN IN OUR CARE.  Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service and will also be subject to a NCTL prohibition of teaching check. This post is exempt from the Rehabilitation of Offenders Act 1974. |

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| **VACANCY DETAILS** | |
| Post applied for: | Closing Date: |
| Where did you see this vacancy advertised? | |

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| **PERSONAL DETAILS** | | | | |
| Surname |  | | First Name |  |
| Former Name(s) |  | | | |
| Permanent Address:  Postcode: | | Address for this correspondence:  Postcode: | | |
| Telephone /Mobile: |  | | | |
| Email Address: |  | | | |
| National Insurance Number: |  | | Date of Birth\* |  |
| DCSF/TRN No: |  | | Date of Achieving QTS: |  |
| \**used for validation purposes only*  Current legislation means it is a criminal offence to employ a person who is subject to immigration control unless he or she had documentary proof showing an entitlement to work in the UK. If selected for interview, you will be asked to provide this evidence. | | | | |
| Do you have an entitlement to work in the UK?  Yes  No | | | | |

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| **FULL TIME EDUCATION** | |
| Secondary Schools attended, with dates and Examination results with grades |  |
| University or other institution attended, with dates |  |
| Subjects studied |  |
| Degree or Certificate awarded, with dates. (If honours degree, state class) |  |

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| **PROFESSIONAL TRAINING (FULL OR PART-TIME)** | |
| Training establishments attended with dates |  |
| Subjects studied |  |
| Diplomas or certificates awarded with dates |  |
| Additional qualifications gained (with dates) or being sought |  |
| Courses/training attended in last two years |  |
| **Pension** | |
| Have you elected, via Teachers’ Pension, top opt out of the Teachers scheme? **Yes  No** | |
| Are you a member of the scheme for part-time Teachers? **Yes  No** | |
| If you are a member of the Teachers Scheme please state whether additional contributions are made | |

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| **PRESENT EMPLOYMENT** |
| Local Education Authority: |
| Name and address of school: |
| Type of school: No. on roll:  Post Held: Date commenced:  Subjects taught: Age groups taught:  Present salary: Present Salary Scale:  When could you take up duty, if appointed? |

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| **PREVIOUS TEACHING EXPERIENCE** | | | | | |
| Local Education Authority and School | Type and No. on roll | Post Held | Period of Service  Give day, month and year  From To | | Reason for Leaving |
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| NB; Please indicate: I for Infants, J.I. for Juniors and Infants, S.M. for Secondary Modern, S.G. for Secondary Grammar, S.C. for Secondary Comprehensive, IN for Independent and sufficient description in the case of other schools or colleges. Further details may be given on the back page if necessary. | | | | | |

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| **OTHER EXPERIENCE** |
| Industrial, Commercial and periods of unremunerated activities with dates, after age 18. If a voluntary post, please state reason for leaving. Please ensure that all periods are accounted for (including any periods of unemployment) since leaving full-time education with no time gaps. |
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| **INTERESTS** |
| **E.G. Music, games etc** |
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**LETTER OF APPLICATION**

**Please continue on an additional sheet if necessary**

**References**

Please give details of two people who are willing to write a reference for you. These should be from your most recent employment and your previous employer. **These must be professional references and not personal references from a family member or friend.** Referees will be asked about the applicant’s suitability to work with children, child protection concerns and disciplinary offences.

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| Name of Referee: |
| Organisation  Address:  Post Code: |
| Job Title: |
| Contact Number: |
| Email: |
| Can we take up a reference at this stage? Yes  No |

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| Name of Referee: |
| Organisation  Address:  Post Code: |
| Job Title: |
| Contact Number: |
| Email: |
| Can we take up a reference at this stage? Yes  No |

Canvassing will disqualify your application. You must nor communicate directly or indirectly with members of the Governing Body about your candidature and you must disclose whether or not you are related to any member of the Governing Body.

**Are you related to any member of the Governing Body or the B.F.E.T. Directors? Yes  No**

If you have answered Yes to the above question, please state their name, position and relationship

Are you related to and member of staff at B.F.E.T? **Yes  No**

If you have answered Yes to the above question, please state their name, position and relationship

**Do you consent to your details being passed on to other BFET schools should you be unsuccessful? Yes No**

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| **DISCLOSURE OF CRIMINAL BACKGROUND** |
| **This post involves working with children young people, vulnerable adults or is a position of trust. 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 at the Disclosure and Barring Service website ([www.gov.uk/dbs](http://www.gov.uk/dbs)). Please refer to this guidance before completing the questions below. Any failure to disclose the appropriate information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a position.  Please delete as necessary:   1. Have you been the subject of disciplinary proceedings during the last 12 months and/or have you been the subject of disciplinary proceedings involving issues related to the safety and welfare of children or young people?   Yes  No  If yes, please provide details of the allegation(s) and outcome of the proceedings   1. Have you at any time received, or do you have pending, a caution, bind over, reprimand, final warning or conviction?   Yes  No   1. Have you been charged with any offence which has not yet been brought to trial?   Yes  No  If yes, give details of the charge and the date of the hearing, if known.  If you are ultimately offered the position we will carry out an independent check through the DBS service.  I confirm that the information given above is correct and I understand that a failure to disclose any convictions may lead to dismissal.  Singed: ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **ARRANGEMENTS FOR INTERVIEW** |
| If you are a disabled person, are there any arrangements which we can make for you if you are called for interview and/or work based exercise? Yes  No  If yes, please specify e.g. sign language, interpreter, audio tape etc. |

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| **DECLARATION** |
| *I confirm to the best of my knowledge that the information given on this form is accurate and that I have not omitted any facts, or provided misleading information which may have a bearing on my application for employment.* Please note; any person appointed by the school having given false information may be liable to disciplinary proceedings.  Signed: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **DATA PROTECTION ACT 1998** |
| All information contained in this form will be treated as strictly confidential, when used for recruitment purposes only. However, the Academy is under a duty to protect public funds it administers and to this end may use this information you have provided within its authority for prevention and detection of fraud. By supplying information, you will also be indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verification checks which may be made. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of six months then destroyed. If you are a successful candidate you application form will be used as part of your personnel record. |