

**Internal use only**

Date Received

Caat No:

**City of London Academies Trust**

PO Box 270

Guildhall

London EC2P 2EJ

**JOB APPLICATION FORM**

*The City of London Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. All posts are subject to an Enhanced Criminal Records check.*

Please ensure that you complete the application form in full and use black ink. Separate sheets of information may be attached where necessary. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form.

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| **Post Applied For:** |

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| **SECTION A – PERSONAL DETAILS** | | | | | | | | | | | | |
| Legal Surname | |  | | | Legal First Name(s) | | | | |  | | |
| Salutation: Mr/Mrs/Miss/Ms/Dr/Other | | | |  | | | | Previous Surname | | | |  |
| Address |  | | | | | | | | | | | |
| Post Code |  | | | | | | | | | | | |
| Tel (home) |  | | | | | | Mobile | |  | | | |
| E-mail |  | | | | | | | | | | | |
| Date of Birth |  | | | | | | | | | | | |
| National Insurance Number | | |  | | | | | | | | | |
| DfE Reference Number (FOR TEACHING POSTS) | | | | | |  | | | | | | |
| Are you subject to any legal restrictions in respect of your employment in the UK?  Yes No | | | | | | | | | | | | |
| Do you require a work permit?  Yes No  If yes, please provide details: | | | | | | | | | | | | |
| If you are not a resident of the European Union and have permission from the Home Office to work in the UK, please specify the type of visa you are in possession of and when it expires. | | | | | | | | | | | | |
| Type of visa |  | | | | | | | Expiry date | | |  | |

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| **SECTION B – MEDICAL INFORMATION (Note: Successful candidates will complete a pre-employment health form and may be asked to attend a medical examination.)** |
| Do you have a disability as defined by the Disability Discrimination Act 2005? Yes No  (please circle) |
| Is there anything we need to know about your disability in order to offer you a fair selection interview? (Please circle)  Yes No If yes, please give details. |

There is no legal requirement for you to provide information about your disability on this form. However you are encouraged to do so, particularly where you believe that the information may be relevant to the job application.

Please contact HR if you require any further information on any aspect of your application.

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| **SECTION C – CRIMINAL OFFENCES** |
| Please provide full details of any criminal convictions below. This information will be treated in full confidence and will be used only in relation to this specific application. Having convictions will not necessarily restrict you from working with us, as the assessment criteria will take into account: • The duties and responsibilities of the position • The nature and age of any conviction • The circumstances and background leading to the offence  Under the provisions of the Rehabilitation of Offenders Act 1974, any spent convictions need not be disclosed if, the post does not fall into an exempt job category, under exceptions to the Act.  Exempt job categories require full disclosure of spent and unspent convictions and are subject to a Standard or an Enhanced check from the Criminal Records Bureau as part of the application process.   Exempt jobs: • involve matters of national security, such as security services, some civil service, defence contractors, etc. • bring the person into contact with vulnerable groups such as the infirm, elderly, mentally ill and young people under the age of 18 • are in a profession with legal protection, such as: nurses, doctors, dentists, chemists, accountants. • administer justice, such as police officers, lawyers, probation officers, traffic wardens. • are part of the health service  The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all: • convictions  • cautions • warnings • reprimands • binding over or other orders  • pending prosecutions • criminal investigations irrespective of status and age. Failure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action. If you are to be recommended for the post you will be subject to an Enhanced disclosure from the Disclosure Barring Service. |
| Do you have **ANY** convictions, cautions or reprimands, warnings or bind-overs? **Yes No**  If the answer is "yes", you **MUST** record full details in a separate document marked with your name and ‘Confidential: Criminal Record Declaration’ or if you are sending your completed application in via post, please place the full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application. In accordance with statutory requirements, an offer of appointment will be subject to satisfactory DBS clearance. A copy of this notice will be sent to your referees. |

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| **SECTION D – RECORD OF EMPLOYMENT** | | | | | |
| ***Part A: Present or last employment*** | | | | | |
| Post |  | | | | |
| Name, address and telephone number of Employer | | | | | |
| Date appointed to current post | |  | | Point on pay spine and Salary |  |
| Is your present post your sole regular employment? Yes No (Tick as appropriate)  If No to the above, please provide the name, address and telephone number of your other employer(s): | | | | | |
| Reason for leaving/wishing to leave | | |  | | |
| Notice required/Date left (if applicable) | | |  | | |
| Date available to commence post | | |  | | |
| Outline of main duties: | | | | | |

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| ***Part B: Previous employment*** |
| Please provide a full employment history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment. |

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| Job Title  or Position | Name and address of school, other employer, or description of activity | Number on roll and type of school, if applicable | F/T  or P/T | Dates | | | | Reason for leaving |
| From | | To | |
| Month | Year | Month | Year |
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**Please enclose a continuation sheet if necessary.**

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| **SECTION E – EDUCATION AND TRAINING** | | | | | |
| **Secondary/Further Education** | | | | | |
| NAME OF SECONDARY SCHOOL | DATES | | QUALIFICATIONS GAINED | | |
| FROM | TO | SUBJECT | LEVEL/ GRADE | DATE |
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| **Higher Education** | | | | | | |
| NAME AND ADDRESSES OF COLLEGES/UNIVERSITIES | DATES | | F/T or P/T | QUALFICATIONS GAINED | | |
| FROM | TO |  | DATE OF EXAM | SUBJECTS PASSED | CLASS/ QUALIFICATIONS OBTAINED |
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| **Membership of Professional Bodies (if applicable)** | | | | |
| NAME OF PROFESSIONAL BODY | MEMBERSHIP GRADE | WAS MEMBERSHIP GAINED THROUGH EXAMINATION | WHERE | DATE |
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| **Professional/Training Courses Attended in the last 3 Years which may be relevant to this job** | | | |
| COURSE/SUBJECT | ORGANISING BODY | QUALIFICATION GAINED | DURATION AND DATES |
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| **SECTION F – OUTSIDE INTERESTS/ACTIVITIES** |
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| **SECTION G – Please describe how your skills and experience will benefit the Trust and why you think you are suitable for this role. Attach additional sheets if necessary.** |
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| **SECTION H – REFEREES**  Please provide details of two people to whom reference may be made. References will be obtained prior to interview. The first referee must be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children as one of your references.  Please note that both referees in this section should be people able to comment on your professional record. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends. |

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| **First Referee** | |
| Salutation and Name |  |
| Job Title |  |
| Address and post code |  |
| Telephone Number |  |
| Email address |  |
| Relationship to applicant |  |

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| **Second Referee** | |
| Salutation and Name |  |
| Job Title |  |
| Address and post code |  |
| Telephone Number |  |
| Email address |  |
| Relationship to applicant |  |

**SECTION I – DECLARATION**

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| 1. Date of recognition as a qualified teacher |  |
| 1. Subjects qualified to teach |  |
| 1. National Insurance Number |  |
| 1. Did you qualify as a teacher after May 1999? | Yes 🞎 No 🞎  If Yes, in which school was induction completed: |
| 1. Have you ever been subject to an investigation by the General Teaching Council/Teaching Agency or DfE or placed on the Children’s Barred List? | Yes 🞎 No 🞎  If **YES** please state separately under confidential cover the circumstances and the outcome including any orders or conditions. |
| 1. Have you ever been subject to a child protection investigation by your employer or any other organisation? | Yes 🞎 No 🞎  **If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called to interview.** |
| 1. Do you have a current full driving licence? | Yes 🞎 No 🞎 |
| 1. Are you related to or have a close personal relationship with any pupil, employee, or governor? | Yes 🞎 No 🞎  If **YES** give details: |
| 1. NQTs ONLY:   Have you provided evidence of passing the Skills Tests? | **Numeracy**  Yes 🞎 No 🞎  **Literacy**  Yes 🞎 No 🞎 |
| 1. Where did you hear about the vacancy |  |
| 1. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment? | Yes 🞎 No 🞎  If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc). |

**PROHIBITION FROM TEACHING**

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

**DATA PROTECTION ACT**

The information collected on this form will be used in compliance with the Data Protection Act 1998. The information is collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to the Board of Trustees, Governors, Occupational Health, Teaching Agency, Teachers Pensions Agency, Department for Education and Skills, pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form **will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.  When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed.  If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.**

**NOTES**

* 1. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.
  2. Canvassing, directly or indirectly, an employee or governor will disqualify the application.
  3. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

**DECLARATION**

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information or canvassing governors or staff directly or indirectly will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and where relevant, possible referral to the police. I understand and accept that the information I have provided may be used in accordance with the paragraphs above, and in particular that checks may be carried out to verify the contents of my application form.

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| --- | --- |
| Signature of Candidate |  |
| Print Name |  |
| Date |  |

**Please return your completed application form to** [s.glenister@shoreditch.cola.org.uk](mailto:s.glenister@shoreditch.cola.org.uk)

*If you have not heard from us within three weeks of the closing date, you may conclude that your application has been unsuccessful.*

**CITY OF LONDON ACADEMIES TRUST**

**EQUALITY AND DIVERSITY MONITORING**

This section will be separated from the sections A-I above. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

Please answer the questions by ticking the appropriate box.

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| **Post applied for:** |
| **Name:** |

**1. I CONSIDER MYSELF TO BE:** Female 🞎 Male 🞎

**2. PLEASE TICK WHICH AGE GROUP YOU FALL INTO:**

🞎16-24 🞎 25-34 🞎 35-44 🞎 45-54 🞎 55-64 🞎 65+

# 3. I CONSIDER MYSELF TO HAVE A DISABILITY? 🞎 Yes 🞎 No 🞎 Do not wish to answer

# If Yes, please specify below

**4. I WOULD DESCRIBE MY RACIAL OR CULTURAL ORIGIN AS:**-

*Please circle the appropriate letter, A to E, then tick one box within that section to indicate your cultural background.*

(Ethnic origin questions are not about nationality, place of birth, or citizenship. They are about colour and ethnic group. Citizens of any country may belong to any of the group indicated. The ethnic origin categories used here are based on Commission of Racial Equality’s latest guidance.)

# A. White

# 🞎 British

🞎 English

🞎 Scottish

🞎 Welsh

🞎 Other *(please specify)*………………..

🞎 Irish

🞎 Any other White background *(please specify)…………………….*

**B. Mixed**

🞎White and Black Caribbean

🞎White and Black African

🞎 White and Asian

🞎 Any other Mixed background *(please specify)……………….*

# C. Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh

🞎 Indian

🞎 Pakistani

🞎Bangladeshi

🞎 Any other Asian background *(please specify)……………………*

**D. Black, Black British, Black English, Black Scottish or Black Welsh**

🞎Caribbean

🞎 African

🞎 Any other background *(please specify)………………………………*

**E. Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group**

🞎Chinese

🞎Any other background *(please specify)…………………………….*

**5. I AM A MEMBER OR FOLLOWER OF THE FOLLOWING RELIGIOUS GROUP***:*

🞎 None/ No religion 🞎 Buddhist 🞎 Jewish

🞎 Christian 🞎 Muslim 🞎 Sikh

🞎 Other - *please state*:

**6. I CONSIDER MYSELF TO BE:**

🞎 Bisexual 🞎 Gay/Lesbian 🞎 Heterosexual (straight)

**7. HOW DID YOU HEAR ABOUT THE POSITION?** *This would be useful for our records (please specify)*

🞎 Tes First 🞎 Agency 🞎 Guardian website/ Newspaper

🞎 City of London Academy website 🞎 Other - *please state*:

|  |  |
| --- | --- |
| **Signed:** | **Date:** |

**Thank you for completing this form.**

## Why monitor?

The most reliable and efficient way of monitoring the effectiveness of our equal opportunities policy is to carry out regular analyses of the workforce and job applicants.

Equal opportunities policies by themselves will not bring about equality. Organisations must have a system for checking whether their policies are being carried out and whether they are working.

Without diversity monitoring, an organisation will never know whether its equal opportunities policy is working. There is a risk that people will just see the policy as paying lip service to diversity and equality. If this happens, the policy could lose credibility and commitment among the staff who have to deliver it, as well as the people who are affected by it. To have an equality policy without diversity monitoring is like aiming for good financial management without keeping financial records.

Without monitoring, it would be difficult to establish the nature or extent of any inequality, the areas where action is most needed, and whether measures aimed at reducing inequality are succeeding. Without diversity records it is virtually impossible to know whether or not people are being discriminated against.

**Confidentiality**

Data provided will be entered onto the HR database and maintained confidentially for the purposes of monitoring and statistical analysis. Please contact HR if you have any questions on this aspect.

**Diversity monitoring at City of London Academies Trust**

Diversity monitoring is the process used to collect, store, and analyse data about people’s backgrounds.

We can use diversity monitoring to:

 highlight possible inequalities;

 investigate their underlying causes; and

 remove any unfairness or disadvantage.

In employment, monitoring lets us examine the profile of our workforce and compare this with benchmark data.

It also lets us analyse how our employment practices and procedures may affect different groups.

In service delivery, monitoring can tell you which groups are using our services, and how satisfied they are with them. We can then consider ways of reaching under-represented groups and making sure that our services are relevant to their needs and provided fairly.

Diversity monitoring can tell us whether we are offering equality of opportunity and treatment to all groups. We can then concentrate on finding solutions and making appropriate changes, rather than using guesswork or assumptions.

In employment, diversity monitoring can identify barriers that may be preventing us from making use of available talent. It can also help us to avoid potential complaints of discrimination, by making sure that we pick up and tackle any issues at an early stage. The cost of discrimination claims can include money and management time, as well as emotional distress for those involved and potentially wider damage to staff morale.

Finally, diversity monitoring can help to improve our reputation as a good and fair provider of services and as a good employer.