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Ironbridge Road, Madeley, Telford TF7 5HX Telephone: 01952 386000

**TEACHING STAFF APPLICATION**

**GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM**

**Please read these notes carefully and keep for future reference**. They are designed to help you in completing your application form. We want to try and make sure that everyone applying for a job with the Haberdashers’ Adams’ Federation Trust and Haberdashers’ Abraham Darby has a fair chance. Completing this application form is the first stage in the recruitment process which may lead to an interview and the possible offer of a job.

* It is important that you complete all sections of the application form as clearly and fully as possible.
* Please ensure that you have given your name and address accurately so that we are able to contact you.
* We are interested in your experience and any skills or training which shows that you meet the requirements of the job for which you are applying. Include non work activities which are relevant.
* You are asked in Section 6 of the application form to provide a supporting statement.
* We do not ask for many personal details. This is because we do not take into account such things as gender, race and marital status.
* Please do not forget to sign the form.
* If you attach additional sheets to your application form make sure you put your name and the post title at the top of each page.
* We ask everyone to complete an application form as well as sending a copy of their current C.V.

Remember we can only decide whom we should interview based on what is written on your application form.

JOBS WORKING WITH CHILDREN, YOUNG PEOPLE AND/OR VULNERABLE ADULTS

The job for which you are applying involves substantial opportunity for access to children, young people and/or vulnerable adults and your application will be subject to rigorous pre-employment checks. This is in order to ensure the safety of children and vulnerable adults. These checks will include a check by the Disclosure and Barring Service (DBS) on Police Records for **all** criminal convictions, cautions and any impending cases. A more detailed explanation is included in this application form.

Data Protection Act 1998

The information or data which you have supplied on the application form will be processed and held on computer and also on your personal records if you are appointed.

The data may be processed by the Haberdashers’ Adams’ Federation and Abraham Darby Academy for the purposes of equality monitoring, compiling statistics and for the keeping of other employment records.

**By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.**

**EQUAL OPPORTUNITIES POLICY**

COMMITMENT TO EQUAL OPPORTUNITIES

The Haberdashers’ Adams’ Federation Trust and Haberdashers’ Abraham Darby are committed to equality of opportunity in all aspects of their activities. We recognise that people suffer discrimination, disadvantage and exclusion, both in employment and in the delivery of services, for many reasons including:

* race
* sex
* sexual orientation
* gender re-assignment
* religion or belief
* disability
* pregnancy or maternity

We are committed to combating inequality and striving to ensure that all people in all parts of the community are treated fairly. Age, marriage and civil partnership are not protected characteristics for the schools’ provision but do apply to staff.

EQUALITY IN EMPLOYMENT

**It is the Federation and Academy’s policy that all of its employees, and those who apply for employment, will be treated with equal fairness, respect and dignity.**

**We will:**

* Publicise, by this charter, our commitment to equality to all of our employees and within the community at large.
* Encourage job applications from all sections of the community and ensure that only relevant and justifiable factors are taken into account in making appointments

* Make available appropriate training for employees so that they can both understand and actively promote equal opportunities policies and, recommend that everyone who takes part in the recruitment and selection process will first receive the necessary training.
* Ensure that existing and future HR policies and conditions of service are applied fairly to all employees and are such that they can both promote equality of opportunity and seek to remove obstacles to its achievement.
* Recommend that applicants with disabilities who meet the essential requirements of the post are interviewed, and do everything reasonably practical to adapt jobs and premises to meet the needs of people with disabilities.
* Measure the effectiveness of our policies by regular monitoring of both existing employees and of job applicants.

EQUAL OPPORTUNITY MONITORING

So that we can measure the effectiveness of this charter, we need to collect information about our job applicants. **Therefore please fully complete and return the Monitoring Form attached to this application form.**

* When your application is received the Monitoring Form will be removed before the form goes to those involved in shortlisting for interviews.
* Those involved in shortlisting and interview will not know what information is on the Monitoring Form.

ESSENTIAL Additional Information

for posts which involve working with Children, YOUNG PEOPLE

AND/OR VULNERABLE ADULTS

The post for which you are applying will involve working with children, young people and/or vulnerable adults. In order to ensure the safety of children and vulnerable adults, your application will be subject to rigorous pre-employment checks.

**Please read this information carefully, detach and keep these notes.**

1. The references you have offered will be taken up prior to interview without seeking further permission from you. We also reserve the right to contact any other previous employer for a reference.
2. We will also take into consideration relevant information received from **any** source. This may include information held by Telford & Wrekin Council, for example in Social Care or Education, and information received from other external authorities or bodies.
3. You will be required to provide proof of any educational qualifications or memberships of professional bodies that are stated in your application form.
4. You will be asked to submit original proof of identification, such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.
5. You will have to complete a medical questionnaire and may be required to meet with our Occupational Health physician if required.
6. You may be subject to a probationary period. Failure to successfully complete a probationary period may lead to a further probationary period or dismissal.

**Disclosure and Barring Service (DBS)**

1. This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. It is also covered by the Protection of Children Act 1999.
2. A caution or conviction will not necessarily debar you from applying for the post. We will consider any previous offences in accordance with our Equal Opportunities Policy. There are, however, certain offences which will debar you from working with children under the regulations made under the Children’s Act, including Schedule 1 offences such as sexual and violent offences. If you require a confidential discussion concerning previous offences before apply for a post you can contact the Principal or the Personnel Officer at the Academy.
3. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
4. Prior to any offer of employment being made you will be required to complete a **Disclosure and Barring Service Application Form**. On this form you will need to declare **ALL** CAUTIONS, BIND OVER ORDERS & CONVICTIONS. This includes offences which are considered spent for other purposes or that you may believe have been removed from your record.

**All information given will be treated as strictly confidential and will be stored securely.**

Once completed this disclosure form will be sent to the Disclosure and Barring Services (DBS). The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The DBS will inform you of the result of their search and they will also send a copy of the result to Abraham Darby Academy. This information will enable the Principal to make his decision on possible employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

The Academy’s policy on Disclosure and Barring checks and the DBS’s Code of Practice are available on request from the HR Manager.

If you require further information you can contact the DBS direct on **0870 90 90 811** or visit their web site [**www.dbs.gov.uk**](http://www.dbs.gov.uk)

If you do take up employment it is necessary for you to inform the Principal and HR Manager of any cautions, bind overs or convictions you sustain during the subsequent course of your employment. **Failure to do so will lead to dismissal.**

**IMPORTANT**

**WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE DISQUALIFIED FROM WORKING WITH CHILDREN, YOUNG PEOPLE AND/OR VULNERABLE ADULTS.**

THE RECRUITMENT PROCESS

WHAT WILL HAPPEN NEXT?

As a candidate applying for employment with Haberdashers’ Adams’ Federation Trust and Haberdashers’ Abraham Darby you can expect to be dealt with courteously, efficiently and fairly. If, at any stage of the recruitment process, you are unhappy with the way you are treated, or if you have any suggestions as to how we can do better, please do not hesitate to contact the HR Manager.

If you require any help or have any questions about the recruitment process or the position you are applying for, please contact either the PA to the Principal, or the HR Manager, who will be more than happy to assist you.

We endeavour to always try to reply individually to every applicant. However, regrettably this may not always necessary be the case if there is an unusually high number of applications received. Therefore, if you have not heard from us within 28 days of the closing date, your application has been unsuccessful. We are sorry that this means we are treating you less courteously than we would wish.

**Whatever the outcome of your application, thank you for the interest you have shown in working for Haberdashers’ Adams’ Federation Trust and Haberdashers’ Abraham Darby.**

**Top of Form**

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Ironbridge Road, Madeley, Telford TF7 5HX Telephone: 01952 386000

TEACHING APPLICATION FORM

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| --- | --- |
| **Post Title: Teacher of Health and Social Care** at: Haberdashers’ Abraham DarbyIronbridge Road, Madeley, Telford TF7 5HX | **Applications should be e-mailed and returned by 4pm on Friday 16th March 2018 to:**Mrs D J Tudor – PA to the Principaldeborah.tudor@taw.org.uk  |

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

|  |  |  |
| --- | --- | --- |
| Surname/ Family Name: | Forename: | Address for correspondence: |
| Middle Name: | Title: | Post Code: |
| Mobile Number: | Email: |
| Home Telephone Number: | DfE Teacher Number: |
| Type of Driving Licence Held: | National Insurance Number: |
| Under the Equalities Act 2010, do you consider yourself to have a disability? **YES/NO**If you are shortlisted for this post, you will be given the opportunity to tell us about any reasonable adjustments that need to be made during the recruitment process. This information should be provided separately from the application form. |

1. EDUCATION AND QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College/University  | Period of Study | Subject and type of qualification | Grade |
|  |  |  |  |
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| Other courses attended – please give details of any other relevant training undertaken, including short and in-service training, during the last 3 years. If necessary continue on separate sheet: |

1. PROFESSIONAL DEVELOPMENT/TRAINING

4a CURRENT OR MOST RECENT POST/EMPLOYMENT

|  |  |
| --- | --- |
| Position /Job Title |  |
| Name and address of employer |  |
| Dates held | From: (month/year) To: (month/year) |
| Reason for leaving (if applicable) |  |
| Salary/Grade/Allowances |   | Number on Roll |
| Brief outline of any additional responsibilities held |  |

4b PREVIOUS POSTS

|  |  |
| --- | --- |
| Position / Job Title |  |
| Name and address of employer |  |
| Dates held | From: (month/year) To: (month/year) |
| Reason for leaving (if applicable) |  |
| Salary/Grade/Allowances |   | Number on Roll |
| Brief outline of any additional responsibilities held |  |

|  |  |
| --- | --- |
| Position / Job Title |  |
| Name and address of employer |  |
| Dates held | From: (month/year) To: (month/year) |
| Reason for leaving (if applicable) |  |
| Salary/Grade/Allowances |   | Number on Roll |
| Brief outline of any additional responsibilities held  |  |

|  |  |
| --- | --- |
| Position Held / Job Title |  |
| Name and address of employer |  |
| Dates held | From: (month/year) To: (month/year) |
| Reason for leaving (if applicable) |  |
| Salary/Allowances |   | Number on Roll |
| Brief outline of any additional responsibilities held |  |

|  |  |
| --- | --- |
| Position Held / Job Title |  |
| Name and address of employer |  |
| Dates held | From: (month/year) To: (month/year) |
| Reason for leaving (if applicable) |  |
| Salary/Allowances |   | Number on Roll |
| Brief outline of any additional responsibilities held |  |

Please continue on an additional sheet if necessary

5 supporting statement – please attach and number any additional sheets

Please provide any further information which you feel will be useful in support of your application, including a description of the duties and responsibilities of your current or most recent post. Include any other experience should you feel is relevant to your application. Take as a guide in completion of this section, the contents of the job description and person specification of the post for which you have applied. Please include details of your induction/probation, if appropriate, and if newly qualified, details of your teaching practice if you have not previously covered this. Please include the rage range of pupils you have taught and number of pupils on roll at the schools where you have taught.

* **Please also attach your current C.V to your application.**
* **Please attach a covering letter**, which should be word processed and no longer than two sides of A4, describing:
1. The skills and experience you would bring to this post
2. How you would contribute to raising achievement, and
3. The contribution you would want to make to the ‘wider life’ of Abraham Darby.

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6 REFERENCES

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your current or most recent employer. References will normally only be taken up if you are selected for interview. Referees must not be related to you. We reserve the right to approach your current and any previous employer.

|  |  |
| --- | --- |
| Name (including title):Address:Telephone Number:Email Address:Fax Number:Occupation / Job Title: | Name (including title):Address:Telephone Number:Email Address:Fax Number:Occupation / Job Title: |

May these references be taken without further authority from you?

**1 YES / NO \***  **2 YES / NO \***

(\*please delete as appropriate). If you have said NO then please explain why:

7 OTHER INFORMATION

Are you, to your knowledge, related to any employee of Abraham Darby or Telford & Wrekin Council or to a member of the Haberdashers’ Adams’ Federation Trust Governing Body? **YES / NO**. If yes please give details below:

|  |  |
| --- | --- |
| Name: | Relationship: |

8 CRIMINAL CONVICTIONS

As this post involves working with children, young people and vulnerable groups, and is a position of trust, it is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must, therefore, disclose details of cautions, reprimands, final warnings and convictions, including ‘spent convictions’ no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile.

We will only take this information into account if we consider them relevant to the post for which you have applied. Any failure to disclose such information could result in withdrawal of any job offer or disciplinary action by the organisation.

Successful applicants for this post will be subject to an enhanced check carried out through the Disclosure and Barring Service.

**Declaration:**

Have you at any time received, or do you have pending, a caution, reprimand, final warning or conviction? **YES / NO**

Has a Summary Award ever been made against you by a Commanding Officer of the Armed Forces? **YES / NO**

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| If you have answered YES to any of these questions please give full details below:Date:Nature of summons/ charge / caution/ allegation:Court:Sentence or order:Additional details: |

9 YOUR SIGNATURE

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation. I also confirm that I have read the information sheets at the front of this application form.

|  |  |
| --- | --- |
| **Signature of applicant:** | **Date:** |

HABERDASHERS’ ABRAHAM DARBY MONITORING FORM

In order to measure the effectiveness of our Employment Equality Charter we need to collect information on people who apply for our jobs. To enable us to do this, please fully complete the details below.

Some of the information you give on this form may be considered to be sensitive personal data under the Data Protection legislation and by completing and returning this monitoring form, you will be deemed to be giving your explicit consent to the processing of the data for Equality Monitoring. This information is separated on receipt of your application form and is not seen by anyone involved in the selection process.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please complete in BLOCK CAPITALS****POST TITLE** ………….……………………………………………………………………………….………………………………. ………..**FULL NAMES** ………………………………………………………………..……………………….…………………………………………(including first name (s) and surname/family name)**PREVIOUS NAMES** ……………………………………………………………………….……………………………................**PREFERRED TITLE** \* Mr/Miss/Mrs/Ms/Dr/Other………………………… ……..**DATE OF BIRTH** ...…………………………………….(\*please delete as appropriate)**Do you have any long standing illness or disability that limits your daily activity?**  Yes No Rather not say**Are you caring for someone who has a long standing illness or disability that limits their daily activities?** Yes No Rather not say**Do you belong to any particular religion or hold particular beliefs?** Christian Hindu Muslim Sikh Other (please state) …………………… No religion Rather not say**PLEASE TICK RELEVANT BOX****AGE:** 16-18 19-35 36-49 50-59 60-65 over 65 .**GENDER**: Male Female **WHAT IS YOUR ETHNICITY? (please tick ✓)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **White** | **Mixed/multipleethnic groups** | **Asian/Asian British** | **Black/African/Caribbean/BlackBritish** | **Other ethnic group** |
| English/Welsh/Scottish/Northern Irish/British |  | White and BlackCaribbean |  | Indian |  | African, pleasewrite country oforigin |  | Arab, pleasewrite country oforigin: |  |
| Irish |  | White and BlackAfrican |  | Pakistani |  | Caribbean |  | Chinese |  |
| Gypsy orTraveller |  | White and Asian |  | Bangladeshi |  | Any other Black/African/Caribbean/Black British background, please write in: |  | Any other ethnic group, pleasewrite in: |  |
| Polish |  | Any othermixed/multipleethnic background,please write in: |  | Any other Asian backgroundplease write in: |  |
| Any other whitebackground, please write in: |  |

**ARE YOU AN AGENCY WORKER? (please tick✓)** Yes No**HOW DID YOU FIND OUT ABOUT THIS VACANCY?** ……...………………………………………………………………………………**ARE YOU CURRENTLY EMPLOYED BY THE HABERDASHERS’ ADAMS’ FEDERATION** Yes No**OR TELFORD AND WREKIN COUNCIL** If yes, please enter your employee number: ...…………………………………………………………………………………………….. |