

TEACHER APPLICATION FORM

Washwood Heath Multi Academy Trust (“WHMAT”) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

WHMAT is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

Successful applicants will be required to undertake an Enhanced DBS check and barred list check.

**Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a).**

**It is important that you refer to the Guidance Notes before completing this form.**

1. VACANCY DETAILS

Position Applied For:           

Base Academy:

Please enter phase/s you wish to teach

Nursery:  Reception:  KS1:  KS2:  KS3:  KS4:

Special:

Main Subject (where appropriate):

Subsidiary Subject:

Other Subject Interests, e.g. Sport, Music, Drama, Community Language. (Please give details below.)

1. PERSONAL DETAILS

First Name(s):       Last Name:

Title e.g. (Mr,Mrs,Miss,Ms):       Any Previous Name/s:       Date of birth:

Address:       Postcode:

Correspondence Address (if different from above):       Postcode:

Daytime Tel:       Evening Tel:

Mobile Tel No:       Email Address:

National Insurance Number, if you have one:

Do you have the right to work in the UK? Yes:  No:

Please note: Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

Are there any restrictions on your being resident or being employed in the UK Yes:  No:

Have you lived outside the UK for more than 12 months in the past 10 years? Yes:  No:

(If so, we need a Police Certificate of Good Conduct from that Country)

Current Driving licence (if this is a requirement of this job) Yes:  No:

Teacher Reference Number:

Do you have QTS, including skills test if qualified post 2004? Yes:  No:

1. GENERAL INFORMATION

Are you related to or do you have a close relationship with an existing WHMAT employee, governor or director?

Yes:  No:

If yes, please provide details:

Name:       Position:

Relationship:

Do you wish to job share the position you are applying for? Yes:  No:

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1. ARRANGEMENTS FOR INTERVIEW

If you have disability, are there any arrangements which we can make for you if you are called for an interview and or/work based exercise? Yes:  No:

If Yes, please specify, (e.g. ground floor venue, sign language, interpreter, audioloop, etc):

1. RETIREMENT/DISMISSAL

Are you in receipt of a Teachers’ Pension? Yes:  No:

If yes, state date effective from and the type of pension you are receiving? i.e. Actuarially Reduced Benefits,   
Age, Phased, Premature or Ill Health retirement:

Have you ever been dismissed from a school or academy for misconduct? Yes:  No:

If yes, date:

Name of school/academy and/or LA:

Please attach full details of the reason for the dismissal in a sealed envelope marked ‘Private and Confidential’ and return with your application.

(Please be assured that providing this information will not necessarily bar you from employment)

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6. STATUTORY INDUCTION

Did you gain QTS after May 1999? If yes, where was the induction served?:

Between what dates did you serve your induction?:

Did you pass the induction?…..…………………………………………….……….. Yes:  No:

Do you have any period left to serve on your induction?….………….……….. Yes:  No:

If yes, how much longer have you got to serve?:

*If not complete, please attach copies of your induction reports for the period served*

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1. EDUCATION-QUALIFICATIONS IN FURTHER /HIGHER EDUCATION (most recent first)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From | | To | | Cert, Diploma, Degree, Higher Degree, etc. | Awarding body | Class/Result | Date gained/expected |
| Mt | Yr | Mt | Yr |
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8. EDUCATION**/QUALIFICATIONS (most recent first)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From | | To | | Name of School/College | Subjects | Type of Exam | Grade | Date  gained |
| Mt | Yr | Mt | Yr |
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9. IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT

(most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Organising body | Course title | Length of course |
|  |  |  |  |
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NPQH Award..………………….……….. Yes:  No:  Date of Award:

10. CURRENT & PREVIOUS EMPLOYMENT (Current first)

Please complete the following, in full chronological order, starting with your current employment and include all employment including non-teaching. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. **Please also include any breaks in employment history together with the reason for the break.** This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18, including any part time or voluntary work. Failure to provide the correct and accurate information may result in an incorrect salary assessment. If you have passed threshold you will need to supply a copy of your letter of confirmation with this form.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From | | To | | Employer | Job Title | Reason for change |
| Mt | Yr | Mt | Yr |
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11. WRITTEN REFERENCES

Please give the name of two professional referees (who are not friends or relatives). One should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

Please note that if you are shortlisted, we will request references prior to interview in line with statutory guidance.

Written references will not be accepted from relatives or people writing solely in the capacity of friends.

Name:

Address:       Postcode:

Telephone Number:

Email:

Fax Number:

Relationship to You:

Name:

Address:       Postcode:

Telephone Number:

Email:

Fax Number:

Relationship to You:

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12. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION

(Please state the reasons why you wish to apply for the position and give details of why you think you are a suitable candidate in line with the person specification and job description. Please include additional pages as appropriate)

13. DATA PROTECTION ACT 1998

Consent and Certification of Details

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, within WHMAT, to governors of schools, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to the Teaching Agency, Law Enforcement Authorities, the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I, (print name)

Consent to my employer recording and processing the information detailed in this application form.   
I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 1998.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

14. CONFIRMATION OF DETAILS

I confirm that all the information given on this form is complete and accurate and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police and other external agencies as deemed appropriate.

I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and wil constitue confirmation of the declaration.

Signature:

Date:

Print Name:

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15. DISCLOSURE

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

Under the Rehabilitation of Offenders Act, criminal convictions normally become spent after a period of time i.e. do not need to be disclosed. However, convictions do not generally become “spent” if you are applying to work with children, on a paid or voluntary basis. However, since May 2013 individuals do not have to disclose certain old or minor offences and we can no longer ask you to disclose them if the offences are covered by the filtering rules/known as “protected offences”.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. This means that a) you are not obliged to disclose them to us, and b) that we cannot take these into account during the application/recruitment process.

Do you have 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)

You are advised to consult the filtering guidance on the Disclosure and Barring Service (“DBS”) website before submitting your application <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-> filtering-guide.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

I confirm that I have no criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children, or subject to a prohibition order by the National College for Teaching & Leadership (“NCTL”).

Signature:

Print Name:

If you do have any criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children, or subject to a prohibition order by the NCTL, please enclose full details in a sealed envelope marked ‘Private and Confidential’ and tick this box.

Having a criminal conviction will not necessarily bar you from employment.

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16. RETURN ADDRESS

Please return to: Brownmead Academy, Pencroft Road, Shard End, B34 6SS

RECRUITMENT MONITORING

Name:

Job title:

Job ref no if applicable:

Gender

I am:  Female  Male

Date of Birth:       Age:

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

Ethnic Origin

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2011 Census with additional categories included.

A White

British  Irish  Gypsy or Irish Traveller

Albanian

Any other White background, please indicate:

B Mixed

White/Black – Caribbean  White/Asian  White/Black – African  Black/Asian

Any other mixed background please indicate:

**C Asian or Asian British**

Indian  Kashmiri  Pakistani  Bangladeshi  Chinese

Any other Asian background, please indicate:

**D Black or Black British**

Caribbean  African

Any other Black background, please indicate:

**E Other ethnic group**

Arab  Kurdish  Vietnamese

Any other please indicate:       **Not disclosed**

**What is your sexual orientation?**

Bisexual  Lesbian or Gay  Heterosexual  Not Disclosed

**Disability**

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes:  No:

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here.

**EMPLOYMENT STATUS**

Are you currently employed? Yes:  No:

If yes please state if you are employed on a temporary, casual or permanent basis:

Are you currently unemployed? Yes:  No:

**Religion**

Christian – (including Catholic, C of E, Protestant and all other Christian denominations)

Buddhist  Hindu  Jewish  Muslim  Sikh

No religion  Not disclosed Other - please specify:

**Job Advertisement**

How did you first find out about this job? Please specify the source or publication.

Teacher Vacancy Bulletin  Birmingham City Council Website  Jobsgopublic

WMJobs.co.uk  TES on-line  TES printed publication

Guardian  Jobs4U jobs bulletin  Website, other (please specify)

Professional Journal (please specify)  Other Newspaper (please specify

Radio (please specify)  Birmingham Evening Mail  Word of Mouth

Careers/open day (please specify)  Jobcentre Plus  Search Consultant

Other (please specify):