

Please complete in full. Incomplete forms and CVs will not be accepted.

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| **Academy:** | **Position applied for:** | **Date of application:** |

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| **Section 1 – Personal details** | | |
| **Title: Dr/Mr/Mrs/Miss/Ms:** | **Forename(s):**  **(Including middle names)** | **Surname:** |
| **Address:**    **Postcode:** | | **Former names:** |
| **National Insurance number:** |
| **Are you currently eligible for employment in the UK?**  **Yes**   **No**  **If no, please provide details:** |
| **Telephone number(s)**  **Home:**  **Work:**  **Mobile:**  **Email address:** | | ***Applicants for Teaching posts only:***  **Do you hold Qualified Teacher Status?**  **Yes**  **No**  **Year Gained:**  **Teacher Reference Number (DFE/GTCE):** |

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| **Section 2 – Education**  **Please start with the most recent** | | | | | |
| **Name of school/college/university** | **Dates of attendance** | **Qualifications** | | | |
| **Subject** | **Grade/ Class** | **Date** | **Awarding body** |
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| **Section 3 – Membership to Professional bodies** | | | |
| **Professional Body** | **Membership Grade and Number** | **Was membership gained by examination** | **Date** |
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| **Section 4 – Other vocational qualifications, skills or training**  **Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied** |
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| **Section 5 – Current/Most recent employment** | | | |
| **Current/most recent employer:** | | **Current/most recent employer’s address:** | |
| **Current/most recent job title:** | | | **Date started:** |
| **Brief description of responsibilities:** | | | **Date employment ended (if applicable):**    **Reason for leaving/wishing to leave:** |
| **Annual Salary:** £ | **Allowances:**  **Type:**  **Value:** £ | | **Additional remuneration/ benefits**  **Type:**  **Value:** £ |
| **Notice required by current employer:** | | | |

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| **Section 6 – Previous employment and/or activities**  **Starting with your most recent job, please give a summary of all employment, including any relevant unpaid work. Please explain any breaks in employment dates.** | | | |
| **Dates** | **Name and address of employer** | **Position held and/or duties** | **Reason for leaving** |
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| **Section 7 – Supporting Statement**  **The section below should be used to include any information you think will support your application. We are looking for evidence that you have the skills, abilities, knowledge and experience needed to perform the job you are applying for. The information you provide should relate to the information outlined in the job description and clearly address the criteria set out in the person specification. The panel will shortlist applications in line with the person specification criteria.** |
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| **Section 8 – References** | |
| **Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer For teacher vacancies, the referee must be the Head Teacher. For support staff, the referee must be your line manager/director. If your current/most recent employment does/did not involve working with children, then your second referee should be your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School will take up references for all shortlisted candidates before interview unless you expressly inform us that you do not wish us to do so in your covering letter.** | |
| **Referee 1** | **Referee 2** |
| **Name:** | **Name:** |
| **Organisation:** | **Organisation:** |
| **Address:** | **Address:** |
| **Occupation:** | **Occupation:** |
| **Telephone number:** | **Telephone number:** |
| **Email address (essential):** | **Email address (essential):** |

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| **Are you related to or do you maintain a close relationship with an existing employee, volunteer or governor of Twickenham School? If so, please provide details:** |

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| **Is there anything else that you wish to declare that may be relevant to your employment at Twickenham School? If so, please provide details:** |

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| **Section 9 – Health** |
| In accordance with the guidance published by the DFE any offer of employment made by the school will be conditional upon the School verifying the successful applicant’s medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire the response to which will be assessed by the School’s medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School’s medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician. |

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| **Section 10 – Criminal records** |
| If you are shortlisted, you will be required to complete a “Declaration of Criminal Record” form and bring the completed form to interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.  Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has be disqualified from working with children to knowingly apply for, offer to do, accept or do any work in a “regulated position”. |

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| **Section 11 – Data Protection Act 1998** |
| The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998. The information may be disclosed, as appropriate, to the Academy Council, to Occupation Health, to the Teachers Pensions Agency, to the Department of Education, to pension, payroll and personnel providers and to 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 strict 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. |

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| **Section 12 – Recruitment** |
| It is the School’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, nationality or ethnic origin, gender, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of the School’s safeguarding policy is available on our website. Please take the time to read it.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. |

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| **Section 12 – Declaration** |
| I confirm that the information I have given on this application form is true and correct to the best of my knowledge.  I confirm that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body.  I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.  I consent to the academy processing the information given on this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process. |
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| **Signature:**       **Date:**  **Print Name:** |

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| **Equality and Diversity** | | |
| In order to promote diversity and monitor the effectiveness of our policies in accordance with our values, best practice, the relevant codes of practice and our legal obligation, we need to record the ethnicity, age, and any disability of all current employees and applicants. Responses will be treated in the strictest of confidence and will be held separately from individual employment records. The information you provide will form a confidential database, which will be used for statistical analysis only and help evaluate progress towards improvements in the academy’s diversity strategy. | |
| **Date of Birth:** | **Gender: Male:**  **Female:** |
| **Ethnic Origin**  **What do you consider your ethnic origin to be:**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Ethnic Group** |  | **Please Tick** |  | **Ethnic Group** |  | **Please Tick** |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **White** | **British, English, Welsh, Northern Irish, Scottish** |  |  | **Black or Black British** | **Caribbean** |  | | **Irish** |  |  | **African** |  | | **Irish Traveller, Gypsy** |  |  | **Other Black Background** |  | | **Other White Background** |  |  | **Other Ethnic Group** | **Arab** |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Mixed** | **White and Black Caribbean** |  |  |  | **Other**: |  | | **White and Black African** |  |  | **Prefer not to say** |  |  | | **White and Black Asian** |  |  |  |  |  | | **Other Mixed background** |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Asian or Asian British** | **Indian** |  |  |  |  |  | | **Pakistani** |  |  |  |  |  | | **Bangladeshi** |  |  |  |  |  | | **Chinese** |  |  |  |  |  | | **Other Asian Background** |  |  |  |  |  |   **Disability**  **Do you consider that you have a disability (“A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities”)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Please tick** |  |  | **Please tick** |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No** |  |  | **Physical impairment** |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Prefer not to say** |  |  | **Sensory impairment** |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Yes (please complete grid on right)** |  |  | **Mental health condition** |  | |  |  |  | **Learning disability/difficulty** |  | |  |  |  | **Long standing illness** |  | |  |  |  | **Other** |  | |  |  |  | **Prefer not to say** |  | | |

**COMPLETED APPLICATION FORM TO BE EMAILED TO JOBS @TWICKENHAMSCHOOL.ORG.UK**