TEACHING APPLICATION FORM

FOR SCHOOL USE
CANDIDATE NO:

CONFIDENTIAL Please use black ink and write clearly or type

PERSONAL DETAILS

Post Applied For

Academy

Surname or Family Name First Name

Former Name(s)

Home Address

Home Telephone
Mobile

Daytime Telephone

E-mail address

Are you applying for this post on a Job-Share basis? Yes ☐ No ☐

PRESENT OR MOST RECENT POST

Post Held	Date appointed	Date left
Name and Address of School/ Employer Postcode Telephone Number	Current Salary Point and Allowances (if on School Teachers' Pay & Conditions) Reason for Leaving Notice required to present Employer	
National Insurance No:	Can we contact you at work?	
DfES Reference Number:	General Teaching Council No.:	

APPLICATION DETAILS
IT IS ESSENTIAL THAT YOU COMPLY WITH THIS SECTION OF THE FORM
Please use additional A4 sheets to give details of your relevant experience/training/skills together with any other information in support of your application, including details of your present post. **Ensure that you itemise your responses to demonstrate how your knowledge/skills/experience meet the requirements of the Person Specification to be tested through the Application Form. If you omit information which we have asked for we may not be able to consider your application.**

Please indicate how many additional sheets you have enclosed.

DETAILS OF ALL TEACHING EXPERIENCE – Most recent first.

Name, Type, Location of School & LEA	Dates of Employment		Boys, Girls or Mixed & No. on Roll	Ages Taught	Subjects Taught - Giving Grade and Salary if applicable
	From	To			

OTHER EMPLOYMENT - Most recent first. Enter details of *all* your work experience including periods of non employment, unpaid voluntary work and study.

Name of Employer	Details and Nature of Work/Activity Giving Grade and Salary if applicable	Dates	
		From	To

Age range you are qualified to teach (Please circle) 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 Preferred Age-range Date of Award of Qualified Teacher Status: Date of completion of NQT Induction Period or stage reached if not complete. With which LA?	Subjects qualified to teach: Main: Subsidiary: Additional subjects (if any) which you are willing to teach:

Have you ever been subject to any sort of investigation by an employer that focussed on child protection issues? Yes / No (circle)

If yes, was any action taken as a result of the investigation? Yes / No (circle)
Please give details on a separate sheet.

Details of educational history – most recent first. Please list all schools, colleges, universities, etc, which you have attended.	Course Studies	Qualifications level (if obtained)	Dates From	To

Please attach additional sheets if necessary. You will be asked to provide original proof of relevant qualifications if you are interviewed.

COURSES AND OTHER TRAINING UNDERTAKEN WHICH IS RELEVANT TO THIS JOB APPLICATION

Course/Training	Date	Organising Body

TO BE COMPLETED BY ALL APPLICANTS

Do you have any criminal convictions? Yes No

CHECK ON CONVICTIONS OR CAUTIONS

A check as to the existence and content of a criminal record may be requested from the Criminal Records Bureau after a person has been selected for appointment to this post. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

You are therefore asked to sign the statement below to confirm your agreement, if you are selected for the appointment, to a check being made on any criminal record applicable to you.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in that list.

Please give details (in the space below) of any criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered 'spent' under the terms of the Act.

Please give details of ALL convictions, cautions, reprimands or warnings (whether spent or not).

DISCLOSURE AND BARRING SERVICE

The Disclosure and Barring Service (DBS), an executive agency of the Home Office, helps employers check records, which were previously held by the police, the Department of Health and the Department for Education and Skills.

Different levels of disclosure can be provided, according to the type of work applied for.

The job for which you have applied necessitates an Enhanced disclosure.

Enhanced disclosures are for positions which have contact with children or vulnerable adults. They contain details of all convictions, cautions, reprimands or warnings on record.

PREVIOUS CHECKS

If a check has been previously carried out for you, please provide the name of the Local Education Authority or employing body, who undertook it, the outcome and the date it was carried out.

It is not sufficient to give the name of an employment agency (if applicable). If you have a letter giving the result, please attach a copy.

Local Authority _____ **Date** _____

Outcome _____

Have you ever been subject to any sort of investigation by an employer? Yes ☐ No ☐
If you have answered "yes" to this question, please give details on a separate sheet.

I agree, if I am selected for this appointment, to checks being made with the Disclosure & Barring Service for any record of convictions or cautions against me. I am aware that such information as appropriate for Enhanced Disclosures will be made available.

I CONFIRM THAT THE INFORMATION GIVEN ABOVE IS CORRECT.
I also consent to STEP Academy Trust carrying out other appropriate checks with the Disclosure & Barring Service if it so wishes.

Name (please print) _____

Signature _____ **Date** _____

TO BE COMPLETED BY ALL APPLICANTS

Date of Birth:

Activities involving contact with children and vulnerable adults outside the work environment (e.g. sports coach, scout leader etc).

Please attach additional sheets if necessary

DETAILS OF PEOPLE WHO MAY BE CONTACTED FOR REFERENCES – INCLUDING PRESENT EMPLOYER

If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Friends and relatives must not be used.

Full name of present or most recent employer Address Postcode	Telephone E-mail Fax

May we contact your present/most recent employer for a reference straight away? Yes ☐ No ☐

If NO when may we do so?

Other referee (preferably another employer)	
Address Postcode	Telephone E-mail Fax
Capacity in which known to you	Daytime Tel No.

Please note that we reserve the right to approach any of your previous employers for references if necessary.

Do you hold a current driving licence? Yes ☐ No ☐	If required would you be prepared to provide a car for work use? Yes ☐ No ☐

Residency

Are you required to have a UK work permit? Yes ☐ No ☐

Do you have a personal/family relationship with anyone likely to be involved in the selection process for this post such as a Trustee of STEP Academy Trust or Governor/employee of the Academy? (Delete as appropriate**)**

Yes ☐ No ☐

If Yes, please give name(s) of relevant person(s) and the relationship(s).

I understand that seeking to unfairly influence any Trustee of STEP Academy Trust or Governor/employee of the Academy will make my application unacceptable.

Data Protection Act 1998:

The personal information submitted by you on this application form and in any accompanying documents will be used by STEP Academy Trust and any other person it appoints to assist, for the purpose of appointing to the job applied for and to monitor the effectiveness, efficiency and fairness of the selection process. The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend STEP Academy Trust against a legal challenge to the fairness of the selection process from any interested party. For these reasons, the information you submit will be kept for 6 months if you are not short-listed and 2 years if you are. The information supplied by you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc.

I have read the above statement and consent to the personal data submitted with this job application being used for the purposes described.

Please sign the statement below indicating your consent to the information being held, used and verified as described above.

If you decline to give your consent as requested above, STEP Academy Trust will be unable to consider your application for employment.

I declare that to the best of my knowledge all parts of this form, attachments and additional sheets provided by me have been completed fully and are accurate. If I am appointed to the post I

understand that any major omission or inaccurate information relevant to my application could lead to the withdrawal of an offer of employment or even dismissal.

Name (please print)
SIGNATURE
Date
Please return the completed form to: **Recruitment@hawkesfarmacademy.org**

EQUAL OPPORTUNITIES STATEMENT

STEP Academy Trust believes that its workforce should reflect the local community and that all groups within the community should have equal access to the Trust's employment opportunities.

STEP Academy Trust is committed to taking action to eliminate discrimination and, by redressing imbalances, to achieve genuine equality of opportunity. STEP Academy Trust has so far identified that women, disabled people and people from minority ethnic groups are under-represented in certain areas of the workforce. By monitoring our recruitment and the makeup of our workforce, we will ensure that our equal opportunity initiatives are having effect.

Recruitment, selection and promotion procedures are monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

There is a STEP Academy Trust procedure for dealing with complaints about the selection process. For further information, please ring the telephone number contained within the information pack.

STEP Academy Trust welcomes people with disabilities. The following question is being asked to assist STEP Academy Trust in implementing the Disability Discrimination Act (DDA) 1995.

EQUAL OPPORTUNITIES MONITORING FORM

Post Applied For	
Ref No.	
Surname or Family Name	
Former Name(s)	
Other names	
Do you consider yourself to have a disability? (i.e. a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities) (Delete as appropriate)	**Yes / No**
If you have a disability what equipment, adaptations or adjustments to working conditions would assist you in carrying out your duties?	
What is your gender? (Delete as appropriate)	**Female / Male**
Which of the following best describes your Ethnic origin? These categories are based on the 2001 census. **Your answer must be within this list:** White - British / White - Irish / White - Other / Mixed - White & Black Caribbean / Mixed - White & Black African / Mixed - White & Asian / Mixed - Other Mixed Group / Asian or Asian British - Indian / Asian or Asian British - Bangladeshi / Asian or Asian British - Pakistani / Asian or Asian British - Other Asian / Black or Black British - Caribbean / Black or Black British - African / Black or Black British - Other Black background / Chinese / Any other ethnic group	

My Ethnic origin is?	
If "other" please specify?	
To which one of the following age groups do you belong? (Delete as appropriate)	**Under 20 / 20-29 / 30-39 / 40-49 / 50-59 / 60 and over** **60 and over**
What is your religion? This question is optional. These categories are based on the 2001 census. (Delete as appropriate)	**None / Christian / Buddhist / Hindu / Muslim / Sikh / Jewish / Other**
If "other" please specify?	
What is your Sexuality? This question is optional. (Delete as appropriate)	**Heterosexual / Gay Man or Lesbian / Bisexual / Prefer not to say**
Where did you see this post advertised?	

This form will be separated from the main application form and will not be provided to the short-listing panel. Your answers will be treated in the strictest confidence and the information you provide will only be used for monitoring purposes. How you complete this form has no connection to the evaluation of your application in any way.

FOR OFFICIAL USE ONLY
Candidate No.

GUIDANCE NOTES FOR JOB APPLICANTS

Thank you for your job enquiry

The information you provide on this application form and additional sheets will determine whether you are shortlisted for interview. Please note that CV's will not be accepted.

If you do not understand anything on the form, need help in completing it or need the form in an alternative format, please ring the telephone number contained in the information pack. Please let us know if someone else completes the form for you. A job description and person specification is enclosed with this pack. They should be used in conjunction with these guidance notes when you complete the application form.

PERSONAL DETAILS

Please enter your details fully and clearly so we may contact you about your application.

REFEREES

Give the names and addresses of two referees, one of whom must be your current employer (or most recent if unemployed).

If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Relatives and friends must not be used.

QUALIFICATIONS AND OTHER RELEVANT TRAINING

Give details of your relevant qualifications and training courses. (You will be expected to produce proof of relevant qualifications if you are interviewed).

Look at the person specification to see which qualifications/training are essential. You may also have gained qualifications and attended training which, although not essential, are relevant to the job.

We are also interested in any relevant courses which did not lead to an examination or qualification and will take into account equivalent education/qualification gained overseas or as part of a vocational training scheme.

APPLICATION DETAILS

Using separate sheets, tell us why you think you can do the job.

- You should provide evidence of your relevant experience, skills and knowledge by giving specific examples and demonstrating how you meet the criteria on the person specification.
- You should think very carefully before completing this section and refer to both the job description and person specification.
- You may wish to write this page out as a rough draft before submitting a handwritten or typed statement (however, do not send in a CV).
- If you have little or no work experience, try to think of things you have done where you can transfer skills used at school or college, such as planning a project, or course work.
- You may also have considerable domestic responsibilities such as household budgeting, or you may organise social or community activities – these are skills that can be relevant to the post.
- Be positive about your personal skills and achievements – they can be just as relevant as professional experience.

EXPERIENCE

We are interested in all employment you have undertaken. If you have not had a full time or permanent job, please give details of any other employment you may have had (work experience, part time, voluntary or holiday work).

IT IS IMPORTANT THAT ANY GAPS IN YOUR WORK HISTORY ARE FULLY EXPLAINED ON THE FORM.

DATA PROTECTION

The information you have supplied on this application form may be processed by computer, or may form the basis of manual records.

This data will be used to produce anonymous statistics in connection with Equal Opportunities and recruitment monitoring.

DISABILITY

STEP Academy Trust welcomes applications from people with disabilities.
Please let us know if you need additional assistance from us in order to complete the application form or prior to attending the selection process (special parking, ground floor venue, sign language interpreter, large print, wheelchair access, etc.)

EQUALITIES COMMITMENT STEP Academy Trust has an equal opportunities policy which recognises the local area is a diverse community within which each person is valued regardless of race, gender, disability, sexuality, religion or age.

RESIDENTS – STEP ACADEMY TRUST AIMS TO:

- provide services to all according to their needs without prejudice or bias
- provide clear information about STEP Academy Trust's services in different ways eg. Large print, languages other than English
- work in partnership with all sections of the community
- provide fair and equal employment opportunities
- encourage and support people to be active in community life
- celebrate the variety of lifestyles and cultures in the local area
- review and monitor services to ensure that they do not discriminate
- work with others to provide an environment free from harassment and violence
- act promptly on any complaints on service provision
- encourage others to adopt this commitment

STAFF – STEP ACADEMY TRUST AIMS TO

- ensure fair and equal recruitment
- ensure fair and equal treatment
- develop a culture and working environment free from discrimination and harassment
- act promptly on any complaints of discrimination and harassment
- provide a safe, secure and accessible working environment which values and respects individuals' identities and cultures.
- listen and respond to what different groups of staff have to say
- develop a culture which allows the growth of networks for different groups of staff
- have a workforce that represents the make up of the local population
- encourage and help all staff to reach their full potential
- monitor and review all policies and procedures from an equalities perspective