

Application for Teaching Employment at The Pathway Academy Trust



Section 1 – Contact Details	
First Name(s):	Last Name:
Previous Surname(s):	Title:
Home Address:	Home telephone number:
	Mobile telephone number:
	Email:
	If currently employed may we contact you at work? Yes No
Do you have a current UK driving licence?	Yes No
Do you have any endorsements?	Yes No
If yes, please give brief details:	

Section 2 – Status	
Do you have Qualified Teacher Status?	Yes No If Yes, please give date of award:
What is your Teachers Reference Number?	
Have you successfully completed a period of induction as a qualified teacher in this country where the DfE require this?	Yes No N/A If Yes, please give date of completion: If No, have you ever commenced a period of induction? If Yes, please give details:
Are you subject to any conditions or prohibitions placed on you by the GTCE (prior to abolition in April 2012) or by the Department for Education? If yes, please give full details on an additional sheet in a sealed envelope.	

Section 3 – Employment Record	
Present or Most Recent Employer	
Full Name of Establishment:	Main Subject(s) Taught:
Address (including Postcode):	Main Duties and Responsibilities:
Type of School:	Full/Part Time:
Local Authority:	Date Appointed:
Number of Students:	Notice Required:
Age of Students:	Scale/Grade:
Boys/Girls:	Present Salary:
Position Held:	Details of any Special Allowances:

Previous Teaching Employers (please list most recent first and indicate any unqualified posts)			
Name of Employer and School/College:	Type and Size of School/College:	Dates From/To:	Position/Subject/Salary/Grade/Full or Part Time:
Continue here if necessary (please explain any gaps between employment):			
Other Employment and Experience			
Name and Address of Employer:	Type of Work/Activity and Position(s) Held:	Dates From/To:	Full or Part Time:
Continue here if necessary (please explain any gaps between employment):			
Overseas			
Have you lived or worked abroad? Yes No			
If Yes, please provide further details below with dates			
If you are successful, when could you start this job?			

Section 4 – Education and Qualifications**Education**

Name of School, College, University or Institute:	Date of Qualifying:	Qualifications and/or Certificates (including subjects and grades):

Continue here if necessary:

Teacher Training

Please indicate below which age range(s) and subject(s) you are qualified to teach.

Education Qualification(s) Currently Being Pursued

Name of School, College, University or Institute:	Date of Qualifying:	Qualifications and/or Certificates (including subjects and grades):

Training

Please describe any relevant courses, including the organisation, dates and subject(s) covered.

Membership of Professional Organisations and Institutions

Name of Institution:	Membership Status:	Date Achieved:	By Examination (Yes/No):

Section 5 – Relevant Experience and Skills

Please indicate how you satisfy the criteria set out in the Person Specification, drawing on evidence from your personal and work experience (paid or unpaid) in education and training. Particular attention should be given to providing examples against each competency listed. Please refer to the guidance notes for further information, and continue on a separate sheet if necessary.

Section 6 – References

Before completing this section please read the guidance notes attached carefully. References will be taken up if you are short listed prior to interview.

School Currently/Most Recently Worked:

Previous School/Course Tutor/Other Referee:

Name:

Name:

Job Title:

Job Title:

Address:

Address:

Tel:

Tel:

Email:

Email:

Section 7 – Dismissal or Disciplinary Action

Before completing this section please read the guidance notes attached carefully. This will not necessarily prevent you from gaining employment with The Pathway Academy Trust.

Have you ever been dismissed or resigned from a position pending disciplinary investigations taking place?

Yes

No

If yes, please give details on a separate sheet.

Section 8 – Asylum and Immigration Act 1996 – Eligibility to Work

Do you have the legal right to live and work in the UK?

Yes

No

Please give your National Insurance number:

Section 9 – Declaration

Please give details if you are related to or have a personal relationship with a Director, Member or Employee of The Pathway Academy Trust, or if you have any financial interest in contracts with The Pathway Academy Trust or pending tenders.

Are you aware of any matter which might call into question your integrity as an employee or bring you or The Pathway Academy Trust into disrepute?

Yes

No

If yes, please give brief details:

Section 10 – Data Protection Declaration

Under the terms of the Data Protection Act 2018 the information you provide in this application form and recruitment monitoring form will only be used for the purpose of assessing your suitability for employment, for monitoring The Pathway Academy Trust's recruitment and equal opportunities policies and procedures, and for human resource management purposes.

If you are unsuccessful, this information will be retained on file for at least six months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend The Pathway Academy Trust against a legal challenge to the fairness of the selection process from any interested party.

The Pathway Academy Trust is under a duty to protect the public funds it administers and to this end it must use the information you have provided on this form within its authority for the prevention and detection of crime and fraud. It may also share this information with other bodies administering public funds solely for this purpose.

Any personal information provided will be retained within a secure personnel system. Access to such data is restricted to personnel staff in accordance with Data Protection requirements. Data is not attributed to an individual in any reporting.

I understand the information above and hereby

- 1) Declare that the information provided in this application form and monitoring form is correct to the best of my knowledge and belief, and that no valid information has been wilfully withheld. I understand that any misleading or false statements on this form will justify withdrawal of an offer of appointment or, if appointed, my dismissal from The Pathway Academy Trust's service.
- 2) Agree that the information I give The Pathway Academy Trust in connection with this application for employment may be stored and processed for the purposes stated above.
- 3) Consent to The Pathway Academy Trust undertaking any checks it may deem necessary in connection with my application.
- 4) Agree to The Pathway Academy Trust asking my previous employers questions regarding my disciplinary record and give my consent for my previous employers to disclose this information.
- 5) Understand that canvassing of elected members directly or indirectly in connection with any appointment shall disqualify me.

Signed:

Date:

Section 11 – Advertising Monitoring

How did you find out about this vacancy (please include details of which publication or internet site)?

Section 12 – Criminal Offences, DBS and Childcare Disqualification (Confidential)

The Pathway Academy Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s Privacy Notice.

It is an offence for an individual to attempt to engage in regulated activity (working with children). As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions. As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school.

Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.

We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account.

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)?

Yes
No

If the answer is yes, please provide full details below:

If you have lived or worked outside of the European Economic Area (EEA), the Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the EEA?

Yes
No

Confidential - Equalities Monitoring Form

The Pathway Academy Trust is committed to having a workforce that reflects the diverse make-up of the community of Kent, and has a policy of equality and diversity for all staff regardless of race, religion, sex, sexual orientation, disability or any other factor. To help us monitor and achieve this objective, job applicants and (through periodic requests) current staff are asked to provide specific information so that we have an accurate picture of our workforce and can check that our employment practices do not unlawfully discriminate. The information you give is confidentially managed and does not affect your job application.

This Monitoring Form will be separated from your application form prior to shortlisting and will not be made available to those involved in the selection process. It will greatly assist us if you provide as much information as possible, but you are not obligated to do so.

Personal Details			
Sex	<input type="checkbox"/> Male		<input type="checkbox"/> Female
Age Range	<input type="checkbox"/> Up to 19 <input type="checkbox"/> 20 – 25 <input type="checkbox"/> 26 – 35 <input type="checkbox"/> 36 – 45		<input type="checkbox"/> 46 – 55 <input type="checkbox"/> 56 – 65 <input type="checkbox"/> Over 65
Ethnic Group Please tick one box only to indicate the category that best describes your ethnic origin.	White		Mixed
	<input type="checkbox"/> British		<input type="checkbox"/> White and Black Caribbean
	<input type="checkbox"/> Irish		<input type="checkbox"/> White and Black African
	<input type="checkbox"/> Any other White background Please specify:		<input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed background Please specify:
	Asian or Asian British		Black or Black British
	<input type="checkbox"/> Indian		<input type="checkbox"/> Caribbean
	<input type="checkbox"/> Pakistani		<input type="checkbox"/> African
	<input type="checkbox"/> Bangladeshi		<input type="checkbox"/> Any other Black background Please specify:
	<input type="checkbox"/> Any other Asian background Please specify:		
	Chinese or Other Ethnic Group		
<input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group Please specify:			
Nationality:			
Religion/Belief:	<input type="checkbox"/> Buddhist		<input type="checkbox"/> Muslim
	<input type="checkbox"/> Christian		<input type="checkbox"/> Sikh
	<input type="checkbox"/> Hindu		<input type="checkbox"/> Other religion or belief
	<input type="checkbox"/> Jewish		<input type="checkbox"/> None
Sexual Orientation:	<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Gay/Lesbian	<input type="checkbox"/> Bisexual

Disability

Applications from disabled people are welcomed, and applicants with disabilities who meet the minimum criteria for the job are guaranteed an interview. We want to ensure that disabled people are considered on an equal basis by providing appropriate access and equipment. To help us do this, please answer the following questions:

Do you consider yourself to have a disability?

Yes

No

If yes, do you consider yourself to be disabled under the terms of the Disability Discrimination Act 2005?

Yes

No

The Disability Discrimination Act 2005 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on an individual’s ability to carry out normal day-to-day activities”.

Is there anything you would like us to know about your disability to assist you in the recruitment process?

If you are invited to interview, do you need any of the following (please tick)?

- | | |
|--|---|
| <input type="checkbox"/> induction loop or other hearing enhancement | <input type="checkbox"/> sign language interpreter (please state type) |
| <input type="checkbox"/> keyboard for written tests | <input type="checkbox"/> someone with you at the interview
(e.g. an advocate or facilitator) |
| <input type="checkbox"/> assistance in and out of vehicle | <input type="checkbox"/> accessible car parking |
| <input type="checkbox"/> wheelchair access | <input type="checkbox"/> accessible toilet |
| <input type="checkbox"/> other assistance (please specify) | |

Only necessary information will be given to the recruiting manager after shortlisting to allow appropriate adjustments and facilities to be made available during the interview process.

I understand that the Data Protection Declaration in Section 11 applies to this monitoring form as well as the main application form.

Signed:

Date:

Thank you for completing this application form. Please see the advertisement for return address and contact details.

Guidance Notes for Applicants Completing the Application Form

General Information

The following information is designed to help you complete the application form as effectively as possible.

Please read the information pack, paying particular attention to the job description and person specification.

You may enclose a CV, however, you must still fully complete and return the application form and recruitment monitoring form.

Section 1 – Contact Details

Please complete this section fully.

Section 2 – Status

Please complete this section fully.

Section 3 – Employment Record

Please complete this section in date order, beginning with your most recent teaching job and listing all teaching roles undertaken since leaving school / college. You must include all previous employment.

Please continue with this section on a separate sheet if necessary.

Present/Most Recent

As a generic form for all teaching posts, this section is for teachers who are currently employed. However, if your application is for a NQT post, it would be useful if you could provide information regarding your last teaching placement or any supply work.

Other Employment & Experience

Please complete if applicable.

Section 4 – Education and Qualifications

Please complete this section as fully as possible. We will require evidence of your highest and/or relevant qualifications before confirming an appointment, and may check qualifications with the relevant awarding body.

Section 5 – Relevant Experience and Skills

This is the most important section and must be completed fully.

During the short-listing process your teaching skills, experience and knowledge will be assessed against the selection criteria outlined on the person specification. It is therefore very important that you address all the areas identified in the person specification and give specific examples as to how you meet the selection criteria. You may have gained relevant experience through paid employment, or voluntary work in the community, or in a school/college environment, etc.

You may find it helpful to do a rough draft first making sure you have covered all the requirements of the person specification.

Section 6 – References

All offers of appointment depend on receiving satisfactory references. You must give two referees that have had managerial or supervisory responsibility for you, one of whom must be your Head Teacher with your current or most recent school.

If you have not worked for some time or have not worked, give the name of someone who can comment on your ability to do the job.

NQTs – Please ensure that references include a tutor or lecturer from your teaching college and a reference from a mentor from one of your school placements, if appropriate.

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

We reserve the right to ask for substitute referees, if one or more of the references you have provided is not deemed to be suitable.

For certain posts we reserve the right to contact any previous employer for a reference at any time. We will specifically enquire if disciplinary action has ever been taken or was pending. If you are currently working with children, either on a paid or voluntary basis, your current employer will be asked about disciplinary offences.

relating to children, including 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. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

You may ask to see these references, however some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right to privacy of the third party.

Section 12 – Criminal Offences, Disclosure and Barring and Childcare Disqualification

This post involves access to persons under 18 and is exempt from the Rehabilitation of Offenders Act 1974 by virtue of an Exception Order. You must therefore give details of all convictions, cautions or bind-overs you have, including those regarded as “spent” or any court case pending. We would also ask that you make known details of any police reprimands, cautions or warnings that are likely to be disclosed by the request of an enhanced disclosure from the Disclosure and Barring Service.

Section 7 – Dismissal or Disciplinary Action

Please provide details on a separate sheet. This will be considered alongside all other information provided in your application and will not automatically prevent your application progressing further.

Section 8 – Asylum and Immigration Act 1996 – Eligibility to Work

Please complete this section fully. Relevant documentation will be checked for the successful candidate.

Section 9 – Declaration

Failure to disclose an interest will disqualify you from being appointed to a post with The Pathway Academy Trust.

Section 10 – Data Protection Declaration

Please read this section carefully before signing your application form. Failure to sign this part of the form will disqualify you from being appointed to a post with The Pathway Academy Trust.

Section 11 – Advertising Monitoring

This information is required to ensure that The Pathway Academy Trust can monitor the effectiveness of its recruitment advertising.

Equalities Monitoring Form – Personal Details

In order to make sure that The Pathway Academy Trust’s policy on valuing diversity is working effectively, monitoring information needs to be collected and analysed. This information is confidential and will not be used for selection purposes.

Equalities Monitoring Form – Disability

The Pathway Academy Trust is committed to ensuring that employees who have a disability are given every possible assistance in the workplace. All disabled applicants who meet the essential criteria in the person specification will be given the opportunity to be interviewed.

If you answer Yes to the question asking if you have a disability or medical condition and require any special arrangements at interview, please provide details. You will be asked at interview stage if you require any adjustments that would assist you at work if you were to be successful.

Checklist

- Read through your application form carefully, making sure you have fully answered all the questions.
- If you have completed separate sheets make sure these are numbered and clearly marked with your name.
- Keep a copy of your application form for reference.
- Make sure you return the application form in plenty of time before the closing date.

What happens next?

Thank you very much for completing your application and recruitment monitoring form. We appreciate the time and effort you have taken to complete your form. Your completed application form will be used to decide whether or not you are selected for interview.

If you have any queries, then please refer to the advertisement for contact details.