Minerva Learning Trust

Teaching Staff

Job Application Form



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| **Applications for a Teaching Post** |

Thanks for your interest in working for the Minerva Learning Trust. Please read the application for Job description, person and health risk specifications carefully, so that you understand what the position involves. This information is designed to help you complete the application form as thoroughly as possible.

When completing your application, give as much information as you can that is relevant to the job for which you are applying. Please check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process you will be disqualified.

You will only be shortlisted, if you meet the essential requirements of the job specification. The decision to shortlist you for interview will be solely based on the information provided in the application form.

Please return your form, together with a covering letter addressed to Mr R Walkden, Acting Headteacher, Ecclesfield School, by email to [**abeal@eccoschool.com**](mailto:abeal@eccoschool.com) or by hardcopy to Mrs A Beal, Headteacher’s PA, Ecclesfield School, Chapeltown Road, Sheffield, S35 9WD. You will receive an email acknowledging receipt of your application.

**Equality Act**

People are recruited and promoted on the basis of their merits and abilities and no job applicant or employee received less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity.

Included in the pack, is an equality monitoring form. By completing this form, you can help us to improve and encourage applications from under-represented groups. This is optional.

**Disabled Candidates**

We welcome applications from people with disabilities. If you are selected to attend for interview, you will be asked if you require any special arrangements. Following the questions at interview there will be time to discuss any reasonable adjustment that may be required to enable you to carry out the job.

**Asylum & Immigration Act**

If shortlisted you will be asked to bring relevant documents to interview.

**Criminal Records Declaration**

All applicants are to complete and return Appendix A: Criminal Records Declaration Form. The Minerva Learning Trust recognises the contribution that ex-offenders can make as employees and volunteers and welcomes applications from them. A criminal record will not debar that person from being appointed to the post, where those offences are not relevant to the role. However, the nature of some posts required us to know about all unspent and unprotected spent criminal convictions and cautions to make informed decisions. The recruiting manager will only have access to this confidential information, after shortlisting is completed and may ask questions about criminal records at interview.

**Flexible Working**

We welcome applications from people who want to work part-time, including for jobs which are advertised as full-time. There are a number of ways in which this can be facilitated so if this applies to you, please discuss this option with the recruiting manager.

**EQUAL OPPORTUNITIES MONITORING FORM**

**CONFIDENTIAL INFORMATION**

**Please note:** If you wish to “tab” between boxes you are advised to use the F11 key

The information given on this sheet **will not** be used to make decisions about who is recruited. The form **will not** be seen by the Shortlisting/Interview Panel. It will be stored securely by the Human Resources Section who will use the information to improve equality in recruitment and overall service delivery.

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| Please complete this form in full BLOCK CAPITALS  Your Surname/family name  Forenames/first names  Preferred title (please mark with a cross)  MR  MRS  MS  MISS  Other (please specify)  Your date of birth       (day)       (month)       (year) |

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| Which best describes your **racial or cultural origins?** (Please mark appropriate category with a cross) | | |
| White: | British  Irish  Any other white background  Please specify | |
| Mixed/Dual Heritage: | White and Black Caribbean  White and Asian  White and Black African  Any other mixed background  Please specify | |
|  | Indian  Pakistani  Bangladeshi  Any other Asian background  Please specify | |
| Black or  Black British: | Caribbean  Somali  Other African  Any other black background  Please specify | |
| Chinese: | Any Chinese background  Please specify | |
| Any other Ethnic group: | Yemeni  Other Arabic  Any other ethnic group  Please specify | |
| Do you consider yourself to be disabled? YES  NO  (Please mark with a cross) | | |
| How did you find out about this job? (Please mark one of the following with a cross) | | |
| City Council website/circular  Job Centre  National Publication | | Local Publication  Internet  Other – (Please specify) |
| Signed | | Date |

APPLICATION FOR A TEACHING POST

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| CONFIDENTIAL |

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| AS:  AT: Ecclesfield School |

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| Please return this form together with a covering letter addressed to Mr R Walkden, Acting Headteacher either by e-mail or post to:  Mrs A Beal, Headteacher’s PA, Ecclesfield School, Chapeltown Road, Sheffield, S35 9WD  **abeal@eccoschool.com** |

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| **PERSONAL DETAILS: (**BLOCK CAPITALS PLEASE) | |
| Title:       Surname/Family Name:       Forenames:    If relevant, please state other  Surname/family name used previously: | |
| Address:      Post Code: | Daytime contact telephone numbers:  Work:  Home:  Mobile:  E-mail Address: |

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| **DFES:** Ref. Number: | National Insurance No: |
| Date of award of Qualified Teacher Status (QTS):  (If after 7 May 1999) Have you completed your induction year?  YES  NO  (Please mark with a cross)  If no – please give details of outstanding induction period: | |

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| **EMPLOYMENT** - Details of present or most recent employment. (Please give details of any other employment which, with the job applied for, would mean you would be working more than an average of more than 48 hours per week). | |
| Post Title:  Employer and place of work:  Address:    Telephone number:  Post Code: | Salary Details:  Salary per annum:  Scale point:  And if applicable:  Additional Allowances:  Leadership Group:  Leadership Range: |
| *Please use additional sheets as necessary.*  **Main duties/responsibilities**    Date appointed:       Date left (if applicable): | |
| If appointed, please give the date on which you could commence employment:  Please specify your reason for leaving or looking for a new post: | |

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| **EMPLOYMENT HISTORY** - Please give details of all previous jobs and work experience since leaving full time education. Please list theses in date order, starting with the most recent first. \*Please list any periods where you were not in full time employment, education or training; giving details of activity during this period for example periods of unemployment, voluntary work, travelling etc. |

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| **From Month/**  **year** | **To Month**  **/year** | **Employer, Jobs held and brief details, plus information on other periods\*** | **Reason for**  **Leaving** | **Scale allowance/**  **salary** |
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| **EDUCATION/QUALIFICATIONS – HIGHER EDUCATION**  Primary Teachers: please give age range trained to teach and curriculum specialism (if applicable)  Secondary Teachers: please give subjects trained to teach and level to which you can teach them. | | | | |
| **Place of study** | **Dates** | **Main subjects** | **Subsidiary subjects** | **Qualifications gained:**  **Degree, Cert, Diploma etc. (including classification)** |
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| **SECONDARY AND FURTHER EDUCATION WITH EXAMINATION RESULTS**  School/College attended: | | | |
| Subjects taken | Examinations passed | Grades | Dates |
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| **OTHER RELEVANT COURSES ATTENDED IN THE LAST 5 YEARS** | |
| Course details including training provider | Dates |
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| **EQUALITIES**  The Minerva Learning Trust is an equal opportunities employer and has publicly committed to this by signing the “Two Ticks- Positive About Disabled People” scheme. This ensures that all disabled applicants able to demonstrate that they meet the minimum criteria of the role profile are guaranteed an interview.  I consider myself to be disabled person and I would like to apply under the  Guaranteed Interview Scheme.    **YOUR PERSONAL STATEMENT AND SUITABILITY FOR THE JOB**  *Please use additional sheets as necessary.* |

**ADDITIONAL INFORMATION**

(Please mark your choice with a cross)

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| If the post you are applying for is full-time would you like to Job Share it? YES  NO | | |
| **RELATIONSHIP:** Are you related to or in a significant relationship with any Minerva Learning Trust employee, Member or Director of the Trust Board or member of the Local Governing Body relevant to this appointment?  If YES, give name:       Relationship: | | |
| **CRIMINAL RECORDS DECLARATION**  All Applicants are to complete, sign and return Appendix A: Criminal Records Declaration Form.  As this post involves working with children and/or vulnerable adults. If you are offered the post you will be subject to an enhanced Disclosure and Barring Service check. You must disclose all convictions, cautions, warnings, reprimands, binding over and other orders, pending prosecutions or criminal investigations that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Orders 1975 (as amended 2013).  Failure to disclose this information could result in the withdrawal of a job offer, disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to your application.  Are you subject to any NCTL barring or probation order?  YES NO  If ’YES’ state from when: | | |
| **DISMISSAL**  Other than for reasons of redundancy or capability, have you ever been dismissed from employment from any employer, including employment agencies?  YES NO  If ‘YES’ please give details, stating from where, when and the reasons for the dismissal  Click here to enter text.  Have you ever been dismissed on grounds of capability in the last two years from any employer, including agencies?  YES  NO  If ‘YES’ state from where and when. | | |
| **MEDICAL CLEARANCE**  In accordance with the Education (Teacher Qualifications and Health Standards) (England) Regulations 1999 an offer of appointment will be subject to medical clearance. | | |
| **REFERENCES** –Please give the names and addresses of two people to whom we may write for references. Referee (1) should be your present or most recent employer. Please state whether Referee (2) is in a personal or employment capacity. | | |
| **REFEREE (1)**  **(Present or most recent employer)** | **REFEREE (2)**  **\*Employment/Personal Capacity (\*delete)** | |
| Name  Job Title | Name  Job Title (if relevant) | |
| Address | Address | |
| Tel No:  Email address: | Tel No:  Email address: | |
| **Please note that references are taken up for all shortlisted candidates. The Minerva Learning Trust reserves the right to contact any previous employer in relation to your application.**  **If you do not wish a reference to be taken up at that stage please state why.** | | |
| *You may use an employee or representative of the Minerva Learning Trust as a referee. Ideally they should not be directly involved in the recruitment process (unless no alternative exists). However any attempt to influence the process in your favour or on your behalf will disqualify you.*  By signing this form you authorise us to check any information you have given with third parties (eg previous employers) and you authorise them to disclose your personal information to us. | | |
| **INTERVIEWS**  **Please give any dates, when you are not available for interview.** | | |
| **DECLARATION**  **I confirm that the information on this form is true and correct and will be used as part of my contract of employment. I understand that the Minerva Learning Trust may contact my referees and verify any qualifications/registration which are required for the job. I accept that any false statement or omission may lead to the job offer being withdrawn or me being dismissed if appointed to the post.** | | |
| Signature: | | Date: |

**Appendix A: Schools Criminal Records Declaration Form**

**Jobs exempt from the Rehabilitation of Offenders Act**

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process. The recruiting manager will only have access to this form after shortlisting is completed and will ask question in relation to criminal records at the interview.

**Policy statement on recruiting applicants with criminal records**

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not protected (i.e. that are not fileted out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

For further information on filtering please refer to Nacro guidance and the DBS website

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

* Whether the conviction is relevant to the position applied for
* The seriousness of any offence revealed
* The age of the applicant at the time of the offence(s)
* The length of time since the offence(s) occurred
* Whether the applicant has a pattern of offending behaviour
* The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned
* Whether the applicant’s circumstances have changed since offending behaviour

It is important that applicants understand that failure to disclose all cautions, convictions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from Nacro.

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| **Surname:** |  | **Forenames:** |  |
| **Job**  **Vacancy**  **Title** |  | | |
| 1. Are you barred from working with children?   **YES  NO**  **If you have answered ‘YES’ to the above, you are not eligible to work with children.**   1. Do you have any cautions, convictions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not protected (i.e. that are not fileted out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?   **YES  NO**  **If you have answered ‘NO’ to the above, please sign and return your form.**  **If you have answered ‘YES’ to question 2 above, you now have two options on how to disclose your criminal record.**  **Option 1:** Please provide details of your criminal record in the space below and email with your application form. This form will be securly saved and will only be made available to the recruiting manager, if you have been shortlisted for the job.  **Option 2:** You can disclose your record under a separate cover provided that you mark a cross on the line below and attached the details in an envelope stapled to a copy of this form. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post.  I have attached details of my conviction separately \_\_\_\_\_\_\_\_\_  **DECLARATION**  I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role with the Minerva Learning Trust.  **Signed: Date:** | | | |