**APPLICATION FORM**

*Please type or use black ink/black ballpoint. Please note that applications should be completed in full, and may be returned for completion or rejected if incomplete.*

**SECTION A – Vacancy Information**

|  |  |
| --- | --- |
| **Application for the post of:** | **Post Location:** |
| **Recruitment Monitoring:**  Please indicate where you first heard about this vacancy | |

**SECTION B – Personal Details**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | |
| **Title by which you wish to be referred:** Mr/Mrs/Miss/Ms/Other please specify | | | | | | | | | | | |
| **First Name(s):** | | | | | | | | **Surname:** | | | |
| **Previous name(s)/maiden name:** |  | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Address:**  including postcode |  | | | | | | | | | | |
|  |  | | | | | | | | | | |
| **Telephone number:**  *please include STD code* |  | | | | | | | | | | |
| **Mobile number:** |  | | | | | | | | | | |
| **Email address:** |  | | | | | | | | | | |
|  | | | | | | | | | | | |
| **National Insurance number** |  |  |  |  |  |  |  | |  |  |

**SECTION C – Current Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Present post title:** |  | | |
| **Name and Address of current employer:**  including postcode |  | | |
| **Current annual salary:** |  | **For teaching staff only** | |
| **Point on pay spine:** |  |
| **Additional TLR:** |  |
| **Full/Part-time:**  *please specify hours if part time* |  | **Dates of employment:** |  |
| **Brief description of responsibilities:** |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Previous employment** *(Please list in chronological order)*  *In “Reason for Leaving” please include details of any compromise/settlement agreements, and please provide explanations of any “gaps” in employment history. Please continue on a separate sheet if necessary.* | | | | | |
| **Job title** | **Employer name & address** | **From** | **To** | **Description of responsibilities** | **Reason for leaving** |
|  |  |  |  |  |  |

Have you ever been the subject of formal disciplinary proceedings? YES / NO

|  |
| --- |
| If Yes, please give details including dates, and outcome (if known) |

This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

**SECTION D – Teaching Qualifications (if applicable)**

|  |  |
| --- | --- |
| **DfE reference number:** |  |
| **Teaching qualifications:**  *Cert Ed, BEd, PGCE* |  |
| **Date qualification(s) awarded (month and year):** |  |
| **Type of teacher training:** *Secondary, Primary, Junior, Infants* |  |
| **If qualified since 1999, please give date when QTS was awarded:** |  |
| **Main teaching Subject:** |  |
| **Subsidiary subject(s):** |  |

**SECTION E – Education & Training**

*(Please use a continuation sheet if necessary)*

**Post 16 education and training (including teacher Training)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Names of Educational Establishment** | **Dates** | | **Qualifications Gained** | | | |
| **From** | **To** | **Full or P/T** | **Qualification gained** | **Grade/class of degree** *e.g. Hons II (ii)* | **Date Awarded** |
|  |  |  |  |  |  |  |

**Training or professional development courses undertaken in the last 3 years, which are relevant to your application:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course dates** | **Length of course** | **Course Title** | **Qualification Obtained** | **Course Provider** |
|  |  |  |  |  |

**Membership of professional bodies:**

|  |  |  |
| --- | --- | --- |
| **Name of body** | **Type of membership** | **Date obtained** |
|  |  |  |

**SECTION F – Supporting Information**

Please provide a covering letter in support of your application. This should be brief but in any case no more than two sides of A4 size paper. This should include how you feel your teaching experience (if applying for a teaching post), training, knowledge of specialist areas, personal attributes and qualities are relevant for the post and associated job description/person specification.

**SECTION G – Referees**

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. **One of the referees must be your present /or most recent employer** (for teaching posts this should be your current Headteacher) and no offer of employment will be made without reference to him or her. If you have not previously been employed, then headteachers, college lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The Academy reserves the right to approach any additional references we deem appropriate. Where references are received prior to interview, an opportunity will be given to discuss the content of references with the interview panel.

Please let your referees know that that you have listed them as your referee, and to expect a request for a reference should you be shortlisted.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title**  Mr/Mrs/Miss/Ms/Other please specify |  | **Title**  Mr/Mrs/Miss/Ms/Other please specify |  |
| **Name in full** |  | **Name in full** |  |
| **Job title** |  | **Job title** |  |
| **Company name & address** |  | **Company name & address** |  |
| **Telephone number** |  | **Telephone number** |  |
| **Email** |  | **Email** |  |
| **Relationship** |  | **Relationship** |  |
| **How long known** |  | **How long known** |  |

**If either of your referees know you by a different name, please state:**

**Please indicate if you give consent to us contacting your current employer prior to interview.** YES / NO

|  |
| --- |
| If No, you may wish to give reason(s): |

**SECTION H – Equality & Reasonable Adjustments**

The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities via the selection process. We are committed to the development of positive practices to promote equality in employment. If you would like to declare your disability so that we can make reasonable adjustments to the selection process, please tick the appropriate box below.

**Do you consider yourself to be disabled?** YES / NO

|  |
| --- |
| Is there any information that we need in order to offer you a fair selection interview/process? |

**Section I – Protection of Children**

The Aspire Schools Trust is required under the law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended in 2013). The amendments to the Exception 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. Further guidance on ‘protected’ convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>

You will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the Trust and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested by the Policy you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

**Please answer the following questions:**

Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1975 (Exceptions) Order 175 (as amended in 2013)? YES / NO

Have you ever been received a caution? YES / NO

Do you have any convictions, cautions, bindovers or prosecutions pending? YES / NO

|  |
| --- |
| If yes to any of the questions in section I , please give details including dates: |

We will use the DBS check, in conjunction with a self-declaration to ensure we comply with the Child Disqualification regulations.

|  |  |
| --- | --- |
| **Do you have a DBS certificate:** YES / NO | **Are you registered for the Update Service:** YES / NO |
| **Certificate Number:** | **Date of check:** |

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Aspire Schools Trust’s privacy notice.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

**SECTION J – Overseas Checks**

**Have you lived or worked outside the United Kingdom for five years or more of your adult life (16+)?** YES / NO

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| --- |
| If yes, please give brief details including dates: |

**SECTION K – Health/Medical Details**

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

**SECTION L – Data Protection**

The Trust complies with Regulation (EU) 2016/679 GDPR and the Data Protection Act. We will only use the data provided on this form in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

* You have given us your consent
* We must process it to comply with our legal obligations
* We need to process it for our legitimate interests

A privacy notice for candidates can be found on our website.

**SECTION M – Declaration & Signature**

**Are you to your knowledge, related to any pupil, employee, governor or Trustee of the Aspire Schools Trust?** YES / NO

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|  |
| --- |
| If Yes, please give Name, Relationship & Position |

Please note that false declarations, including omissions, will render this application invalid. Providing any misleading or false information to support your application, or canvassing Governors or staff directly or indirectly will also disqualify you from appointment (or if appointed, will render you liable for dismissal without notice).

I confirm that I have a legal right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. If this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.

Signature of Applicant Date

**Please return your supporting information (section F) and completed application form BY POST/EMAIL or BY HAND to arrive by the closing date to the contact name and address shown in the advertisement/application pack.**

**SECTION N – Equalities Monitoring**

We are bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we are complying with relevant legislation, we need to know the information requested below.

*The information contained on this form will be used for monitoring purposes only. This form will* ***NOT*** *be used to shortlist candidates for interview and will* ***NOT*** *be viewed by the recruitment panel.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Birth**  For identification purposes only |  |  | / |  |  | / |  |  |

|  |  |
| --- | --- |
| **Gender:**  *(If you are undergoing gender reassignment, please use the gender identity you intend to acquire).* | Female ( ) Male ( )  Prefer not to say ( ) |
| **Marital Status:** | Married ( ) Civil Partnership ( )  Prefer not to say ( ) |
| **Your Sexual Orientation:** | Homosexual woman ( ) Homosexual man ( ) Bisexual ( ) Heterosexual / Straight ( )  Other ( ) Prefer not to say ( ) |
| **Ethnic Group:** | **White Mixed Asian or British Asian**  British ( ) White and Black Caribbean ( ) Indian ( ) Irish ( ) White and Black African ( ) Pakistani ( ) Gypsy or Irish Traveller ( ) White and Asian ( ) Bangladeshi ( ) Any other White background ( ) Any other mixed background ( ) Chinese ( )  **Black or Black British** Prefer not to say ( )Caribbean ( )  African ( )  Any other Black background ( ) |
| **Your Religion or Belief** | Agnostic ( ) Christian ( ) Sikh ( ) No Religion ( ) Prefer not to say ( ) Atheist ( ) Hindu ( ) Muslim ( ) Jain ( ) Jewish ( ) Buddhist ( ) Pagan ( ) Other ( ) |
| **Disability** | Are your day to day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?  Yes ( ) No ( ) Prefer not to say ( )  If ‘yes’ please state the type of impairment. Please tick all that apply. If none of the below categories apply, please mark ‘other’.  Physical impairment ( ) Sensory impairment ( ) Learning disability/difficulty ( )  Long-standing illness ( ) Mental Health condition ( ) Developmental condition ( )  Other ( ) |