THE

**EDUCATION**

ALLIANCE

**Application for the Post of:**

|  |
| --- |
| Personal Details |

|  |  |  |
| --- | --- | --- |
| Title:  | First name(s):  | Last name:  |
| Home Address: | Email address: |
| Home Telephone Number: |
| Work Telephone Number: |
| Post Code:  | Mobile Telephone Number:  |
| Date of Birth: | National Insurance Number: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a close personal relationship with an employee and/or member of the Governing Body? (please tick) | Yes |  | No |  |
| If yes, please give name(s) and relationship(s):  |

|  |  |
| --- | --- |
| Notice period required in current post: | Date available for employment if offered:  |

|  |
| --- |
| Teaching Posts Only |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Teacher Reference Number: | Qualified Teacher Status(please tick) | Yes |  | No |  |
| Date QTS Obtained: |  |
| Age Groups for which you are trained: | Principal Teaching Subject: |
| Other subject(s) for which you are appropriately trained or qualified: |
| Please tick which secondary school within The Education Alliance is your preferred base: | South Hunsley School and Sixth Form |  | Malet Lambert |  | Driffield School and Sixth Form |  | The Snaith School |  |

|  |
| --- |
| Employment Record |

Please provide a **FULL RECORD** of your employment since leaving school. Please leave no unexplained gaps – include periods of unemployment,
study, voluntary work, bringing up a family, part time or multiple employments. It is important that you give full reasons for leaving.
For **Teaching Posts** please include: type of school, Local Authority, no. on Roll, age ranges taught, additional allowances e.g. TLR, SEN
**Newly Qualified Teachers** seeking first appointment please include details of teaching practice. Please use additional pages as required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Name and address of employer | Position and Duties | Salary | Reason for Leaving |
| From | To |
|  |  |  |  |  |  |

|  |
| --- |
| Employment Record Continued |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Name and address of employer | Position and Duties | Salary | Reason for Leaving |
| From | To |
|  |  |  |  |  |  |

|  |
| --- |
| Education |

|  |  |  |
| --- | --- | --- |
| Name of secondary school(s) attended | Examinations taken, subjects and results obtained | Dates |
| From | To |
|  |  |  |  |

|  |
| --- |
| Further Education |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of college(s) and/or university(ies) attended | Subjects Studies | Examinations taken, results obtained, degree classification | Dates |
| From | To |
|  |  |  |  |  |

|  |
| --- |
| Professional and Vocational Qualifications |

Please include details of technical, professional or occupational qualifications, including **relevant** training, apprenticeships, part-time and full-time day release courses, correspondence courses, employer training.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of Training | Subjects/Skills | Name of College, Organisation, Institute | Qualifications gained | Duration | Dates |
| From | To |
|  |  |  |  |  |  |  |

|  |
| --- |
| Personal Statement |

Please detail the personal qualities, skills and experience that make you suitable for this post and how you meet the requirements of the person specification.

|  |
| --- |
|  |

|  |
| --- |
| Important Notice to Applicants |

This post is exempt from the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act, 1974 (Exemptions) Order 1975. Applicants must declare all convictions, cautions or bind-overs which for other purposes are “spent” under the provisions of the Act. Failure to disclose such information may result in an offer of employment being withdrawn, or in the event of employment any failure to disclose could result in disciplinary action which may lead to dismissal.

Any information given will be completely confidential and will be considered only in relation to your application for this post. Any disclosure information revealed will be discussed with you prior to a recruitment decision being made.

All criminal information is dealt with in accordance with the Disclosure and Barring Service Code of Practice, a copy of which can be supplied on request.

**A criminal record will only bar you from working with us if the circumstances and background of your offence(s) are incompatible with the duties and responsibilities of the post.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence, caution or bound-over? (please tick) | Yes |  | No |  |
| If you have answered **YES** to the above, please state the nature of the offence(s) and the date and place of conviction(s), caution(s) or bind-overs(s): |
| Is there any relevant court action pending against you? (please tick) | Yes |  | No |  |
| If you have answered **YES** to the above, please state the nature of court action pending against you? |
| Please provide any other names you have used, with dates of usage e.g. maiden name, former marriage, change by deed poll: |

|  |
| --- |
| Disciplinary Record |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been subject to a disciplinary investigation by your employer or other organisation? (please tick) | Yes |  | No |  |
| Please give details of any/all disciplinary investigation and action taken against you by any organisation. Please outline the issue, process and outcome. |

|  |
| --- |
| References |

Please give details of at least **two** employment referees, one of whom must be your present or most recent employer. References are not accepted from relatives or friends writing solely in this capacity. Referees will be asked about your performance and by providing their details you are consenting to this. The Education Alliance reserves the right to contact any current or previous employer after interview.

**Referees will normally be contacted before interview. Please indicate here if you do not wish this to happen:**

|  |  |  |
| --- | --- | --- |
| **Referee 1** | Name: |  |
| Position: |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Telephone Number: |  |
| Email: |  |

|  |  |  |
| --- | --- | --- |
| **Referee 2** | Name: |  |
| Position: |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Telephone Number: |  |
| Email: |  |

|  |  |  |
| --- | --- | --- |
| **Referee 3** | Name: |  |
| Position: |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Telephone Number: |  |
| Email: |  |

|  |
| --- |
| Our Commitment to Equality of Opportunity |

The Education Alliance is committed to fulfilling its role as an employer, service provider, purchaser of goods or services and community leader without discrimination in terms of colour, culture or ethnic origin, nationality, religion or belief, gender, disability, age, sexuality, geographical location or any other status.

All members and employees at the school must seek to eliminate discrimination and promote equality and good relations within all communities.

The Education Alliance is committed to interview all applicants with a disability who meet the essential criteria for a post. This application form includes an Equal Opportunities monitoring form which will be separated from the rest of your application and not seen by the shortlisting panel. The information on this form is used confidentially to monitor and develop the School’s employment policies and procedures, prepare statistical reports and respond to national performance indicators.

|  |
| --- |
| Our Commitment to Safeguarding |

The Education Alliance is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. The suitability of all prospective employees will be assessed during the recruitment and selection process in line with this commitment.

In addition to the candidates’ ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children. Referees will be asked about disciplinary offences and whether the applicant has been the subject of any concerns relating to children, where the post has involved such contact. Any relevant issues arising from references will be discussed at interview.

If you are the preferred candidate following the recruitment and selection process, a Disclosure and Barring Service disclosure will be obtained before an offer of appointment is made. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s).

|  |
| --- |
| General Information |

This application will be treated in the strictest confidence. The Education Alliance reserves the right to verify claims made in this application. Canvassing of any employee or Member of the Governing Body of the School will disqualify a candidate for appointment. A candidate who knowingly fails to disclose a family or close relationship to an employee or Member of the Governing Body will be disqualified from appointment.

Any false statement or withholding of relevant information may result in this application being rejected, the withdrawal of an offer of employment, if in employment with us disciplinary action which may lead to dismissal and possible referral to the police or other appropriate authority.

Please note that we do not have the resources to send individual notifications to all applicants who are not shortlisted. Therefore, if you have not been contacted within 2 weeks of the closing date you should assume that you have been unsuccessful.

|  |
| --- |
| Your Declaration |

In completing this application form:

* I give my permission for the information I provide (excluding the Equal Opportunities monitoring information) to be used in the recruitment process to arrive at a selection decision.
* I agree that the information I provide can be held (either electronically or in paper format) and used for the purposes of compliance with The Education Alliance policy and legislation in relation to health, safety and other employment matters; analysis for management purposes and statutory reports as defined under data protection legislation. I understand that should I be unsuccessful this will be for a period of twelve months. If I am successful I understand that the data will form the basis of a personal file.
* I agree that during the course of any employment with The Education Alliance I will inform the CEO immediately of any conviction for a criminal offence (except for minor road traffic and parking offences). I understand that failure to notify the CEO could result in disciplinary action which may lead to dismissal.
* I consent to the School making direct contact with the people I have specified as my referees.
* I certify that the information I have given in this application is to the best of my knowledge and belief, a true and accurate statement.
* I understand that providing false information, or knowingly not providing relevant information, could result in the withdrawal of my application from the recruitment process, the withdrawal of any offer of employment made, disciplinary action which may lead to dismissal, and/or possible referral to the police of other appropriate organisation.
* I certify that I have declared any convictions, cautions and bind-overs.
* I certify that I am not barred from working with children or subject to sanctions imposed by a regulatory body relating to work with children.

**Signature: Date:**

**If your application is submitted electronically you will be asked to sign the form if called for interview.**Please email your completed application form to hr@maletlambert.hull.sch.uk or post to:

HR
Malet Lambert
James Reckitt Avenue

Hull
HU8 0JD

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **For Office Use Only** | Shortlisted for interview | Yes |  | No |  |

|  |
| --- |
| **Our Advert** |
| Please state where you saw this vacancy advertised: |  |  |

i.e. which website/paper

|  |
| --- |
| Our Policy on the Recruitment of Ex-Offenders |

The Education Alliance aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having a conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s).

As The Education Alliance meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions; therefore it is vital that you disclose any cautions, reprimands or final warnings as well as convictions.

A copy of The Education Alliance DBS Policy can be made available to you on request.

You will be given the opportunity to discuss the disclosure information before a final recruitment decision is made as part of the post interview process. If it is the case that information provided in the disclosure contradicts that provided by you, this will be discussed with you as part of the post interview process.

|  |
| --- |
| Our Equal Opportunities Monitoring |

We are committed to recruiting a diverse workforce to make us a strong and successful School. Workforce monitoring enables us to:

* give you information about the support available at work;
* give you the chance to be consulted about things that might affect you;
* identify and tackle barriers to employment;
* guarantee an interview to any person with a disability who meets the essential criteria for the post;
* inform the government, as part of our statutory responsibilities, of the number of staff we employ who have a disability.

You need not be registered disabled or in receipt of any benefit for your condition to count as a disability.

These details enable The Education Alliance to meet its statutory obligations and will not be used to make selection decisions.

This section will be removed from the application form and will be used for monitoring purposes and to offer support.

Our Equal Opportunities Monitoring

|  |
| --- |
| Your Equal Opportunities Monitoring Information |

**Name:**

**Post Title: Post No:**

**Are you willing to disclose your disability status? YES / NO**

**Do you have any of the following conditions (whether diagnosed or not?) YES / NO**

|  |  |
| --- | --- |
| **Physical Conditions;** (Back, neck or limb problems, mobility problems, day to day lifting difficulties, manual dexterity, continence, diabetes, stomach, liver, kidney or digestive problems, progressive illnesses, e.g. Multiple sclerosis, HIV, heart disease/high blood pressure, those with cancer or surviving cancer) | YES / NO |
| **Sensory Conditions;** (Hearing, colour blindness, speech impairment, partial sight, but not eye conditions corrected by glasses) | **YES / NO** |
| **Other Conditions**; (if clinically recognised e.g. depression, learning disability, dyslexia, autistic spectrum, Asperger’s syndrome, eating disorders, cluster headaches, agoraphobia) | **YES / NO** |
| **If you answered YES to any of the above, please provide details of your condition(s):****Please tell us about any support, help or specific equipment, aides or adaptations you would need at interview:** |
|

|  |
| --- |
| Your Equal Opportunities Monitoring Information |

 |
|  |  |  |  |  |
| **Age group**  | Under 25  | [ ]  | 40 - 44  | [ ]  | 55 - 59 | [ ]  |
|  | 25 - 29  | [ ]  | 45 - 49 | **[ ]**  | 60 - 64 | [ ]  |
|  | 30 - 34  | [ ]  | 50 - 54 | [ ]  | Over 65 | [ ]  |
|  | 35 - 39 | [ ]  |  |  |
| **Gender** | Female | [ ]  | Male | [ ]  |
| **Marital status** | Married/Civil Partner | [ ]  | Single | [ ]  |
|  | Other | [ ]  |  |  |
| Ethnic Origin |
| Afro Caribbean | [ ]  | Any other ethnic background  | [ ]  |
| Asian, Asian British, Bangladeshi | [ ]  |  Asian, Asian British, other Asian background | [ ]  |
| Asian, Asian British, Indian | **[ ]**  | Asian other | [ ]  |
| Black African | [ ]  | Black American | [ ]  |
| Black other | [ ]  | Chinese | [ ]  |
| Mixed, white and black African | [ ]  | Mixed, white and black Caribbean | [ ]  |
| Pakistani | [ ]  | Sudanese | [ ]  |
| White | [ ]  | White American | [ ]  |
| White Aus/NZ | [ ]  | White European | [ ]  |
| White other | [ ]  | White any other white background | [ ]  |
| White British | [ ]  | White Irish | [ ]  |
| How do you define your sexual orientation? |
| Bisexual | [ ]  | Gay | [ ]  |
| Heterosexual | [ ]  | Lesbian | [ ]  |
| Prefer not to say | [ ]  | Unknown | [ ]  |
|  |  |  |  |
| **Do you need any support, assistance or translation help due to a communication barrier e.g. literacy skills or English is not your first language?**  | **YES/NO** |
| Your Right to Work in the UK |
| The Immigration, Asylum and Nationality Act 2006 places a duty on all employers to prevent illegal working and requires that employers confirm the right to work in the UK before making an appointment.**Do you have the right to work in the UK? YES/NO****Do you require a work permit to work in the UK? YES/NO**If **yes**, please state details of your current work permit including expiry date **……………………………………………………****What is your nationality:** |
| Your Medical Declaration |
| If you are the preferred candidate and have indicated that you may need aids or adaptations to the workplace or work arrangements, you will be sent a more detailed Pre-Employment Medical questionnaire so that we can obtain advice on how to support you in the workplace. You may also be required to attend a medical examination.Any false statement or withholding of relevant information may result in the withdrawal of your application from the recruitment process, the withdrawal of an offer of employment, or if in employment with The Education Alliance disciplinary action with may lead to dismissal. |
| 1 | Do you have any medical conditions or physical limitations that would require any adjustments in the workplace? | **YES / NO** |
| 2 | If this post requires you to drive, do you have any medical conditions or physical limitations which could affect your ability to drive? | **YES / NO** |

I certify that the medical information I have provided above is to the best of my knowledge and belief, a true and accurate statement.

**Signature: Date:**

**If your application is submitted electronically you will be asked to sign this declaration if called for interview.**