

Identifying No:

CONFIDENTIAL: Teacher Job Application Form

Part 1

Please complete all sections of the form using black ink or type.

The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached and retained in Congleton Multi-Academy Trust Confidential Personnel. This ensures that your application is dealt with objectively. The application form must be **fully completed** and **CVs or incomplete forms will not be considered**

Data Protection Act

Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personnel information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by Congleton Multi-Academy Trust in accordance with the Act.

Title of post applied for

Title of post applied for:

Personal Details

Mr/Mrs/Miss/Ms/Dr:

First Names:

Known as:

Surname:

Previous Surnames:

Address:

Post Code:

DfE / TFN No:

GTC Reg No (if applicable):

Are you applying for this vacancy as a job share?: Yes ☐ No ☐

Telephone Numbers

Home:

Work:

Mobile:

E-mail address:

May we contact you at work?

Yes ☐

No ☐

How can we contact you?

Telephone/E-mail/Mobile:

DIVERSITY

Congleton Multi-Academy Trust is committed to equality of opportunity for every one. To assess whether our Equality and Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:

Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Marital Status:	Married <input type="checkbox"/>	Not Married <input type="checkbox"/>
Date of Birth:	<input type="text"/>	Age: <input type="text"/>
Ethnic Origin:	How would you describe your ethnic origin?	
White	English, Scottish, Welsh, Northern Irish <input type="radio"/>	
	Irish (Republic of) <input type="radio"/>	
	Any other white background (please state) <input type="radio"/>	<input type="text"/>
Mixed	White and Black Caribbean <input type="radio"/>	
	White and Black African <input type="radio"/>	
	White and Asian <input type="radio"/>	
	Any other Mixed background (please state) <input type="radio"/>	<input type="text"/>
Asian or Asian British	Indian <input type="radio"/>	
	Pakistani <input type="radio"/>	
	Bangladeshi <input type="radio"/>	
	Any other Asian background (please state) <input type="radio"/>	<input type="text"/>
Black or Black British	Caribbean <input type="radio"/>	
	African <input type="radio"/>	
	Any other Black background (please state) <input type="radio"/>	
Chinese or other	Chinese <input type="radio"/>	<input type="text"/>
Ethnic group	Any other background (please state) <input type="text"/>	

The Disability Discrimination Act of 1995 and the Equality Act 2010 made it unlawful for employers to discriminate against their employees who are disabled, and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. **If you are invited for interview, please write below any specific modifications that you may require for the interview process, or contact the school with this information.**



References

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (Note: if you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend).

Name:

Position:

In what capacity do you know the referee:

Name of organisation:

Address:

Telephone number:

Email:

Name:

Position:

In what capacity do you know the referee:

Name of organisation:

Address:

Telephone number:

Email:

Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. Also, in relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact the school.

Recruitment Monitoring

Please indicate where you first saw the advertisement for this vacancy (if a newspaper, please state which one):

This page is intentionally blank.

CONFIDENTIAL: Teacher Job Application Form Part 2

This section of form to be detached prior to shortlisting.

Application for the post of:

Surname:

Initials:

Education and training

Education (Secondary Qualifications)	Dates (MM/YYYY) From to	Subjects	Grades
GCE 'O' Level, GCSE or Equivalent	to	English Maths Other	
GCE 'A' Level or Equivalent	to		
Other	to		

Education (University/Higher Education)

Dates From To Month & Year	Full Name and Town of College/University	Qualifications gained (including grades) or for which you are studying

Please note that you will be required to produce relevant evidence of qualifications attained.

Current Employment Details

Title of present/most recent post:

Name, address and type of school/establishment:

Telephone No:

Name of LEA/employing body:

Date appointed:

Date left:

Age range taught:

Number on roll:

Permanent/temporary:

Salary details (please give details of all allowances) :

Current salary:

Spinal Point:

Current/Most Recent Appointment

Title of current Job:

Start Date:

Current Employer:

Salary Range:

Employer Address:

Current Salary:

Reason For Leaving:

Permanent or Temporary contract:

Notice required:

Previous Employment

(Please enter most recent first including all teaching and non-teaching/other employment/voluntary work)

[illegible]

If there are any gaps in your employment history please explain them here

In-Service Education

Please give details of In-Service Education relevant to your application and undertaken in the last three years.

As a Participant

Dates of Course From To		Length of Course	Course Title	Qualification obtained and date of Award	Course Provider
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>

As a Course Leader

Dates of Course From To		Length of Course	Course Title and brief outline of your contribution
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>

Membership of Professional Bodies Additional Teaching Skills and Special Interests

Please list additional teaching skills and special interests relevant to this application.

Letter of Application

You are required to submit a letter of application as set out in the application pack. Curriculum Vitae will **not** form part of the application procedure and should **not** be sent.

Relationship to Governors of Congleton Multi-Academy Trust or Employees

If you have any personal relationship to an employee of the School or Governor of the School, please give their name and relationship. This does not stop a Governor or employee giving a reference. (Any approach to Governors or other employees to influence a selection decision will disqualify you.)

If Governor: Name: Relationship

If Employee:

Name	Relationship	Work Location	Their present job
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Personal Declarations

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions including any that would otherwise be considered 'spent' under the Act.

Have you ever been convicted of any offence or bound-over or given a caution?

Yes/No

If yes, please give details on a separate sheet attach it to this form in a sealed envelope marked 'Confidential – Disclosure'.

I understand that if my application is successful I will be required to obtain a CRB disclosure at the appropriate level.

A copy of the Criminal Records Bureau Code of Practice is available on request.

Further information about the Disclosure process can be found at www.disclosure.gov.uk

General Teaching Council (GTC)

Have you been referred to the GTC on misconduct grounds and/or are subject to a reprimand and/or a conditional registration order? Yes ☐ No ☐

If yes please state:

Declaration – please read carefully

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Congleton Multi-Academy Trust relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.

Signed:

Date:

Print name:

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.