ASPIRATIONS

Application for Teaching Post (Secondary)

Post applied for (and closing date)	
Academy	

Incomplete application forms will not be considered. CVs will only be considered as part of the additional information provided with a fully completed application form.

1. Personal details

Surname		**Title**	
Forename(s)			
Previous surname(s) **(if applicable)**			
Home address	House number and street		
	Town/city		
	County		
	Postcode		
Contact address **(if different to above)**	House number and street		
	Town/city		
	County		
	Postcode		
Telephone numbers **(please only list numbers we can call to contact you)**	Home		
	Mobile		
	Work		
Email address			
Date of birth			
National Insurance Number			
Teacher reference number			
Do you hold a full UK driving licence?			

2. Professional status

	Yes / No	Date
Do you hold Qualified Teacher Status (QTS)?		
Statutory Induction year completed? *(if qualified after 7th May 1999)*		
National Professional Qualification for Headteachers?		

3. Education and qualifications

(Please provide details in respect of all formal education above primary age)

a) Secondary/Further Education

Name of school/college	**Start/end dates** *(indicate if part time)*	**Qualifications attained** *(include details of subjects)*	**Grades**	**Date Awarded**

b) Higher education courses and courses leading to other relevant qualifications, such as those leading to qualified status and to membership of professional institutions

Higher Education establishments attended	**Start/end dates** *(indicate if part time)*	**Qualifications attained** *(include details of main and subsidiary subjects)*	**Grades**	**Date Awarded**

4. Continuing professional and personal development

Short courses attended (during last 3 years)			
Course title / details (include details of length of course and any formal awards/qualifications arising)	**Duration of Course**	**Organising Body**	**Date Awarded**

5. Current employment

Job Title			
Total Gross Salary			
Name of employer *(current or most recent)*			
Start Date			
End Date			
Address *(including post code)*			
Number on Roll	**Age Range**	**Type of School**	**Notice Period Required / Date Available**
Current Salary Scale (MPS, UPS, Leadership)	**Current Salary Point**	**TLR (if applicable)**	**Additional Allowances (Recruitment and Retention)**
Main duties: *Please include subjects, age groups taught and other responsibilities*			

6. Previous posts / employment

(provide details of <u>all</u> previous posts and employment in reverse chronological order continuing on supplementary sheets if required)

a) Employment in Education

Employer *(name, address and type of school)*	**No on roll**	**Age range**	**Post held, subjects taught, main responsibilities**	**Reason for leaving**	**Start/end dates**

b) Other Paid Employment

Employer	Position and Responsibilities	Reason for leaving	Start/end dates

7. Knowledge, experience and skills

Using no more than 2 A4 pages, describe how you meet the requirements outlined in the Person Specification

1. What skills, interests, passions and experience will you bring to Rivers Academy West London?

2. Describe the biggest influences on your own teaching practice (research, people, ideas or publications that have had an impact on you).

3. What skills, knowledge and attributes do you think are important in preparing students for the 21st Century?

4. How will you make an impact and measure your success at Rivers Academy West London?

8. Other activities

(Provide details in respect of all periods since secondary education that are not covered in sections 3, 5 and 6, include any gaps in employment history here)

Start/end dates	Details of activities

9. References

Please provide the contact details of at least two referees, one of whom should be your current/most recent employer, usually the Headteacher ***(it is normally expected that between them your references will refer to your professional and/or other relevant experience over a minimum period of the last three years)***	
Please tick the box if you would prefer that your referees are <u>not</u> contacted prior to interview	

<u>Referee 1</u>		**<u>Referee 2</u>**	
Name		**Name**	
Job title		**Job title**	
Organisation		**Organisation**	
Full address		**Full address**	
Telephone number		**Telephone number**	
Mobile number		**Mobile number**	
Email address		**Email address**	
Referee's relationship to you		**Referee's relationship to you**	

10. Declarations

a) Eligibility to work

(i) Are you a UK Citizen? (delete as appropriate)	**Yes**	**No**
(ii) If you answered "No" to (i), please indicate if you would require a Certificate of Sponsorship in order to take up appointment (delete as appropriate)	**Yes**	**No**
(iii) If you answered "No" to (ii), please provide details of the basis on which you are eligible to work within the UK.		

b) Information in respect of applicants declaring a disability

We welcome applications from people with disabilities and guarantee an interview for those with a declared disability should they meet the minimum criteria for the job. The Equality Act 2010 defines disability as "any physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day-to-day activities".

(i) Do you consider yourself to have a disability that you wish to declare in making this application? (delete as appropriate)	**Yes**	**No**
(ii) If you answered "Yes" to (i), is there anything we need to know about your disability in order to provide you with any help you may need if you are invited to interview? (delete as appropriate)	**Yes**	**No**
(iii) If you answered "Yes" to (ii), please provide relevant details.		

c) Criminal background information

The Aspirations Academies Trust (AAT) requires all prospective employees appointed to work in its academies or otherwise to undertake regulated activity to submit an enhanced Disclosure and Barring Service (DBS) certificate prior to taking up appointment.

You are required, before appointment, to disclose 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 by SI 2013 1198). Disclosure of a criminal background will not necessarily prevent your employment – consideration will be given to the nature of the offence(s) and when they occurred.

Please note that if you are appointed and subsequently it is found that you failed to disclose any required details this may lead to the offer of appointment being withdrawn or, if your employment has already commenced, to your employment with the AAT being terminated.

In relation to the above, you are required to complete the following:

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 by SI 2013 1198)? (delete as appropriate) *If you answer "yes", you are expected to submit relevant written details (e.g. description of offence, date of incident and date of conviction). These written details should be submitted at the same time as this application but in a separate letter posted to the Academy and marked "Strictly private and confidential for the attention of the Principal". The letter should clearly indicate it is related to the job application.*	**Yes**	**No**

d) Children's barred list

As an applicant for a post undertaking regulated activity in an AAT academy, if you are appointed a check will be undertaken to confirm whether or not you are identified on the DBS barred list of individuals who are unsuitable for working with children.

In relation to the above, you are required to complete the following:

Are you identified on the DBS barred list of individuals who are unsuitable for working with children? (delete as appropriate)	**Yes**	**No**

e) Prohibition order preventing a person from carrying out teaching work

As an applicant for a teaching post in an AAT academy, if you are appointed a check will be undertaken to confirm whether or not you are subject to a prohibition order (or other relevant restriction order) issued by the Secretary of State.

In relation to the above, you are required to complete the following:

Are you subject to an order issued by the Secretary of State prohibiting you from (or placing restriction on you) carrying out teaching work? (delete as appropriate)	**Yes**	**No**

f) Personal relationships

To ensure the appointment process is undertaken in accordance with guidance issued in respect of public service all candidates are asked to declare if they have a personal relationship with an existing employee, director or governor of the Aspirations Academies Trust. *Please note that any such relationship would not bar an individual from appointment.*

Please declare if you have a family relationship or other close relationship with an existing Aspirations Academies Trust employee, director or governor. If so, please give details

g) GENERAL DATA PROTECTION REGULATIONS (2018)

Personnel Information Protection Statement

The School respects your privacy rights and is committed to ensuring that it protects your details and other information about you available to the Council ("your information").

The School will use your information to:

- make informed decisions in connection with your potential or current employment
- meet its statutory obligations
- prevent and detect fraud
- complete School Workforce Census for DfE
- carry out equal opportunities monitoring

Unsuccessful candidates' forms will be stored securely at the school for a period of six months. No information from this form is shared with any other organisation. After this period, it will be shredded.

Successful candidates' forms will be transferred to an individual HR file, which will be stored in line with the schools GDPR policy and associated Privacy Notice. You will be given a copy of the Privacy Notice at your induction to the role. Personal data held on you will only be shared as outlined in the Privacy Notice.

You have a right to see your information- this is called a Subject Access Request (SAR). If you have any requests concerning your information or any queries with regard to the School's

processing, please contact the Data Protection Officer (DPO) on 020 8977 4858. Alternatively you can contact the Information Commissioners Office 0303 123 1113.

h) Accuracy and completeness of information provided

Please sign below or type your name to confirm that you have read, understood and agree with the following declaration.

For the purposes of the General Data Protection Regulations (2018), I consent to the information contained in this form and any information received by or on behalf of Aspirations Academies 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 and attachments is correct and true and agree that this may be used for registered purposes under the General Data Protection Regulations (2018). I also agree that, if appointed the information will form part of the basis of my engagement. I authorise Aspirations Academies Trust to check the information supplied and understand that providing misleading or false information or omitting 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 conviction.**			
Signed:		**Date:**	

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Recruitment Monitoring Form

This form will be treated in the strictest confidence and will only be used for the purpose of recruitment monitoring. **Please provide the requested details marking any chosen category with a cross** x

Name:	
Post Applied for:	**Academy:**

How did you become aware of this job opportunity? *If through an advert please indicate the name of the publication in which you saw the advert.*	

Gender: Male:☐ Female:☐

Age Group:

Under 20 years: ☐ 20 – 29 years:☐ 30 – 39 years:☐

40 – 49 years: ☐ 50 – 59 years: ☐ 60 + years ☐

What is your ethnic group? *Choose one option that best describes your ethnic group or background*

White

1. English/Welsh/Scottish/Northern Irish/British ☐
2. Irish ☐
3. Gypsy or Irish Traveller ☐
4. Any other White background, *please describe below* ☐

Mixed/Multiple ethnic groups

5. White and Black Caribbean ☐
6. White and Black African ☐
7. White and Asian ☐
8. Any other Mixed/Multiple ethnic background, *please describe below* ☐

Asian/Asian British

9. Indian ☐
10. Pakistani ☐
11. Bangladeshi ☐
12. Chinese ☐
13. Any other Asian background, *please describe below* ☐

Black/ African/Caribbean/Black British

14. African ☐
15. Caribbean ☐
16. Any other Black/African/Caribbean background, *please describe below* ☐

Other ethnic group

17. Arab ☐
18. Any other ethnic group ☐

Further description of ethnic group (if required):	

Disability: As defined by the Equality Act 2010, a person is disabled if they have a physical or mental impairment that has a 'substantial' and 'long term' negative effect on their ability to do normal daily activities.

With reference to this definition, do you consider yourself to have a disability?

Yes:☐ No:☐