



Completing Your Application Form

- a) Ensure that you have completed the top section of the application form stating the job you are applying for, closing date and reference number if applicable.
- b) You may find enclosed with the application form the Job Profile and the Person Profile.
- c) If enclosed, you must refer to the Job Profile and each point in the Person Profile, but more particularly the essential criteria, to give as much information as you can about why you think you are suitable for the job, giving clear examples.
- d) You must complete ALL sections of the application form as clearly as possible, it can be hand-written or typed. CV's can only be accepted as additional information.
- e) You can use additional sheets of paper as necessary and make sure they are securely attached to your application form.
- f) Applicants must complete the reference section of the form and, unless otherwise indicated, references may be taken up before the interview. Candidates who are already employed by the AST should give the name of their current line manager as their referee.
- g) Your completed form must be returned before the closing date - applications received after the closing date will not usually be considered.
- h) If you have any queries about completing your application form, please telephone the contact person identified in the advert.

References

- a) All referees should be professional rather than personal ones.
- b) In the case of teachers, the head teacher of your present or most recent school is the appropriate first referee, the second is optional.
- c) In all other cases, where your teaching is, or has been, in the maintained sector of education, the first referee should be the chief education officer of your present or most recent employing authority, c/o a divisional office where appropriate.
- d) If you have not previously held a teaching post in a school, the name and address of the principal of your institution should be given as the first referee. Heads of department and other persons may be given as a second referee.
- e) If you are applying from outside the sector of education, your most recent employer should be given as a referee.
- f) Please note that where other referees are given, the school reserves the right to contact referees other than those nominated, in accordance with the practice outlined in (a) to (e) above.
- g) If you do not wish confidential references to be sought, it is essential that you state this and the reasons why, when returning this form.

General

- a) Please return this form to the address specified in the vacancy advertisement.
- b) In the interests of economy, it is not the Trust policy to notify candidates who have been unsuccessful and generally if you have not heard within 6-8 weeks you should assume that this is the case. Nevertheless, the Trust is appreciative of your interest in this appointment.



Please complete in black ink

Staff Application



Position applied for:

Date of application:

Employer/Location:

Vacancy Ref (if applicable):

Particulars of Applicant

Preferred Title:
(e.g. Mr, Mrs, Miss, Ms)

First Name(s):

Surname:

Any previous surnames/family names:

Address (including post code)

Daytime phone number:

Evening phone number:

E-mail address:

NI Number:

Are there any restrictions on your right to work in the UK?

Present/Most Recent Employer

Job title:

Date from:

Employer Name:

Date to (if applicable):

Address:

Notice required:

Salary and Grade:



Details of present post, including main duties and responsibilities:
Reason for leaving:

Previous Employment	
Job title:	Date from:
Employer Name:	Date to:
Address:	
Salary and Grade:	
Details of present post, including main duties and responsibilities:	
Reason for leaving:	

Previous Employment	
Job title:	Date from:
Employer Name:	Date to:
Address:	
Salary and Grade:	
Details of present post, including main duties and responsibilities:	
Reason for leaving:	



Previous Employment	
Job title:	Date from:
Employer Name:	Date to:
Address:	
Salary and Grade:	
Details of present post, including main duties and responsibilities:	
Reason for leaving:	

Periods Unaccounted for		
Please give details of any periods unaccounted for by full time employment, education or training. This would include periods of unemployment, carer's responsibilities, ill health, etc.		
Reason/Description of circumstances	Dates	
	From	To

Training and Qualifications			
Secondary & Further/Higher Education Details			
You will be asked to bring original certificates of any qualifications listed for verification at interview			
Name of School/College:	Qualification and Grades:	Date attained:	Dates attended from - to:



Training, Qualifications & Professional Bodies

Give details of any other certificates held with dates: vocational training including apprenticeships, professional qualifications, membership of professional institutions etc.

Name of Institute:	Qualification and Grades:	Date attained:	Dates from - Attended To:

References

Please give the names and complete contact details of at least two people who will provide a reference. These should be professional rather than personal. As contained in the DFE Safer Recruitment in Education Settings guidance, we reserve the right to contact previous employers prior to interview about whether you have been the subject of any safeguarding concerns. Requests to delay seeking references at this stage of the recruitment process must be submitted to Trust for consideration.

Name: Position Held: Name of Organisation: Address: Telephone: Email: In what capacity does the referee know you?	Name: Position Held: Name of Organisation: Address: Telephone: Email: In what capacity does the referee know you?
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Relevant Experience and Skills - Supporting Statement

If enclosed, you must refer to the Job Profile and each point in the Person Profile, focusing on the essential criteria. In all situations, it is advisable to give as much information as you can about why you think you are suitable for the job, giving clear examples of experience to demonstrate your capabilities. Remember to include relevant experience (skills you have gained outside paid work, e.g. voluntary and community work).



Other details

Do you consider yourself to have a disability?

If you are invited for an interview, please give details of any special arrangements that you require.

General

Are you related to a current member of staff, any Directors/Governors or pupils within the school?

Yes

No

Disclosure of Criminal Convictions

Further to the recent changes (May 2013) to the Disclosure and Barring Service, cautions and convictions on the Criminal Record Check will be filtered according to the criteria below. Please disclose all cautions and convictions that fall within these categories:

- Cautions relating to an offence from a list agreed by Parliament - see <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>
- Cautions given less than 6 years ago (where individual over 18 at the time of caution)
- Cautions given less than 2 years ago (where individual under 18 at the time of caution)
- Convictions relating to an offence from a list agreed by Parliament - See website above
- Where the individual has more than one conviction, include all convictions
- Convictions that resulted in a custodial sentence (regardless of whether served)
- Convictions given less than 11 years ago (where individual over 18 at the time of conviction)
- Convictions given less than 5.5 years ago (where individual under 18 at the time of conviction)

Please note that these are the criteria by which the Disclosure and Barring Service will disclose



information about your criminal history should you be offered the position. As a responsible employer, we will be assessing the accuracy of information disclosed within the application with what is returned on the completed DBS check. As such, any false information or failure to disclose information held on the DBS check at application stage may result in dismissal.

For further guidance, please contact Education HR on 0208 551 9489. Failure to understand the filtering criteria will grant no protection from dismissal.

Convictions

Please list any convictions.

[Add Conviction](#)

Cautions

Please list any Cautions

[Add Caution](#)

Allegations

Please list any allegations made against you and the outcome to these

[Add Allegation](#)

Review Application Form

By signing underneath, I declare that all the information set out in this application form is true in all respects and I understand that false information may render me liable for dismissal if I am appointed

Signed:

Date:

By signing and submitting this form I consent to the processing of personal data relating to me for the purposes of managing my application, provided that such processing is in accordance with the Data Protection Act 1998.

Signed:

Date:

You will be asked to sign this form if you are invited for interview

In the interest of economy, it is not the Trust's policy to notify candidates who have been unsuccessful and generally if you have not heard within 6-8 weeks you should assume that this is



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TRUST

the case. Nevertheless, the Trust is appreciative of your interest in this appointment.

Please return completed applications to the address specified within the advertisement



Equal Opportunities

Monitoring of Job Applicants

The Trust is striving towards equality of opportunity in its employment practices and selection procedures. An Equality and Diversity Policy has been approved and is outlined below for you to retain if you so wish. To help us to find out how far we are succeeding in providing equal access to jobs in the Borough, we need the information detailed below. You are, therefore, requested to complete the monitoring information and return it with your application.

Equal Opportunities Policy Statement

As an employer, we are taking positive steps to eliminate discrimination, and to redress imbalances, in order to provide genuine equality of opportunity at all levels within the organisation.

We aim to treat all employees with dignity and respect and provide a working environment free from discrimination and harassment.

Every possible step will be taken to ensure that employees and job applicants are treated equally and fairly and that decisions on recruitment, selection, training and promotion are based on agreed criteria. In particular, no applicant or employee will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job, or which constitute indirect unfair discrimination.

We believe that it is in our own interest and those who work for it to be committed to the use, development and retention of the full range of skills and talents of its employees, and will work to provide an employment environment in which everyone has the opportunity to contribute and develop.

Employees will be involved in the regular reviewing and monitoring of the Equality and Diversity Policy to ensure its relevance and effectiveness.

I would describe myself as (please tick as appropriate)

White

- ☐ British
☐ Irish
☐ Any other white background
Please specify

Mixed

- ☐ White and Black Caribbean
☐ White and Black African
☐ White and Asian
☐ Any other mixed background
Please specify

Asian or Asian British

- ☐ Indian
☐ Pakistani
☐ Bangladeshi
☐ Any other Asian background
Please specify

Black or Black British

- ☐ Caribbean
☐ African
☐ Any other black background
Please specify

Chinese or other ethnic group

- ☐ Chinese
☐ Any other ethnic background
Please specify

Age Group

- | | | |
|--------------------------------|--------------------------------|--------------------------------------|
| <input type="checkbox"/> 16-20 | <input type="checkbox"/> 36-45 | <input type="checkbox"/> 60 and over |
| <input type="checkbox"/> 21-25 | <input type="checkbox"/> 46-55 | |
| <input type="checkbox"/> 26-35 | <input type="checkbox"/> 56-59 | |

Disability/Special Needs

Do you consider you have a disability? ☐ Yes ☐ No

Faith/Religion

- | | | |
|------------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Sikh | <input type="checkbox"/> Buddhist | <input type="checkbox"/> Any other |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Muslim | Please specify |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Jewish | |

Gender

- ☐ Male ☐ Trans Man ☐ Female ☐ Trans Woman



Sexual orientation		
<input type="checkbox"/> Lesbian	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Any other
<input type="checkbox"/> Heterosexual woman	<input type="checkbox"/> Gay man	Please specify
<input type="checkbox"/> Heterosexual man	<input type="checkbox"/> Decline to answer	
Are you currently		
<input type="checkbox"/> Employed	<input type="checkbox"/> Unemployed	
How Did You Learn About This Job?		
<input type="checkbox"/> National Newspaper	<input type="checkbox"/> Professional Journal	<input type="checkbox"/> Local Newspaper
<input type="checkbox"/> Havering Website	<input type="checkbox"/> On Line Media	<input type="checkbox"/> Network
Other, please specify		