

**RECRUITMENT APPLICATION FORM**

We are committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age.

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| **Vacancy Details** | |
| **Surname** |  |
| **Forename** |  |
| **Position Applied For** |  |
| **Main Subject**  *(for teaching positions)* |  |
| **Subsidiary Subject**  *(for teaching positions)* |  |
| **School**  *(NQTs should indicate any preferences here)* |  |

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| **Office Use Only** | | | | |
| **Application Number** |  | | | |
| **Date of Receipt** |  | | | |
| **Reference 1** | **Date Requested:** |  | **Date Received:** |  |
| **Reference 2** | **Date Requested:** |  | **Date Received:** |  |
| **Reference 3** | **Date Requested:** |  | **Date Received:** |  |
| **Reference 4** | **Date Requested:** |  | **Date Received:** |  |

**Application Form Guidance Notes**

It is most important that you complete the application form as clearly and as fully as possible. If any section does not apply to you, enter “n/a” (not applicable).

Please do not include a CV with your application, but try to include all relevant information on the form itself, using additional sheets if necessary.

When completed, read through your application form carefully, checking for errors and omissions.

Applications must be received by the closing date. Make certain your application form is sent well in advance.

You may find it useful to keep a copy of your application.

All applications are treated confidentially.

If you have a disability (for instance, if you find it difficult to move up and down the stairs or have a hearing, or speech difficulty), please inform us so that we can make suitable arrangements if you are called for interview. This information will not be used in deciding your suitability for the job.

**If you have a complaint:** The Learning Partnership operates a Complaints Procedure; a copy is available on request. If you feel you have been treated in an unfair or unlawful way, at any stage of your application, you should contact the school (within one month of the event taking place). You will be given a copy of the Procedure including details of how to make a complaint. Representatives of Professional Associations will be pleased to give advice.

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| **General Information** | | | | | | |
| **Surname** |  | | | | | |
| **Forename(s)** |  | | | | | |
| **Preferred Forename** |  | | | | | |
| **Preferred Title** |  | | | | | |
| **Permanent Home Address** |  | | | | | |
| **Address for Correspondence**  *(if different from above)* |  | | | | | |
| **Daytime Telephone Number** |  | | | | | |
| **Mobile Telephone Number** |  | | | | | |
| **Email Address** |  | | | | | |
| **Date of Birth** | **Day** |  | **Month** |  | **Year** |  |
| **National Insurance Number** |  | | | | | |

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| **Teaching Information** *(for teaching positions only)* | | |
| **Teacher Reference Number** |  | |
| **Date qualified as a teacher** |  | |
| **Type of teacher training undertaken** |  | |
| **Subjects qualified to teach** |  | |
| **Do you have QTS?** |  | |
| **Have you successfully completed:** | **Your probationary/induction year?** |  |
| **QTS professional skills tests?** |  |
| **Are you registered with the GTC?** |  | |

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| **Secondary and Further Education Details** | | | | | | | | | |
| **Date From** | **Date To** | **Name of School/College** | | **Qualification Level (eg GCSE, A Level)** | | **Subjects** | | **Grades** | **Date Gained** |
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| **Higher Education Details** | | | | | | | | | |
| **Date From** | **Date To** | **Name of Institution** | **Qualification Level (eg BA(Hons))** | | **Subject(s)** | | **Class/Division Obtained** | | **Date Gained** |
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| **Professional Qualification Details (including Teaching Qualifications)** | | | | | | |
| **Date From** | **Date To** | **Name of Awarding Body / Institution** | **Qualification Level / Type** | **Subject(s) / Professional Area** | **Class/Division Obtained** | **Date Gained** |
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| **Present or Most Recent Employment**  *(Include details of teaching practice if newly qualified. If you have recently left school, college or training and have not yet had a full-time or permanent job please give details of any other employment you have had such as work experience gained on Government training schemes, part-time, holiday work or voluntary activities.)* | | | | | |
| **Date From** | **Date To** | **Employer’s Name and Address** | **Position Held** | **Salary** | **Reason for Leaving** |
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| **Current Duties and Responsibilities** | |  | | | |

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| **Past Employment and Experiences Gained**  **Include voluntary, part-time, and other relevant activities (most recent first)** | | | | | | |
| **Date From** | **Date To** | **Employer’s Name and Address** | **Position Held** | **Salary** | **Responsibilities** | **Reason for Leaving** |
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| **Recent Training**  *(List all relevant training and courses attended including INSET)* | | | | |
| **Date From** | **Date To** | **Organising Body** | **Course Title** | **Award (if any)** |
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| **Additional Information** | | | |
| Dates not available for interview: |  | | |
| Do you wish to job share? |  | | |
| *As part of our Equal Opportunities policy, all of our vacancies are considered for job sharing on request. Governors, in deciding about a job share, consider the interests of the candidates and the interests of the school.* | | | |
| Are you related to any Trust Member, Governor or Employee of The Arthur Terry Learning Partnership? |  | If yes, please state name, position, and relationship: |  |
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| *Please note that canvassing any Trust Member, Governor or employee of the Learning Partnership will disqualify a candidate for appointment.* | | | |

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| **Other Information in Support of Your Application:** *(attach additional sheets if necessary)* | | | |
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| **References**  *(Please provide details of at least two referees covering a minimum 5-year employment period, including your current or most recent employer. If your employment history is less than 5 years, you may provide details of other professional/academic referees. College/school leavers should give details of their principal/head as their first referee.)* | | | |
| **Referee 1** | | **Referee 2** | |
| Name |  | Name |  |
| Job Title of Referee |  | Job Title of Referee |  |
| Address |  | Address |  |
| Telephone Number |  | Telephone Number |  |
| Email Address |  | Email Address |  |
| Capacity in which you are known to the Referee: |  | Capacity in which you are known to the Referee: |  |
| **Referee 3** | | **Referee 4** | |
| Name |  | Name |  |
| Job Title of Referee |  | Job Title of Referee |  |
| Address |  | Address |  |
| Telephone Number |  | Telephone Number |  |
| Email Address |  | Email Address |  |
| Capacity in which you are known to the Referee: |  | Capacity in which you are known to the Referee: |  |
| ***NB:*** *Please be aware that, in line with safeguarding and safer recruitment best practice, it is our standard practice to seek references if you are considered for shortlisting. In some instances, we may take references of all candidates who apply to ensure references are available at the time of interview. If this is a problem, please explain below:* | | | |
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| **Working with Young Persons under 18 years of age** |
| *Please note that this post involves working with children or vulnerable adults. Appointment will therefore be subject to satisfactory Disclosure and Barring Service clearance.* |
| Please disclose below any convictions, warnings, reprimands, cautions or other orders including “spent convictions”, that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (Amendment) (England and Wales) Order 2013. Failure to do so is likely to result in dismissal should it later be discovered. Any information given in this application or on interview will be treated entirely as confidential and will be considered only in relation to this application. |
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| You must also disclose details of any current sanctions imposed by a regulatory body, e.g. the General Teaching Council. If you have any such sanctions, please provide details below: |
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| **Declaration** | |
| I hereby certify that:   * All the information given in this form is true and correct to the best of my knowledge * Questions related to me have been answered accurately and in full * I am in possession of the certificates I claim to hold * I understand that providing misleading or false information will disqualify me from appointment or may lead to my dismissal, if discovered after appointment * My name has not been placed on any list which disqualifies me from working with children * I consent to the information contained in this form, and any other information received by or on behalf of the Arthur Terry Learning Partnership relating to my application, being processed by the Arthur Terry Learning Partnership in administering the recruitment process.   *(If you submit this form electronically you will be required to sign this declaration if invited to attend interview)* | |
| **Signed:** |  |
| **Dated:** |  |

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| **Recruitment Monitoring Form**  To help us in supporting monitoring of our Equal Opportunities Policy please provide the information below and return it with your application (or separately if you prefer). Please be assured that the monitoring form is separated from the application form on receipt and is not included in the selection process: | | | | | | | | |
| **Position applied for:** |  | | | **School:** | |  | | |
| **Where did you see this post advertised?** |  | | | | | | | |
| **Ethnicity**  *(mark one box only)* | White British | ☐ | White Irish | | | ☐ | White Other | ☐ |
| White & Black Caribbean | ☐ | White & Black | | | ☐ | White & Asian | ☐ |
| Other Mixed Background | ☐ | Indian | | | ☐ | Pakistani | ☐ |
| Bangladeshi | ☐ | Other Asian | | | ☐ | Arab | ☐ |
| Black Caribbean | ☐ | Black African | | | ☐ | Other Black Background | ☐ |
| Chinese | ☐ | Gypsy or Irish Traveller | | | ☐ | Any Other | ☐ |
| **Religion**  *(mark one box only)* | Buddhist | ☐ | Christian | | | ☐ | Hindu | ☐ |
| Jewish | ☐ | Muslim | | | ☐ | Sikh | ☐ |
| None | ☐ | Other | | | ☐ | Prefer not to say | ☐ |
| **Sexual Orientation**  *(mark one box only)* | Bisexual | ☐ | Gay | | | ☐ | Heterosexual | ☐ |
| Lesbian | ☐ | Other | | | ☐ | Prefer not to say | ☐ |
| **Disability** | Do you consider yourself to have any disabilities? |  | If yes, please give brief details: | | |  | | |
| Are you registered disabled? |  |
| *(Under equality legislation you are considered disabled if you have a physical or mental impairment that has a substantial and long term negative effect on your ability to do normal daily activities.)* | | | | | | | |
| **Gender**  *(mark one box only)* | Male | | | ☐ | Female | | | ☐ |
| **Age** |  | | | | | | | |

*We are committed to the principles of our Equal Opportunities policy. The aim of this policy is to ensure that the Learning Partnership’s employment practices and procedures do not allow unfair discrimination. As part of this commitment we also have a specific duty to monitor the recruitment and selection process.*

*Information provided on this form is kept strictly confidential at all times.*

*The information is used for monitoring our recruitment and selection process only. This ensures that all applicants are treated fairly and appointed solely on their suitability for the post.*