

ACADEMY USE ONLY

**REF NO:**

St Aidan's Church of England Academy
Hundens Lane
Darlington DL1 1LL
Tel: 01325 373770
Principal Mrs Nicole Gibbon
Company No. 06162865 Charity No. 1120646

**PRIVATE & CONFIDENTIAL – APPLICATION FORM FOR TEACHING POST**

Please read the notes on page 5 & 6 before completing this form. An Enhanced Check from the Disclosure & Barring Services will be requested in the event of a successful application.

POST FOR WHICH YOU WISH TO BE CONSIDERED

|  |  |  |
| --- | --- | --- |
|  | Ref:  |  |

**ERSONAL INFORMATION**

 Part A: PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Title  |  | Surname |   |
| Forename(s) |  | Preferred name |  |
| DfES number  |  | National Insurance number |  |
| Have you obtained Qualified Teacher Status (QTS)? Yes/No | YES  | NO  | Date of Recognition: |  |
| Are you in receipt of an Occupational Pension? | YES  | NO  |  |
| Address: |  |
|  |
|  | Post Code |  |
| Daytime Telephone No:(including STD) |  | May we telephone you at work? | YES  | NO  |
| Evening Telephone No: (including STD) |  | Mobile: |  |
| Email Address: |  |
| Are there any restrictions on your residence or employment in the UK? Yes/No | YES  | NO  |
| If Yes, please give details |  |
| Are there any adjustments that may be required should you be invited for interview? Yes/No | YES  | NO  |
| If so, please give details  |  |
|  |

|  |  |  |
| --- | --- | --- |
| Main Subject | Subsidiary Subject | Age Range for which Trained |
|  |  |  |

Part B: EDUCATION & TRAINING Please continue on a separate sheet if necessary

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of School/College/University | Subject & Qualification | Grade | Period of Study |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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| --- |
| Relevant Professional Development Courses Attended During the Last Three Years |
| Course | Organised by | Duration | Dated Completed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Part C: CURRENT / MOST RECENT EMPLOYMENT

|  |  |
| --- | --- |
| Post Held |  |
| Name & Address of Employer | Age Range | Dates Post Held |
|  |  | To | From |
| NOR |  |  |
|  |
| Salary including allowances | £ | Notice Period |  |
| Remuneration or benefits |  |
| Reason for Leaving |  |

Part D: PREVIOUS EMPLOYMENT Please continue on a separate sheet if necessary

|  |  |
| --- | --- |
| Post Held |  |
| Name & Address of Employer | Age Range | Dates Post Held |
|  |  | To | From |
| NOR |  |  |
|  |
| Salary including allowances | £ |
| Remuneration or benefits |  |
| Reason for Leaving |  |

|  |  |
| --- | --- |
| Post Held |  |
| Name & Address of Employer | Age Range | Dates Post Held |
|  |  | To | From |
| NOR |  |  |
|  |
| Salary including allowances | £ |
| Remuneration or benefits |  |
| Reason for Leaving |  |

**Please include all full-time, part-time and voluntary work since leaving secondary education following the format above.**

 **B: EDUCATION & TRAINING**

Part F: ADDITIONAL INFORMATION Please continue on a separate sheet if necessary

|  |
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| Please describe your current post indicating its scope and the responsibilities it entails adding any further information which supports your application and demonstrates how you meet the specification of the post for which you wish to be considered.  |
|  |

Part G: REFERENCES

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| --- |
| Please give the name, address and status of two persons who can support your application and who have agreed to their names being used. One of the referees must be your current or most recent employer. If you are not currently working with children but have done so in the past, a reference will be required from the employer by whom you were most recently employed in work with children. Please note that if you are selected for interview, your references will automatically be taken up and we may approach previous employers for information to verify particular experience or qualifications, prior to interview. If you do not wish us to do this, please advise below stating the reason why: |
|  |
| If you are currently working with children, on a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any penalty which is time expired, and whether you have been the subject of any child protection concerns, and if so, the outcome of the enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the relevant previous employer will be asked about those issues.References from relatives or friends writing solely as friends will not be accepted. |
| Name of First Reference  |  |
| Occupation |  | Telephone |  |
| Address |  | Email |  |
| Fax |  |
| Post Code |  |
| Name of Second Reference  |  |
| Occupation |  | Telephone |  |
| Address |  | Email |  |
| Fax |  |
| Post Code |  |
| **ADDITIONAL INFORMATION** |
| Applicants can normally expect to be invited for an interview within three weeks of the closing date. Otherwise they may assume that, on this occasion, their application has been unsuccessful.  |
| Where did you hear of the vacancy? |  |
| Are you to your knowledge, related to any member of the Governing Body or any holder of senior office in the Academy? |
| If Yes, please state: | YES | NO |
| a) the Person(s) |  | b) Relationship(s) |  |

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| **DISCLOSURE INFORMATION** |
| The amendmentsto the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. |
| 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?/ | YES  | NO  |
| If Yes, please give details |  |
| Do you hold a DBS Certificate? | YES  | NO  |
| Have you subscribed to the update service? | YES  | NO  |
| If yes: |
| Please indicate level of check | STANDARD | ENHANCED |
| Please indicate workforce | CHILD | ADULT | CHILD & ADULT | OTHER |
| Have you ever been disqualified under DCCR (Disqualification of Care of Children Regulations 1991)? |  |

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| **ELIGIBILITY TO WORK IN THE UK** |
| To ensure the St Aidan’s Church of England Academy complies with legislation, you will be required to provide documentary evidence showing that you are entitled to work in the United Kingdom. |
| Are there any restrictions regarding your right to work in the UK? | YES  | NO  |
| If Yes, please give details |  |

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| **DECLARATION** |
| I certify that all information given by me on this form and in supporting documents is correct to the best of my knowledge, that all questions have been fully and accurately answered, and that I possess all qualifications which I claim to hold.I understand that my name will be withdrawn from the list of candidates if, prior to appointment, I am found knowingly to have omitted or concealed any relevant fact about my eligibility for the post, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice. To the best of my knowledge and belief the information supplied by me on each section of this form is correct. I understand that should I be appointed any falsification of information will be judged as serious misconduct and may result in dismissal.I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application.Before signing this form please check that every section has been completed.The form and letter should be returned as instructed in the details of the post. |
| Signed |  |
| Date |  |

**OPPORTUNITIES MONITORING SHEET**

H: MONITORING

**This section of the form is for equal opportunities monitoring purposes which is kept separate from the rest of your Application Form and is not seen by anyone involved in the selection process.**

**Please complete in BLOCK CAPITALS**

|  |  |
| --- | --- |
| Position Applied for |  |
| Full Name  |  |
| Date of Birth |  |
| Gender  | Male |  | Female |  |
| Age | 16-18 |  | 19-35 |  | 36-49 |  | 50-59 |  | 60-65 |  | 65+ |  |
| **PLEASE INDICATE YOUR CULTURAL / ETHNIC ORIGINS**This information is included as part of the duty of the school to promote race equality and to ensure equal opportunities for all staff and is recommended by the Commission for Racial Equality (www.cre.gov.uk). |
| **White** |
| British |  | Scottish |  | Irish |  |
| English |  | Welsh |  | Gypsy or Irish Traveller |  |
| Any other White background, please specify |  |
| **Black, Black British, Black English, Black Scottish, Black Welsh** |
| Caribbean |  | African |  |
| Any other Black background, please specify |  |
| **Asian, Asian British, Asian English, Asian Scottish, Asian** |
| Indian |  | Pakistani |  | Bangladeshi |  |
| Chinese |  |  |  |  |  |
| Any other Asian background, please specify |  |
| **Mixed** |
| White & Black Caribbean |  | White & Black African |  | White & Asian |  |
| Any other Mixed background, please specify |  |
| **Any other background, please specify** |  |
| **Prefer not to state** |  |
| **Religion & Belief** |  |
| Buddhist |  | Christian |  | Hindu |  |
| Jewish |  | Muslim |  | Sikh |  |
| None |  | Other |  | Prefer not to say |  |
| **DISABILITY**We are positive about disability and welcome applications from disabled people. Please answer the section on disability which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and/or establish that you have a disability where this is an occupational requirement (Section 60 of the Equality Act 2010 refers). |
| Do you consider yourself to be a person with a disability as described by the Equality Act 2010? | YES |  | NO |  |