**APPLICATION FORM**

TEACHING STAFF

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| **Completed application forms  should be posted or emailed to:** |
| Mrs L Buckley Headteacher’s PA Millthorpe School Nunthorpe Avenue York YO23 1WF [recruitment@millthorpeschool.co.uk](mailto:recruitment@millthorpeschool.co.uk) |

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| **Post applying for** |  | |
|  | | |
| **School** | Millthorpe School | |
|  | | |
| **Application number** |  | (Official use) |
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| * **Complete this form in type or black pen** * **Do not enclose a CV** * **All sections must be completed** | | |

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| **PERSONAL DETAILS** | | | | | | | | | | |
| Surname |  | Initials |  | Address | | | | | | |
|  |  |  |  |  | | | | | | |
| DfE Number | | |  |
|  |  | |  |
| National Insurance Number | | |  | City | | | | | | |
|  |  | |  |  | | | | | | |
| Telephone number | | |  | Postcode | | | | | | |
|  |  | |  |  | | | | | | |
| Mobile number | | |  | Do you require a work permit? | | | | | | |
|  |  | |  | **Yes** |  |  | **No** |  |  | |
| Email address | | |  | If you already hold a work permit when does it expire? | | | | | |  |
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| **PRESENT OR MOST RECENT POST** Newly Qualified Teachers should omit this section | | | | |
| Post title | | |  | Name and address of school |
|  | | |  |  |
| Date of appointment |  | Current pay scale or salary |  |
|  |  |  |  |
| Reason for leaving | | |  |
|  | | |  | Type of school |
| Main duties, including groups taught | | |  |  |
|  | | |  | Number of pupils on roll |
|  |
| Age range of pupils |
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| **PREVIOUS EMPLOYMENT** | | | | | |
| Include paid or unpaid work with most recent first. Please list any periods of unemployment with reasons. | | | | | |
| Post title | Employer | From | To | Duties | Reason for leaving |
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| **PROFESSIONAL QUALIFICATIONS** | | | | |
| Qualification | Date |  | Membership/Registration with Professional Bodies | |
|  |  |  | Professional Body | Date |
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| **Courses** | | | | |
| Please give details of recent relevant training courses attended. Newly Qualified Teachers are invited to outline key elements of their course and dissertation work. | | | | |
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| **HIGHER EDUCATION** | | | | |
| Degree and post graduate qualifications | | | | |
| Where studied | Subject | Qualification | Grade | Date |
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| **FURTHER EDUCATION** | | | | |
| A-Level or equivalent | | | | |
| School or College | Subject | Qualification | Grade | Date |
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| **SECONDARY EDUCATION** | | | | |
| GCSE or equivalent | | | | |
| School | Subject | Qualification | Grade | Date |
|  | English Language |  |  |  |
|  | English Literature |  |  |  |
|  | Maths |  |  |  |
|  | Science |  |  |  |
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| If offered a post you will be asked for original evidence of your qualifications and the Trust reserves the right to approach any number of education providers to verify qualifications stated. | | | | |

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| **SUPPORTING INFORMATION** |
| Please provide additional information in support of your application, explaining how your skills, knowledge and experience make you a suitable candidate for this post. These may have been gained through paid employment, voluntary work, spare time activities or training. |
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| Please continue on a separate sheet if necessary |

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| **REFERENCES** | | |
| It is the Trust’s practice to take up references and this may be before inviting for interview. Please provide the name and address of two referees from whom the Trust may seek information regarding your suitability for employment. If you are currently employed, one of the referees **must** be your current employer. Otherwise, it must be your most recent employer. Family members, ex or current partner and close friends are not acceptable referees.  Please note that as this position involves working with children any number of your previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process (this includes vetting of internal candidates). | | |
|  | | |
| **REFEREE 1** Current or most recent employer |  | **REFEREE 2** |
| Name | Name |
|  |  |
| Position | Position |
|  |  |
| Relationship to you | Relationship to you |
|  |  |
| Address | Address |
|  |  |
| City | City |
|  |  |
| Postcode | Postcode |
|  |  |
| Telephone number | Telephone number |
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| Email address | Email address |
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| **APPLICANTS WITH A DISABILITY** | | | | | | |
| The Trust is committed to treating job applicants with a disability equally and fairly, making reasonable adjustments where necessary. The Disability Discrimination Act 1995 states that someone is disabled if they have a ‘physical or mental impairment, which has a sustainable and long term adverse effect on their ability to carry out normal day to day activities’. | | | | | | |
|  | | | | | | |
| Do you consider yourself to have a disability? | **Yes** |  |  | **No** |  |  |
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| If you are shortlisted we will ask if you require adjustments to make the interview process accessible. | | | | | | |

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| **DECLARATIONS** | | | | | | | | | | | | |
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| **Existing Links to the Trust** | | | | | | | | | | | | |
| Please provide names below if you are related to or have a personal relationship with any Member, Trustee, Governor or employee of South Bank Academy Trust. | | | | | | | | | | | | |
| Name | | | Relationship | | | | | | | | | |
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| **Misconduct or Disciplinary Action** | | | | | | | | | | | | |
| Have you ever been dismissed from a post because of misconduct  or resigned whilst subject to a disciplinary action or investigation. | | | | |  | | | | | | | |
| **Yes** | |  | |  | **No** |  |  |
| If yes please give details on a separate sheet.  If you have previously worked with or are currently working with children/young people your employer/  previous employer will be asked about disciplinary offences specifically relating to children/young people including any in which the penalty is ‘time expired’ and the outcome of any enquiry or disciplinary action. | | | | | | | | | | | | |
| **Criminal Convictions** | | | | | | | | | | | | |
| Confirmation of appointment to post is subject to the following: Occupational Health clearance, Enhanced Disclosure and Barring Service check, satisfactory references, evidence of eligibility to work in the UK, appropriate qualifications and membership of relevant professional bodies (if applicable). Under these procedures the successful candidate will be required to furnish a statement of any previous convictions, which will be checked by the police.  This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore **all** convictions, cautions and bind overs including those regarded as spent **must** be declared. | | | | | | | | | | | | |
| Have you ever been convicted of a criminal offence? | | | | | | **Yes** | |  |  | **No** |  |  |
| If yes please give details on a separate sheet. | | | | | | | | | | | | |
| **Data Protection Act** | | | | | | | | | | | | |
| Information on this form may be held on manual or computer systems. We will observe strict confidentiality and disclosures will only be made for payroll, administration and statistical purposes. | | | | | | | | | | | | |
| **Important Information** | | | | | | | | | | | | |
| I understand that approaching any Member, Trustee or Governor of the Trust in connection with this appointment will disqualify me from further consideration.  I confirm that I am not on List 99, disqualified from working with children or young people or subject to sanctions imposed by a regulatory body.  I declare that all the information contained in every section of this application is true and accurate, and that I have provided all the relevant information requested.  I understand that any appointment is conditional on this declaration and the above checks. I also understand that any information that is incorrect or false, or is misleading, either by its inclusion or by its omission, may make this application void. In addition, I am aware that, should any such information or lack of it come to light after I join the employment of South Bank Academy Trust, I would be liable to disciplinary action that may result in my dismissal and possible referral to the police. | | | | | | | | | | | | |
| South Bank Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Signed** |  | **Print name** | |  | | | | | **Date** |  | | |

EQUAL OPPORTUNITIES

IN EMPLOYMENT

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| **Reference number** |  | (Official use) |

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| **This page will not be seen by those responsible for shortlisting or interviewing applicants** | | | | | | | | | | | | | | | |
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| Which post are you applying for? | | | | | | | |  | Date of birth |  | |  | Age |  |  |
|  | | | | | | | |  |  | | |  |  | |  |
|  | | | | | | | | | | | | | | | |
| Scale point, grade or salary | | | | | | | |  | Are you | | | | | | |
|  | | | | | | | |  | Male | |  |  | Female |  |  |
|  | | | | | | | | | | | | | | | |
| School | | | | | | | |  | Marital status | | | | | | |
|  | | | | | | | |  | Single | |  | Divorced/separated | |  |  |
|  | | | | | | | | | | | | | | | |
| Are you applying on a job share basis? | | | | | | | |  | Married | |  |  | Other |  |  |
|  |  | | | | | | |
| **Yes** |  |  | **No** |  | |  | |  | Do you care for dependents | | | | | | |
|  | | | | | | | | |
| Do you consider yourself to have a disability? | | | | | | | |  | Children | |  |  | Elderly |  |  |
|  | | | | | | | |
| **Yes** |  |  | **No** |  | |  | |  | Disabled | |  |  | Other |  |  |
|  | | | | | | | | | | | | | | | |
| How would you describe your Ethnic Origin? | | | | | | | | | | | | | | | |
| **Asian or Asian British** | | | | | | |  |  | **Mixed** | | | | | | |
|  | | | | | | | | | | | | | | | |
| Indian | | | | | | |  |  | White and Black Caribbean | | | | |  |  |
|  | | | | | | | | | | | | | | | |
| Pakistani | | | | | | |  |  | White and Black African | | | | |  |  |
|  | | | | | | | | | | | | | | | |
| Bangladeshi | | | | | | |  |  | White and Asian | | | | |  |  |
|  | | | | | | | | | | | | | | | |
| Other (please specify) | | | | |  | | |  | Other (please specify) | | | |  | |  |
|  | | | | | | | | | | | | | | | |
| **Black or Black British** | | | | | | |  |  | **White** | | | | |  |  |
|  | | | | | | | | | | | | | | | |
| Caribbean | | | | | | |  |  | British | | | | |  |  |
|  | | | | | | | | | | | | | | | |
| African | | | | | | |  |  | Irish | | | | |  |  |
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| Other (please specify) | | | | |  | | |  | Other (please specify) | | | |  | |  |
|  | | | | | | | | | | | | | | | |
| **Chinese or other ethnic group** | | | | | | |  |  |  | | | | | | |
|  | | | | | | | | | | | | | | | |
| Chinese | | | | | | |  |  |  | | | | | | |
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| Other (please specify) | | | | |  | | |  |  | | | | | | |
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| Where did you see this post advertised? | | | | | | | |  |  | | | | | | |
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