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| **APPLICATION FOR A TEACHING POSITION** | |
| **Name:** |  |
| **Position Applied For:** |  |

**ESF RECOMMENDATION**

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| If an existing employee of The Emmanuel Schools Foundation has recommended this role to you please give their name here: |  |

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| **FOR OFFICE USE**  Date Received: |

**Completed application forms should be returned to:**

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| **Mrs L Aldsworth, Trinity Academy, Church Balk, Thorne, Doncaster, DN8 5BY**  **You can also return your application form by email to:**  [**recruitment@trinityacademy.org.uk**](mailto:recruitment@esf-mail.org.uk) |

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

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| The Emmanuel Schools Foundation (ESF) is an organisation where all employees are in a position of trust with children and young people. We must therefore obtain a Disclosure and Barring Service (DBS) Check for all staff appointed to the Foundation. ESF complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. A copy of the DBS Code of Practice is available on request.  We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. |

**GUIDANCE NOTES**

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| Please complete ALL sections of the application form.  You may wish to continue some of your answers on a separate sheet. Please make sure any additional sheets have your name on them and which section they relate to.  A CV may be submitted to supplement your application but not be accepted instead of completing the application form. |

**PERSONAL DETAILS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SURNAME(S): (BLOCK CAPITALS PLEASE)** | | **FIRST NAME(S):** | | | | **TITLE:** |
|  | |  | | | |  |
| **FORMER SURNAME: (if applicable)** | |  | | | | |
| **ADDRESS: (including Postcode)** | | **CONTACT TELEPHONE NUMBERS:** | | | | |
|  | | **Home:** | |  | | |
| **Work:** | |  | | |
| **Mobile:** | |  | | |
| **Date of Birth:** |  | **National Insurance Number:** | | |  | |
| **EMAIL ADDRESS:** |  | | | | | |
| **Teacher Ref No:** |  | | **GTC/TRN Ref Number (if different)** | |  | |
| **Has the GTCE or Teaching Agency placed any restrictions on your registration?** | | | | | **\*YES / NO** | |
| **\*If YES, please provide details on a separate sheet.** | | | | | | |

**PRESENT / MOST RECENT EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYER:** |  | | |
| **POSITION:** |  | | |
| **TELEPHONE:** |  | | |
| **ADDRESS: (including Postcode)** | | **Date appointed:** |  |
|  | | **Current / Latest Salary:** |  |
| **Salary Scale & Point:** |  |
| **Threshold status:** |  |
| **Notice Period Required:** |  |
| **Date Left if applicable:** |  |

**YOUR CURRENT SCHOOL**

|  |  |  |
| --- | --- | --- |
| **Most recent GCSE School % of students gaining 5 A\*-C:** | |  |
| **In your main subject,** | **Number of students entered:** |  |
| **Number of students gaining A\*-C:** |  |
| **Most recent GCE A Level Average Total Points Score per student:** | |  |
| **In your main subject,** | **Number of students entered:** |  |
| **Number of students gaining A\*-C:** |  |
| **Briefly describe the character of the intake of students and the catchment area of your current school:** | | |
|  | | |
| **Do you currently hold any additional responsibilities? If so, please give details:** | | |
|  | | |
| **Are you currently involved in any extra curricular activities? If so, please give details:** | | |
|  | | |
| **Are you, or have you been, a Form Tutor? If so, in which year groups have you been involved?** | | |
|  | | |

**MEMBERSHIP OF PROFESSIONAL BODIES / PROFESSIONAL QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Date obtained** | **Name of Body / Qualification** | **Class / Grade of Membership** |
|  |  |  |

**EDUCATION, TRAINING AND QUALIFICATIONS**

Please give details of all qualifications you have obtained from school, college and university.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Address of School / College / University** | **Subject** | **Qualifications (including grades / class of diploma, degrees etc.)** | **Dates obtained** |
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**WORK RELATED COURSES / TRAINING**

Please give details of any courses you have attended which are relevant to the job for which you are applying.

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| **Date Attended** | **Length of Course** | **Organising Body** | **Course Title / Subject** |
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**PREVIOUS EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates From & To** | **Position** | **Employer Name & Address** | **Salary** | **Reason for leaving** |
|  |  |  |  |  |

**SUITABILITY FOR THE POST**

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| Please give a detailed statement which may be followed up at interview, regarding your suitability for the position as advertised. This should include:   1. why you have applied for this post; 2. examples of how you can demonstrate you meet the requirements of the role; 3. the importance of your subject specialism for the development of young people. |

**SCHOOL ETHOS & CORE VALUES**

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| Please indicate the contribution you would make towards promoting the Schools’ Ethos and Core Values. |

**INTERESTS AND LEISURE ACTIVITIES** (including any relevant qualifications)

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**CANDIDATES WITH DISABILITIES**

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| --- | --- |
| **Do you consider yourself to have a disability?** | YES / NO |
| **Do you require any special arrangements if shortlisted for interview?** | YES / NO |
| **Are you claiming a guaranteed interview?** | YES / NO |

**REFEREES**

Please give names, addresses, telephone numbers and email addresses for 3 people who may be contacted without further notice. One should be your current employer and two others who can also speak of your career, competencies and suitability to work with children and young people.

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| **Name:** |  |  |  |
| **Position:** |  |  |  |
| **Organisation:** |  |  |  |
| **Address:** |  |  |  |
| **Tel:** |  |  |  |
| **Email:** |  |  |  |

**DECLARATION**

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| --- | --- | --- | --- |
| I declare that, to the best of my knowledge, the information submitted in this application is accurate and true.  I understand that providing misleading or false information will disqualify me from the appointment and/or may result in dismissal. | | | |
| **SIGNED:** |  | **DATED:** |  |
| **PRINTED:** |  | | |

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| **ESF DISCLOSURE OF CRIMINAL CONVICTIONS FORM** |

This document must be completed and returned with your application form.

The nature of the post for which you have applied means that it is exempt from provisions contained in the Rehabilitation of Offenders Act 1974. You are therefore required to disclose whether or not you have ever been convicted of a criminal offence (please see below).

Disclosure of a criminal offence need not necessarily debar you from appointment, however, should you fail to disclose a criminal conviction prior to appointment this could result in your dismissal or other disciplinary action being taken against you.

Car parking or speeding offences may be discounted.

All information will be treated in the strictest confidence.

Have you ever been convicted of a criminal offence? **YES / NO**

If **YES**

Please give details of any criminal offence for which you have been convicted including type of offence, date of conviction and subsequent sentence.

**DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that the above response is, to the best of my knowledge, correct. | | | |
| **SIGNED:** |  | **DATED:** |  |
| **PRINTED:** |  | | |

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| **ESF EQUAL OPPORTUNITIES MONITORING FORM** |

This document must be completed and returned with the Application Form

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| The Emmanuel Schools Foundation is committed to the principle of equality in employment. This form will help us to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application. |

**PLEASE MARK THE RELEVANT BOXES AND USE CAPITAL LETTERS WHERE APPLICABLE**

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| **To which school / department are you applying within ESF?** | | | | | | | | |
| (a) | Emmanuel College |  | (b) | The King’s Academy |  | (c) | Trinity Academy |  |
| (d) | Bede Academy |  | (e) | ESF Head Office |  | (f) | GTP |  |
| (g) | Other (please state) |  |  |  |  |  |  |  |

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| **Gender:** | | | | | |
| (a) | Male |  | (b) | Female |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Age:** | | | | | | | | |
| (a) | 16 – 25 |  | (b) | 26 – 35 |  | (c) | 36 – 45 |  |
| (d) | 46 – 55 |  | (e) | 56 + |  | (f) | Prefer not to say |  |

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| --- | --- | --- | --- | --- |
| **Disability:** | | | | |
| Do you consider yourself to have a disability? | | | | |
| Yes |  |  | No |  |
| If yes, are you claiming a guaranteed interview? | | | | |
| Yes |  |  | No |  |

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| **Please indicate whether the post is: (tick all that apply)** | | | | | | | | |
| (a) | Full-time |  | (b) | Part-time |  | (c) | Term-time Only |  |
| (d) | Casual / Supply |  | (e) | Job Share |  | (f) | Fixed Term / Temp |  |
| (g) | Other (please state) |  |  |  |  |  |  |  |

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| **Where / how did you hear about this vacancy?** | | | | | | | | |
| (a) | Local Press |  | (b) | TES Paper |  | (c) | TES Website |  |
| (d) | ESF Website |  | (e) | Job Centre |  | (f) | University / College |  |
| (g) | Internal Applicant |  | (h) | Other (please state) |  |  |  |  |

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| **Which ethnic group do you most identify with? Please choose one section for (a) to (e), and tick the appropriate box.** | | | | | |
| **(a)** | **WHITE** |  | **(d)** | **BLACK OR BLACK BRITISH** | |
|  | British |  |  | Caribbean |  |
|  | Irish |  |  | African |  |
|  | Any other white background |  |  | Any other black background |  |
|  |  |  |  |  |  |
|  |  |  |  |  | |
| **(b)** | **MIXED** |  | **(e)** | **CHINESE OR OTHER ETHNIC GROUP** | |
|  | White & Black Caribbean |  |  | Chinese |  |
|  | White & Black African |  |  | Other Ethnic Group |  |
|  | White & Asian |  |  |  |  |
|  | Any other mixed background |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **(c)** | **ASIAN OR ASIAN BRITISH** |  |  |  |  |
|  | Indian |  |  |  |  |
|  | Pakistani |  |  |  |  |
|  | Bangladeshi |  |  |  |  |
|  | Any other Asian background |  |  |  |  |
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| **Please indicate your religious background:** | | | | |
| Buddhist |  |  | Christian |  |
| Hindu |  |  | Jewish |  |
| Muslim |  |  | Prefer not to say |  |
| No religious background |  |  | Other (please state below) |  |
|  |  |  |  |  |