



# Application form for a teaching post

Beacon Community College Academy Trust is committed to the safeguarding and promotion of welfare of all children, young people and vulnerable adults.

The information requested in this form is important in assessing your application. Please complete this form in full. **Unless stated otherwise, CVs are not acceptable. Please write/type in black ink.**

**Please ensure that you save this document before sending, otherwise all data will be lost**

Job details	
Post applied for:	
School / Establishment:	
Subjects (if to specialise):	
If the post is full-time, would you be prepared to consider working on a job-share basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If appointed when can you start:	n/a
Personal details	
Family Name /Surname:	
First name:	
Title:	
Maiden name or previous names:	
Address:	
Post code:	
Email address:	
Correspondence address (if different from above):	
National Insurance Number:	
Daytime telephone number:	
Home telephone number:	
Mobile telephone number:	
Fax number:	
Additional personal details	
Teacher's Reference Number:	
Date Qualified Teacher Status awarded in the UK:	



## Additional Education & Qualifications – Initial Teacher Training

University / College / Designated Recommending Body (DRB):

Open University

Date:

Qualification gained:

Date:

Age range for which trained:

Principal Subject:

Subsidiary subject:

## Further Qualifications & Further Training

(Including one year and one term courses and any recent short courses (e.g. NPQH))

University, College or Organising Body	Subjects & Course Title	Any Qualification Obtained	Length of courses & Dates

If awarded QTS since May 2001 – Qualified Teacher Skills Tests	(Please select as appropriate)
Have you passed the QTS skills tests for:	Numeracy <input type="checkbox"/> Yes <input type="checkbox"/> No
	Literacy <input type="checkbox"/> Yes <input type="checkbox"/> No
	ICT <input type="checkbox"/> Yes <input type="checkbox"/> No

## Current or most recent teaching post

(Please give the fraction of full-time where the post is / was part-time)

Name & Address of employer:	
Name of Local Authority:	
Name & Address of School/Establishment:	
Type of school:	<input type="checkbox"/> Boys <input type="checkbox"/> Girls <input type="checkbox"/> Mixed            (Please select as appropriate)
Number on roll:	
Telephone no:	
Position title:	
Subjects taken:	
Date appointed:	
Current Spinal Column Point on Main Scale:	
Or Spinal Column Point on Upper Pay Range:	

Additional allowances (Please specify)	
Are you still employed by this establishment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date and reason for leaving (if applicable)	

### Previous Teaching Experience

(Please give the fraction of full-time where the post is / was part-time)

Name of School & Authority	Type of School & Number on Roll	Post held	Period of service From To (exact dates)	Reason for leaving

### Other employment

Employer	Position	From / To	Reason for leaving

### Other History

(Please ensure that you provide a complete chronological history by listing below any periods not covered above in your employment history, e.g. travel, unemployment, sabbatical, carer responsibilities etc.)

From	To	Reason

<b>Declaration by Applicant</b>	
<b>The Working Time Regulations 1998</b>	
The working time Regulations were introduced on 01 October 1998 and working hours in the UK are now governed by statute. Employment which you intend to continue if successfully appointed to the post applied for please details below or state none:	
<b>Pension</b>	
Have you opted out of the Teacher Pension scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'YES', please state your opting-out date:	
Are you in receipt of a pension awarded through the teachers' ill health retirement arrangement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'YES', give details below: (including the date pension arrangements took effect)	
<b>(Please note that if you were awarded an ill-health pension on or after 01 April 1997, you are not eligible for future employment as a teacher)</b>	
<b>Safety and Welfare of children</b>	
Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If you have answered 'YES' to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.</b>	
I have attached details as requested.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Disciplinary Record</b>	
Are you (or have you ever been) dismissed from a teaching post for alleged misconduct or incompetence or resigned in the face of such allegations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'YES', please give details:	
Have you ever received a final warning for misconduct or incompetence or have you received a lesser warning which has not time expired at the point of making this applications?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'YES', please give details:	

## Rehabilitation of Offender Act 1974

You are required to declare any criminal convictions (including bind over and cautions) which are not "spent" in accordance with the Rehabilitation of Offenders Act 1974. Some of our posts carry exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed. **Please read the guidance notes before completing this section.**

### For posts that are exempt under the Rehabilitation of Offenders Act 1974:

Have you ever been convicted of a criminal offence?  Yes  No

Are there any alleged offences outstanding against you?  Yes  No

### For all other posts:

Do you have any criminal convictions which are not yet 'spent'?  Yes  No

If 'YES' to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.

## Criminal Records Bureau (CRB) or Disclosure and Barring Service (DBS)

Do you hold an Enhanced CRB or DBS Certificate of Clearance?  Yes  No

If 'YES', please state the date of your certificate:

## List 99/PoCA

I can confirm that my name is not on List 99 and that I have not been banned from working with children:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

I can confirm that my name is not on PoCA and that I have not been banned from working with children:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

## Asylum and Immigration Act 1996

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have a right of abode in the UK. You will be required to provide evidence prior to appointment of a National Insurance Number, passport or other document on the approved list to satisfy the Academy that the asylum and Immigration Act 1996 is being complied with.

Do you require a work permit?

Yes  No

### **Relevant Experience & Other Information**

The information you provide in this section is important in assessing your application. Please use the space (and/or additional A4 sheets, if necessary) to state your reasons for applying for the post, relating your skills, experience and personal qualities to the requirements of the job (please refer to the person specification for the post).

You should include details of the following, where they are relevant to the requirements of the post: present and previous teaching posts or teaching practices if you are newly qualified, other paid or unpaid employment or any other activities outside the workplace.

### **Leisure Interests**

## Referees

Name, address (inc Post Code if known) and Status/Position of two persons to whom reference may be made who can comment on your teaching and/or organisational ability. One **MUST** be your present or most recent employer. The other must be a previous employer unless you have had no previous employment, in which case, a character reference will be needed or a reference from the Adviser/Inspector attached to your present school. If you are not currently working with children, you should provide details of the employer where you last worked with children.

If you are a trainee teacher, please provide the name and address of your course tutor from your teacher training college. References will not be accepted from relatives or from people writing solely in the capacity of friends.

### Headteacher Application Process:

**In the case of applications from serving Headteachers, please give the name and address of your current school Chair of Governors and Director of Children's**

**In the case of applications from serving Deputy Headteachers, please give the name and address of your current Headteacher and Director of Children's Services.**

### 1) Present/Most recent employer/Chair of Governors

Name:			
Address:			
Occupation:			
Telephone no.		Fax no.	
Email address:			

### 2) Previous employer/Director of Children's Services

Name:			
Address:			
Occupation:			
Telephone no.		Fax no.	
Email address:			

### 3) Course Tutor (trainee teachers only)

Name:			
Address:			
Occupation:			
Telephone no.		Fax no.	
Email address:			

**NOTE:** References will be taken up if you are called for interview. In view of the nature of the job no offer of employment can be made without these. We also reserve the right to take up employment references from previous employers listed in "Previous Employment" on page 2 of this form. If, for any reason, you feel unable to give your present or most recent employer as a referee, please send a covering letter explaining why.

### Canvassing

You are required to declare any relationships with Senior Officers or Members of the College as canvassing, whether direct or indirect, will invalidate your application. (Please note Senior Officers are defined as Chief Officers or Deputy Chief Officers).

Are you related to any Governors, existing employees or Senior Officers at the College?

Yes  No

If 'YES', please give details (stating department and job title)

### Declaration

I declare that the information given is true and understand that (a) canvassing of Members or Officers directly or indirectly will invalidate this application, and (b) the Academy reserves the right to seek verification from me of the factual basis for any information provided.

I suffer no legal impediment to taking up employment with the Academy if so appointed and I accept that the discovery of any legal impediment after an appointment has been made will lead to my immediate dismissal.

Signature:

Date:

Print name:



#### Data Protection Act 1998

Beacon Community College Academy Trust will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

#### Note to Candidates:

**If you have not heard from the school/establishment within 4 weeks of the closing date, you should assume that on this occasion you have not been selected for interview.**

## CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form

This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.

Data Protection Act 1998			
I consent to the data on this form being used for statistical purposes to assist the Academy in the monitoring of equal opportunities.			
Signature:		Date:	
Print name:			

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. The Academy aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

The Academy's Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person's ability to do the job.

The Academy has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.

This information will not affect the consideration of your application.

Job applied for:			
Job reference no. (if applicable):			
Location:			
Surname and Initials:			
Date of birth:		Age	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female   (Please select as appropriate)		
Signature:			
How did you learn of this vacancy?			

## Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an 'x' in ONE of the boxes below or by giving your own description in the space provided.

<b>A: White</b>	
British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>
Traveller of Irish Heritage	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>

<b>B: Mixed</b>	
White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>

<b>C: Black or black British</b>	
Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>

<b>D: Asian or Asian British</b>	
Indian	<input type="checkbox"/>
Pakistan	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

<b>E: Other ethnic groups</b>	
Chinese	<input type="checkbox"/>
Any other ethnic background	<input type="checkbox"/>

<b>F: If other, please specify:</b>

## Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on help we can give to enable you to attend, or participate in the interview. At the interview you will be asked if you have any disability which would affect your ability to do the job, and, in compliance with the Equality Act 2010, you will be asked what reasonable adjustments we might arrange to assist you.

Do you consider yourself to be disabled as set out in the Equality Act 2010?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'YES', please describe your disability:	
If you need any assistance to attend or participate in the interview, please give details.	

## Religion

Please identify your religion by putting an 'x' in ONE of the boxes below.

Christian	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>

Sikh	<input type="checkbox"/>
Other religion	<input type="checkbox"/>
No religion	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

## Sexual Orientation

Please identify your sexual orientation by putting an 'x' in ONE of the boxes below.

Bisexual	<input type="checkbox"/>
Gay man	<input type="checkbox"/>
Gay woman / lesbian	<input type="checkbox"/>

Heterosexual / Straight	<input type="checkbox"/>
Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

## Military Status

Please identify your military status by putting an 'x' in ONE of the boxes below.

Territorial Army	<input type="checkbox"/>
Army Reservist	<input type="checkbox"/>

## Guidance on your application

Your application form is an important part of our recruitment process – it is how we get to know you and assess your ability to do the job. It enables us to decide whether or not to shortlist you for interview and therefore plays a vital role in the recruitment process.

We do not take into account any previous applications or prior knowledge of you. We also do not accept Curriculum Vitae (CV's) and ask all applicants to complete our application form. This is in line with our Equal Opportunities Policy and ensures that information about candidates is presented in a standard format. The exception to this is candidates with a disability where a CV might be the most convenient method of application. Applications from disabled candidates will also be accepted in Braille or on cassette.

### How we shortlist

When we shortlist, we look at your experience, skills, knowledge, attainment and other information **in line with the job description and person specification**. You will find copies of these in your job pack.

The job description outlines the main responsibilities and duties of the post, and a person specification outlines the skills, abilities, experience and qualifications that you require to fulfil these duties.

**Please ensure you read the job description and person specification before you begin to complete the form** so you have in mind the skills and knowledge we are looking for. Applicants who are disabled under the provisions of the Equality Act 2010 will be automatically shortlisted provided they meet the essential qualifications and experience required by the post.

### How to complete your application form

#### General hints

- Read the job description and person specification before you start
- Use black ink so we can clearly photocopy forms for shortlisting and interviewing
- Complete all sections of the form as fully as possible
- Clearly label and number any continuation sheets with your name and the post you are applying for and list the number of attachments on the main application form. This allows us to check we have all the information you want us to have before we shortlist.
- Keep a copy of the application form for your own records.

#### 'Why are you applying for this job?'

- This is the most important part of the form and is your opportunity to show us how you meet the person specification and job description i.e. how your skills, knowledge and experience match those we require and how they will enable you to successfully do the job.
- Use the criteria in the person specification as headings and give examples of your experience and skills under each heading.
- You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment.
- Use clearly labelled continuation pages if required.

- Check you have demonstrated how you meet all the essential requirements on the person specification. The shortlisting panel cannot guess or make assumptions about your work experience.
- Remember that we use the job description and person specification to shortlist – if you do not therefore clearly demonstrate how you meet the essential criteria in the person specification – it is unlikely that you will be shortlisted to interview.

## **References (Page 7)**

We will contact your references prior to interview unless you have ticked the boxes on the application form indicating not to. References will not be used as part of the interview process, but will be taken into account if you are offered the post. We must receive two satisfactory references about you before we can formally offer you the post.

## **Attendance (Page 7)**

Please list your absences in the past 12 months. Absences related to a disability, or to a previous stress condition should not be included in the Attendance Section of the Application Form. Please record them on an information sheet, place it in a separate sealed envelope and mark it '*Confidential - For the attention of the Personnel Officer*'

### **"Confidential - for the attention of the Personnel Officer"**

All information provided on a "Confidential - for the attention of the personnel officer" basis is usually withheld from the recruitment and selection panel until shortlisting is complete. The information is made available to the panel for the interview and you should anticipate being asked about it.

## **Rehabilitation of Offenders**

The College requires all applicants to disclose criminal convictions. Some posts require information relating to both "spent" and "unspent" convictions whereas other posts require "unspent" information only. Applicants who have been shortlisted for posts involving regular contact with children or vulnerable adults will be required to apply for either a standard or enhanced disclosure from the Criminal Records Bureau. See the enclosed "Rehabilitation of Offenders Act 1974 Guidance Notes" (below).

## **Equal Opportunities in Employment Monitoring Form**

The College has an Equal Opportunities in Employment Policy. One of its aims is to ensure that unfair discrimination does not occur in recruitment and in order to help the College monitor the effectiveness of this Policy (and for no other reason) an Equal Opportunities in Employment Monitoring Form is attached to the Application Form. Completion of this will help us to ensure that we provide the highest standard of service to job applicants.

## **Disability Guidance**

The Equality Act 2010 states that "a person has a disability for the purposes of this Act if he has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities".

## **What do I do now?**

Once your application form is completed and you are happy that you have provided all the information we require to shortlist, please send your application to the address shown on the application form. Please enclose a stamped, self-addressed envelope or postcard if you would like receipt of your application form to be acknowledged.

## **Other important information...**

### **Data Protection Statement**

Under the Data Protection Act 1998, the information you provide in your job application form will be treated confidentially at all times and will only be disclosed to personnel involved in the recruitment process. Recruitment decisions will be made by a staff panel and not solely on the basis of automated decision making. If you accept a post with the College, your personal information will be held for purposes relating to your Contract of Employment.

Security safeguards apply to both manual and computerised information, and only relevant personnel and managerial staff can access your information. If your application is unsuccessful, your application form and any other information we hold about you will usually be destroyed after six months. Personal information for all applicants may be retained for monitoring and future recruitment purposes.

### **Evidence of Qualifications**

If invited to interview, you will be required to provide evidence to prove that you hold the qualifications, which are relevant to the appointment. If the post requires you to travel on official business you will be required to produce your drivers licence and certificate of insurance to your manager for inspection upon appointment.

### **Health Statement**

Where an appointment is offered, you will be required to complete a health questionnaire which must be cleared by the College's Occupational Health Adviser prior to taking up your post. You may also be required to have a medical examination or give permission for the Occupational Health Adviser to contact your GP for a report. Staff moving internally will be required to complete a health questionnaire if the new post is significantly different.

### **Asylum and Immigration Act 1996**

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have the right to abode in the UK.

You will be required, if appointed, to provide evidence that you are entitled to work in this country. Official confirmation of your national insurance number on a P45, P60, plastic NI number card, former payslip or a letter from the Inland Revenue or other Government Department can be provided; alternatively, a list of acceptable documents is available on request.

### **Applications to Job Share**

If you are applying on a job share basis, please indicate this on the application form, and as far as possible, the working sessions that you would prefer. This enables us to match you with other job share applicants who have indicated complementary working sessions. Please remember that the more you restrict the working sessions available to you, the more difficult it will be for us to find you a partner. Therefore, try and be as flexible as possible.

### **Interview Expenses**

The College does not normally pay interview expenses. We do, however, recognise that there may be occasions when candidates require assistance. Please contact the Personnel Section if you require such assistance, before incurring any expense.

## The Rehabilitation of Offenders Act (1974): Guidance Notes

Please read these guidance notes carefully before completing the section on the Rehabilitation of Offenders Act 1974 on the Application Form.

### Disclosure of Criminal Convictions

Under this Act you are required to disclose details of previous convictions, until a certain length of time passes and the convictions become “spent”.

Under the above Act you do not need to provide details about either minor motoring offences or previous convictions once they become “spent”. This includes the date you sign the application form.

Please note the following when considering whether a conviction is spent:-

- i. “spent” periods are halved if the conviction took place when you were aged 17 or less;
- ii. a sentence of longer than 2½ years in prison will never become “spent”;
- iii. a sentence of preventive detention and a sentence of detention during Her Majesty’s pleasure is never “spent”; or
- iv. it is immaterial for the process of calculating a “spent” conviction whether the sentence is suspended or not.

The information you provide will be treated strictly confidentially. Having a conviction will not necessarily bar you from employment. This will depend on the circumstances and background to the offence(s) which will be taken into account when considering how suitable you are for the type of work involved, should your application be successful.

Failure to disclose any “unspent” convictions may result in the offer of employment being withdrawn. If already appointed, you could be dismissed without notice.

Please see the list below which details the rehabilitation periods for criminal convictions.

### Criminal Convictions and Time Periods before Becoming “Spent”

Sentence	Become spent after
For a sentence of imprisonment or youth custody exceeding six months but not exceeding two and a half years.	10 years
For a sentence of imprisonment or youth custody not exceeding six months.	7 years
For a sentence of Borstal training.	7 years
For a fine or other sentence under this Act, not otherwise covered in this table.	5 years
For an absolute discharge.	6 months
For a probation order, conditional discharge or bindover, fit person orders, supervision order or care order under the Children and Young Persons’ Acts (and equivalent in Scotland).	1 year or until the order expires (whichever is the longer)
For cashiering, discharge with Ignominy or dismissal with disgrace from Her Majesty’s Service.	10 years
For dismissal from Her Majesty’s Service.	7 years

Any sentence of detention in respect of a conviction in service disciplinary proceedings. 5 years

**For detention by direction of Home Secretary:**

- for a period exceeding six months but not exceeding two and a half years. 5 years
- for a period not exceeding six months. 3 years
- for a detention centre order. 3 years
- for a remand home order, an approved school order or attendance centre order. The period of the order plus a further year after the order expires
- for a hospital order under the Mental Health Acts. The period of the order plus a further 2 years after the order expires. (With a minimum of 5 years from the date of conviction.)

### **Exemptions under the Rehabilitation of Offenders Act**

There are specific job categories and classes of employment which are exempt under the provisions of the Act. This means that **convictions never become “spent” for work in these categories**. Therefore, if you are applying for a position which falls within one of the work categories listed below you will need to declare any convictions you have had regardless of whether or not the time limit has elapsed. The areas of employment which carry exempt status are as follows:-

- Work involving matters of National Security.
- Judicial appointments.
- Employment in the office of the Director of Public Prosecutions.
- Employment in the office of Procurator Fiscal or District Court Prosecutor or in the Crown Office.
- Justices’ Clerks and Justices’ Clerks’ Assistants.
- Constables, Police Cadets, Military Naval and Airforce Police and certain posts involving police work or assisting the police.
- Employment in the Prison Service including appointment to the Board of Visitors.
- Traffic Wardens.
- Probation Officers.
- Certain professions with legal protection such as barristers, solicitors, accountants or nurses.
- Any office or employment concerned with the provision of persons aged under 18 years to accommodation, care, leisure and recreational facilities, schooling, social services, supervision or training, being an office or employment of such a kind as to enable the holder to have access, in the course of their normal duties which are carried out wholly, or partly, on the premises where such provision takes place.
- Employment connected with the provision of Social Services which involves the young, those over 65 years, the mentally or physically handicapped, chronically sick, disabled, or people who are addicted to drugs or alcohol.
- Employment connected with the provision of services to vulnerable adults i.e. accommodation and nursing or personal care in a care home or within a vulnerable adult’s home or services provided in an establishment catering for a person with learning disabilities.

- Employment concerned with the provision of health services, within the National Health Service or otherwise, which involve access to patients.
  - Any occupation that concerns the management of an abortion clinic or of a private hospital or nursing home.
  - Any occupation concerned with the management of an establishment for which registration is required by Section 37 of the National Assistance Act 1948.
  - Any occupation for which a Certificate of Fitness to keep explosives is required.
  - Firearms dealer.
  - Any occupation requiring a licence, certificate, or registration from the Gaming Board of Great Britain.
- Director, controller, or manager of an insurance compa