**Application Form for Teaching Staff**

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| **Application for the post of: ASD Teacher (Connected Provision)**  **Post Number (if applicable):** |

1. **PERSONAL DETAILS**

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| **Surname:** | **First Name (s):** |
| **Title (Mr, Mrs, Miss, Ms etc):** | **Preferred Name:** |
| **Any other former Surnames:** | **Any other former Forenames:** |
| **Address:** | **Telephone Numbers** |
| **Postcode:** | **Email address:** |
| **National Insurance Number:** |  |

1. **CURRENT OR MOST RECENT EMPLOYMENT**

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| **Name of Employer:** | |
|  | |
| **Postcode:** | **Telephone Number:** |
| **Position Held:** | |
| **Date Appointed:** | |
| **Current salary point:** | |

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| **Please give a brief description of the main duties of this post:** |

1. **PREVIOUS EMPLOYMENT**

Starting with your most recent employment, list all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving School, College or University. You must provide explanations for any gaps or periods not in employment; training or education since leaving secondary education.

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| **Name of Employer/Organisations and full address** | **Job Title** | **From Month/Year** | **To**  **Month/Year** |
|  |  |  |  |

*We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied*.

1. **EDUCATION AND QUALIFICATIONS**

Please give details of your education and any qualifications obtained with most recent first. This should be include any qualifications which you are currently studying for. You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

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| **Secondary School/College/University/Institute** | **Qualifications and Grades Achieved** |
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1. **TRAINING AND MEMBERSHIP**

Please give details of any training you have had which you feel is relevant to the job you are applying for. Include any on-the-job training as well as formal training courses. There is no need to mention any courses listed in section 4.

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| **Title of training programme/course and brief description** | **Date (approx.) started/completed** |
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| **Membership of Professional Association and Level** | **Dates** |
|  |  |
| **Teachers’ Pensions Reference Number (Teachers Only)** |  |
| **HCPC Registration Number (Qualified Social Workers Only)** |  |

1. **ADDITIONAL INFORMATION**

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| Disabilities.  Creating Tomorrow Multi Academy Trust encourage people with disabilities to apply for employment.  If you have a disability (as defined by the Disability Discrimination Act) and meet the essential criteria for the post you will receive an interview.  Please tick here if you have a disability.  You do not have to declare a disability, but you can only be guaranteed an interview (subject to meeting the essential criteria for the job) if you tell us.  In relation to any disability, would you require special facilities or assistance at interview? Yes/No  If you have answered yes, please give details below:  Flexible Working Arrangements:  Please indicate below if you wish to undertake this job on a flexible working arrangement:  Full time Part-time Job Share |

1. **SUPPORTING STATEMENT**

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| Your application form is the only means we have to judge your capability and potential and the information in it will be assessed against the criteria listed in the Person Specification to draw up a shortlist for the next stage of selection. No assumptions will be made about your experience.  Please describe below how your experience, skills and knowledge, meet the criteria for the post as described in the Job Description. (Please continue on a separate sheet if necessary) | Please leave blank |

1. **OTHER DETAILS**

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| Are you able to travel freely between locations? Yes/No  Do you have a current driving licence? Yes/No  Do you have the legal right to work in the UK? Yes/No  If yes, are there any conditions attached, i.e. start and finish dates, please specify:  Are you related to any County Councillor? Yes/No  Are you related to any employee of the Council? Yes/No  If you have answered yes to either of the last two questions, please give full details below.  I would like you to retain my details on your files for a period of 6 months for consideration should suitable alternative opportunities arise. Yes/No |

1. **DECLARATION OF INTEREST IN PRIVATE ENTERPRISE/CODE OF CONDUCT**

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| Employees must not allow personal and/or private interests to influence their conduct as employees.  In particular, all applicants (and existing employees) are required to inform Creating Tomorrow Multi Academy Trust/Governing Body if they have any other current employment and also if they, their partner or close relatives have an interest in a private enterprise that may represent a conflict of interest. If Creating Tomorrow Multi Academy Trust /Governing Body considers that there is a conflict of interest (as a result of information disclosed) you will not be considered for employment. Non-disclosure of a possible conflict of interest could also result in any employment being terminated.  Important: Even if you have nothing to declare, please indicate this by writing “Non” in the space below.  (Should you require more space to write, please continue on a separate sheet of paper)  Signed:………………………… …………. Date:…… ………………………………………… |

1. **CRIMINAL CONVICTIONS**

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| This appointment is exempt from the Rehabilitation of Offenders Act 1974 and subject to an enhanced Criminal Records Disclosure in accordance with the requirement of the Criminal Records Bureau and the Police Act 1997. You must declare all convictions (including convictions with Absolute Discharge), cautions or blind-overs you may have, even if they would otherwise be regarded as “Spent” under this Act. In the event of employment, failure to disclose a conviction, caution or bind-over could result in dismissal or disciplinary action by the Authority and possible referral to the Police.  Have you ever been convicted of a criminal offence (including Absolute Discharge) or been given a caution; Reprimand; warning or bind-over? Yes/No  If yes, please attach details in a sealed envelope marked confidential with your name and post applied for on the front of the sealed envelope and hand this in with your application form or bring this with you to interview.  I will provide the information requested on the Disclosure of Criminal Convictions Form to be sent to me if shortlisted and understand that the provisionally selected candidate for such posts will be required will be reviewed using DBS and Vetting and Barring Guidance in order to establish whether the information is relevant to the responsibilities of the post.  Signed:…… ……………………………….. Date:……………… …………………………… |

1. **REFERENCES**

References will only be required for candidates shortlisted for interview. Candidates must give names and addresses of two referees (not relatives, friends or people with whom you live). If you have been in employment, one referee must be your present or most recent employer. We reserve the right to ask you for further referees or contact previous employers if necessary.

1. **REFEREE DETAILS B. REFEREE DETAILS**

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| --- | --- |
| **Name:** | **Name:** |
| **Position in organisation:**  **Relationship to Applicant:** | **Position in organisation:**  **Relationship to Applicant:** |
| **Address:** | **Address:** |
| **Postcode:** | **Postcode:** |
| **Email:** | **Email:** |
| **Telephone Number:** | **Telephone Number:** |
| **Name by which you were known to your referee(s) if different from now:** | |

Safer Recruitment in Education Guidance advises it is best practise to obtain references for shortlisted candidates prior to interview.

**May we contact your present employer if you are shortlisted?** Yes/No

If you have indicated NO above, please note the satisfactory references will be required if you are the preferred candidate after interview and before starting employment.

**REFERENCE AUTHORITY**

To ensure compliance with GDPR please could you sign the statement below:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give my authorisation for Creating Tomorrow Multi Academy Trust to

obtain an employment reference about me.

**Signed:**

**Print Name: Date:**

1. **DECLARATION**

I declare that the information I have provided is a complete and true statement.

I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then Creating Tomorrow Multi Academy Trust /Governing Body shall be entitled to withdraw any offer of appointment or terminate any contract of employment.

I will not approach any Governor/Elected Councillor or employee of Creating Tomorrow Multi Academy Trust in order to advance my appointment, as I understand this will disqualify me from consideration, other that if the advertisement invites me to contact a name individual.

I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about Data Protection will follow with any contract of employment.

**Signature: Date:**

**Print Name:**