**ODYSSEY EDUCATIONAL TRUST**

**Main Street**

**Humberstone**

**Leicester**

**LE5 1AE**

**Telephone- 0116 2767648**

**Email:** [**jgallacher@odysseyeducationaltrust.co.uk**](mailto:jgallacher@odysseyeducationaltrust.co.uk)



**APPLICATION FORM – ALL STAFF**

**Vacancy Details**

|  |  |
| --- | --- |
| **POST TITLE** | **POST NUMBER** |
| **CLOSING DATE** |  |

Please note; 1. Additional sheets may be attached wherever necessary – these should be attached securely

2. Applications received after the closing date will not normally be considered

PERSONAL DETAILS

|  |  |
| --- | --- |
| **Title e.g. Mr/Mrs/Miss/Ms** | **Address** |
| **First name:** |  |
| **Surname:** | **Postcode** |
| **Former Names:** | **Date of Name Change:** |
| **Home Telephone (include STD Code)** | **Mobile** |
| **Email address:** |  |
| **National Insurance Number:** |  |

|  |  |
| --- | --- |
| **Teachers only:** |  |
| Teacher Reference Number (Formerly DfES Number) | / / |
| If you gained QTS after 7th May 1999, have you completed the Statutory Teacher Induction Period? | Yes □ No □ Part □ |
| If your induction period is part completed, please provide the name of the appropriate body where your induction period was undertaken: |  |
| Which subject area(s) did you specialise for in teacher training? |  |
| Other subject areas(s) of interest (e.g. sport, music, drama) |  |
| Do you have the National Professional Qualification for Headship (NPQH)? |  |

CURRENT EMPLOYER

(If you are not currently in employment (paid, voluntary or work experience please leave blank)

|  |  |
| --- | --- |
| **JOB TITLE** | |
| **Responsible to:** | **Date Appointed:** |
| **Employers Name:** | **Present Salary:** |
| **Employers Address:** | **Present Grade:** |
|  | **Other Benefits:** |
| **Post Code:** | **Notice Required:** |
| **Brief Description of Duties:**  **Reason for seeking other employment and making this application:** | |

**Education, Training, Qualifications – Please give relevant details including those gained overseas:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Secondary School, College, University** | **Dates**  **From** | **To** | **Qualifications Gained-**  **Subject & level e. E.g. GCSE** | **Grade** | **Date** |

**Membership of professional or Technical Organisations**

|  |  |  |
| --- | --- | --- |
| **Body** | **Membership Status** | **Since** |
|  |  |  |

**Driving Licence**

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| --- |
| **Do you hold a current driving licence? Yes □ No □ If yes what type?** |

**Previous Employment;** *A full history in chronological order since leaving secondary education, including periods of any post-secondary education/training and part-time and voluntary work as well as full time employment, with start dates, explanations for periods not in employment (below) or education/training and reasons for leaving employment;*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer** | **Job Title** | **Grade/Salary Per Annum** | **Dates**  **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |  |

|  |
| --- |
| **Gaps in Employment**  Please specify all time not accounted for above with dates and reasons: |

**Information in Support of your Application, skills, knowledge;**

**Please give brief details of all relevant experience or other information, (including any voluntary work or work experience and details of short course) which will support your application:**

|  |
| --- |
| **Please continue on a separate sheet if required- this should be attached securely** |
| **Have you been convicted of a criminal offence (other than motoring offences and spent convictions)**  **YES □ NO □**  **If yes please complete the enclosed/attached ‘Notice to Applicants’ and give details in a sealed envelope marked with your name** |

**References;** *One referee should be your current or most recent employer/line manager, not a colleague. Normally two referees should be sufficient. If you are not currently working with children, but have done so in the past, it is important that a reference is also obtained from the employer by whom you were most recently employed in work with children in addition to your current or most recent employer. References will not be accepted from relatives or friends.*

***\*Please note we require references from a member of SLT or the Head Teacher\****

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| **References will only be taken up for applicants selected for interview and you should ensure your referees are in a position to respond promptly. Both referees will be approached at short-listing stage.**  **Name 1 --------------------------------------------------- Name 2 ----------------------------------------------------------**  **Position held by Referee........................................ Position held by Referee-------------------------------------**  **Organisation -------------------------------------------------- Organisation ---------------------------------------------------**  **Address ------------------------------------------------------ Address -----------------------------------------------------------**  **Address ------------------------------------------------------- Address -------------------------------------------------------------**  **Address ------------------------------------------------------ Address -------------------------------------------------------------**  **Postcode ----------------------------------------- Postcode -----------------------------------------**  **Telephone --------------------------------------------------- Telephone ----------------------------------------------**  **Email.................................................................. Email..............................................................** |

Data Protection Act

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| The information you supply when requesting an application pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from the last contact.  When you sign and return this form you are giving permission to process and hold information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful the form will be held for up to 6 months and then destroyed. |

**Selection Arrangements**

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| **In finalising our selection arrangements are there any issues that you would like us to consider? For example large print or Braille test material, sign language interpreter, fully accessible venue etc.** |
|  |
| **We will aim to cater for individual circumstances but cannot guarantee that we will always be able to do so.** |

Equality Monitoring

|  |  |  |  |
| --- | --- | --- | --- |
| We ask for this information to monitor achievement of our Employment Equality policies. Appointments are not based on information given here. For each item below, please tick the appropriate box or respond as indicated | | | |
| **Sex**  I am a woman □  I am a man □ | **Disability**  I am Disabled □  I am not Disabled □ | **Date of Birth**  My date of birth is: | **Media Source**  Where did you see / hear about this post? |
| **Ethnic Origin**; Please tick **one box** that describes your ethnic origin most closely  **I am white of** **I am black of** **I am Asian of** **I belong to some other group** (s)  □ British origin □ Caribbean origin □ Indian origin □ Please specify  □Other origin □ African origin □ Pakistani origin --------------------------------------  □ Other origin □ Bangladeshi origin --------------------------------------  □ Chinese origin ------------------------------------ -  □ Other origin | | | |

**Please return your completed application form to the school at the address indicated on the advertisement or email your application to:** [jgallacher@odysseyeducationaltrust.co.uk](mailto:jgallacher@odysseyeducationaltrust.co.uk)

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| I confirm that the details in this form are correct  Signature --------------------------------------------------------------- Date -------------------------------- |

**NOTICE TO APPLICANTS**

**RE- CONVICTIONS AND ‘SPENT CONVICTIONS’ of a Criminal Nature**

You will appreciate that the Academy must be particularly careful to inquire into the character and background of applicants for appointments to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders (Exemptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 1986. The fact that conviction(s) have been reported against you will not necessarily debar you for consideration for this appointment.

You must, therefore, answer the question at the foot of this notice “have you ever been convicted of a criminal offence?” (Please answer yes or no) If the answer is yes you must give details which may, if you wish, be enclosed in a separate, sealed, envelope marked “Confidential” and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The object of this Notice is not, in any way, to reflect upon applicants’ integrity but it is necessary to protect the public and the school.

In accordance with the recommendations of the Home Office, successful candidates for all posts where there is to be contact with children, will be the subject of a request to Leicestershire Constabulary for a search by the Criminal Records Office, regardless of the answer given to the question concerning previous convictions.

Acceptance of the offer of appointment will be deemed to be acceptance that such an investigation may take place. Applicants are informed that providing false information is a disciplinary matter and may result in dismissal.

Applicants will be required to undertake pre-employment checks which will include a declaration that neither they, nor anyone who lives in the same household, is a disqualified person under the Childcare (Disqualification) Regulations 2009 as well as other necessary checks.

A copy of this notice will be sent to your referees.

QUESTION

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| **Have you been convicted of a criminal offence (other than motoring offences and spent convictions)**  **YES □ NO □**  **If yes please complete the enclosed/attached ‘Notice to Applicants’ and give details in a sealed envelope marked with your name** |

Date ----------------------------------------------- Signed --------------------------------------------------------------------------

UPDATED 24 Feb 2021