

Application form for a Teaching Post Durrington Multi Academy Trust



Durrington Multi Academy Trust (DMAT) is committed to the safeguarding and promotion of welfare of all children, young people and vulnerable adults. All staff and volunteers are expected to share this commitment. We are dedicated to promoting equality and fairness. Selection is based on how you demonstrate your ability to perform the job as detailed in the job description and specification. The equal opportunities information will be separated from your application before shortlisting.

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

Job details	
Post applied for:	
Academy:	The Laurels Primary School
How did you hear about vacancy?	

Section 1- Personal Details

Personal details	
Family Name /Surname:	
First name:	
Title:	
Previous names:	
Address:	
Post code:	
Email address:	
Correspondence address (if different from above):	

National Insurance Number:	
Home/work telephone number:	
Mobile telephone number: *state preferred number we should call you on	

Pension – you will be auto enrolled into the scheme

Have you opted out of the Teacher Pension scheme?	Yes/No
If 'YES', please state your opting-out date:	
Are you in receipt of a pension awarded through the teachers' ill health retirement arrangement?	Yes/No
If 'YES', give details below: (including the date pension arrangements took effect)	
(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.)	

Section 2 - Qualifications

List all of your achievements relevant to this job and any others you feel could be important (for example for your career development) starting with the most recent. Proof of qualifications and membership to professional bodies to be required at interview.

Secondary Education, A or AS level or equivalent

Qualification A/AS level or equivalent and grades	Name of school/college	Dates attended (from and to)
GCSE/or equivalent subjects and grades	Name of school/college	Dates attended (from and to)

Higher and/or Further Education

(NB: Shortlisted candidates will be required to produced qualification certificates at interview)

Qualification	Class and subjects	Name of college, university etc	Dates attended (from and to)

Additional Education & Qualifications – Initial Teacher Training

University / College / Designated Recommending Body (DRB):		Date:	
Qualification gained:		Date:	
Age range for which trained:			
Principal Subject:			
Subsidiary subject:			
Teacher's Reference Number:			
Date Qualified Teacher Status awarded in the UK:			

Membership to Professional Bodies

Name of Professional body	Date achieved	By exam or election?

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

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Section 3 – Experience - Full Job History

Tell us about how you meet the requirements of the section titled “Experience” in the Person Specification.

Give full details of your employment starting with your current or most recent job. Use the column titled “Job title and duties” to give brief details, where relevant, to show how your experience meets the requirements in the Person Specification. **Indicate gaps in employment and full time study and tell us what you were doing during these times (e.g. full time study). Gaps in employment/experience are not accepted without an explanation.** Please continue on a separate sheet if necessary.

Current or most recent teaching post (Please give the fraction of full-time where the post is / was part-time)

Name & address of employer: Date started at:	
Name of local authority:	
Name & Address of School/Establishment:	
Number on roll:	
Telephone no:	
Position title:	
Subjects and age range taught:	
Date appointed to current post if different from above:	
Current spinal column point and salary on main scale:	
Or spinal column point and salary on upper pay range:	
Additional allowances or benefits (please specify):	
Total salary:	
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 and salary/grade	Period of service from to (exact dates)	Reason for leaving

Other employment

Employer name and address	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, career break (reasons), voluntary work, unemployment, sabbatical, carer responsibilities etc.

From	To	Reason

Section 4 - Letter of support

This is a vital part of the selection process and you need to demonstrate how your experience, qualifications and interests are relevant, what you could bring to the school and the team/role you are applying for.

This section should be submitted as separate word processed sheets; maximum of 2 sides of A4.

Section 5 – Referees – These will be requested prior to interview

In accordance with our statutory obligations under Keeping Children Safe in Education two references are required for all candidates, one of whom must be your current or most recent employer and be for the attention of the Headteacher/Principal. It is likely they will liaise with other colleagues who know your work well. **Please note:**

If you are shortlisted and invited to an interview, referees will be contacted and references obtained prior to interview in line with current statutory guidance. Please sign the Reference Consent form in appendix 1 to consent to us contacting your previous employer/s for a reference.

Friends and relatives are NOT acceptable referees. One of the referees must be your present/ or most recent employer and normally no offer of employment will be made without reference to them. If you have not previously been employed, then headteachers, college lecturers, or other persons who are able to comment authoritatively on your educational background and/ or personal qualities, are acceptable as referees.

NOTE: In view of the nature of the role 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 4 of this form. By submitting your consent and application you are consenting for us to contact your previous employers.

First Reference	Second Reference	Third reference
Name:	Name:	Name:
Full address and postcode:	Full address and postcode:	Full address and postcode:
Telephone No:	Telephone No:	Telephone No:
Email:	Email:	Email:
How long has this person known you and in what capacity?	How long has this person known you and in what capacity?	How long has this person known you and in what capacity?

Section 6 - Declaration by applicant

You are required to declare below any relationship with or to an employee of Durrington Multi

Academy Trust. Please state name and position.

Online checks

In accordance with our statutory obligations under Keeping Children Safe in Education, Durrington Multi Academy Trust is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with you at interview.

We carry out these searches manually. To assist with the search being as accurate as possible, please set out which social media platforms you use and the handles you use on each site:

If you would like to inform us of anything that might come to light when we perform this search, please outline the details below:

Safety and welfare of children

Durrington Multi Academy Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). The amendments to the Exception Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If shortlisted for an interview you will be required to disclose to us information about any: adult cautions (simple or conditional); unspent conditional cautions; unspent convictions in a Court of Law; and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 so that a police check can be carried out if you are offered an appointment.

If you are subsequently employed by Durrington Multi Academy Trust and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested by the police you are obliged to notify the

Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.</p>	
Reasonable adjustments for a disability	
<p>If you are disabled, please give details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact the Executive Headteacher to discuss any requirements. Please note that if you believe adjustments would only be required for a later stage of the process (such as at interview stage), you are not required to provide information in this form.</p>	
Health/medical details	
<p>Successful applicants will be required to complete a confidential pre-employment medical questionnaire and may be required to undergo a medical examination</p>	
DATA PROTECTION	
<p>In completing this application form you should refer to the Recruitment Privacy Notice sent out with this document. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily</p>	

be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

DECLARATION

I declare that, to the best of my knowledge and belief, the information given on **ALL** parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with Durrington Multi Academy Trust.

Signed

Date

Appendix 1 Reference Consent Form



I can confirm that I am happy for The Laurels Primary School, part of Durrington Multi Academy Trust to contact my previous employer/s to obtain written references.

I understand that I can withdraw my consent at any time by contacting Carly Oliver on (01903) 830901 coliver@laurelsprimary.co.uk

Name:

Job Title:

Signature:

Date:

Durrington Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form

To be held by the Human Resource Department until shortlisting has taken place.

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/GDPR 2018

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:			
Surname and initials:			
Date of birth:		Age	
Gender:	Male/Female/Transgender (Please select as appropriate)		
Signature:			

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.

A: White	
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: Mixed	
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"/>

C: Black or black British	
Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>
D: Asian or Asian British	
Indian	<input type="checkbox"/>
Pakistan	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>
E: Other ethnic groups	

F: If other, please specify:	

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"/>

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?	Yes/No
If 'YES', please describe your disability:	
If you need any assistance to attend or participate in the interview, please give details.	

THE APPLICATION PROCESS – INFORMATION FOR CANDIDATES

Thank you for enquiring about working in our Trust. We will be very pleased to receive your application and appreciate the amount of preparation time this involves. If selected for an interview, this will involve a range of activities which enable candidates to demonstrate their professional skills. These will always involve teaching a one-hour lesson, data analysis and marking tasks.

As you would expect, we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This commitment starts at the staff recruitment stage and it is most important that you read the information below **before** you make a start on your application. Safeguarding is the central focus of our recruitment process from advertising, to short-listing, obtaining references, providing information for candidates, conducting the interview itself, making appropriate checks of identity and qualifications, as well as undertaking appropriate vetting. Child Protection and Prevent Duty training is delivered to all staff employed within the Durrington Multi Academy Trust.

Completing the application form

Complete the application form in as much detail as possible, relating your information to the requirements outlined on the job specification. **Please note that we do not accept CVs in any circumstances either as a complete document or pinned as an extra sheet to certain sections of the form. Applications received in this way will be disregarded.**

In the section on the application form headed “Previous Employment” start with your current or most recent employment and provide specific dates (at least month and year). Please complete this section for all periods of employment or voluntary work since leaving secondary school. **Please provide an explanation for periods when not in employment or training.**

When you have completed all sections of the form, sign the declaration and email to:

coliver@laurelsprimary.co.uk or post the form to the school for the attention of:

Carly Oliver, EA to Headteacher.

We would recommend all applications are emailed. Please also note that it is wise to check that you have paid the correct postage when returning the application form by post – otherwise the form may not reach us by the closing date.

Late applications will not be considered.

References

A major part of our commitment to safeguarding the welfare of the children in our care is the seeking of references in support of your application. You are asked to provide the names and contact details of 2 referees on the application form. **One of these must be your current or last employer.** Due to the nature of this post we are unable to accept “open” references or references from relatives or from people solely in the capacity of friends. We may also contact a previous employer if that employment involved working with children or young people. All job offers are subject to two satisfactory references.

Salary

Where salaries are quoted in the advertisement they are actual salaries and have already been adjusted for part time and/or term time only working if appropriate. If minimum and maximum

figures are shown they represent the actual salary scale range. Teachers are appointed on the scale according to their teaching experience and the impact they have had on student outcomes, colleagues' practice, whole-school activities which contribute to raising standards and their teaching and learning responsibilities in school. It would be usual for NQTs to be appointed on M1. Other colleagues would need to provide evidence of outcomes, knowledge and influence in line with career stage salary.

Contact Details

We may wish to contact you via email, so please make sure that your email address is included on the application form, is readable, correct and that you check the contents of your in-box on a regular basis.

Shortlisted candidates and identity checks

If you have not received an invitation for interview 10 days after the closing date, please assume that your application has been unsuccessful on this occasion and accept our thanks for the interest you have shown in our Trust.

Recruitment and interview process

Recruitment panels contain a minimum of two interviewers, at least one of whom is safeguarding trained.

Notes are made and retained of candidates' responses at interview. Interviews explore issues relating to the safeguarding of children, for example:

- Identity checks will be required. Previous employment history will be examined and any gaps accounted for;
- Concerns or discrepancies from the information provided by the candidate and/or referees will be explored;
- The candidate will be asked if they wish to declare anything in light of the requirement for a DBS check;
- The process will establish suitability to work with children.

Pre-employment checks

Before commencement all employees are required to have a pre-employment health check, an appropriate DBS check and two satisfactory references requested. All offers of employment are subject to satisfactory clearance from the required checks.

Training

Training to facilitate a sound understanding of key guidance and practices about safeguarding and child protection is mandatory, updated regularly and embedded in performance management systems.

Additional training with a specific focus on safeguarding is undertaken by those who recruit staff.

Relevant training is mandatory for employees who do not have direct contact with children but who do have access to information systems containing the details of children.

Safe working culture

All employees are monitored by their line manager in the probationary period to ensure that all new staff comply with expected behaviours and attitudes that constitute best practice in relation to safeguarding.

If you have any queries or concerns before you make the application, please do not hesitate to contact us.

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.

Durrington Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.