Confidential

Alexandra Academy Trust Teacher Job Application Form

Part 1

Please complete all sections of the form using black ink or type.

The outside pages of this application form (which contain all your personal details and the equality and diversity information will be detached prior to shortlisting. This ensures that your application is dealt with objectively. The application form must be fully completed and CVs will not be considered.

The Trust reserves the right to view your public social media and online presence as part of the application process.

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| General Data Protection Regulations 2018  Information from this form will be processed in accordance with the General Data Protection Regulation (2016/679 EU) Data Protection Bill 2018. Please see attached privacy notice. In signing it you agree to this data being held and processed and, if appointed to the job, you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by the Academy Trust in accordance with the regulations. |

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| Vacancy Information |
| Application for the post of: |

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| Applicant Details | | | | | | |
| Preferred Title: | First Name(s): | | Surname: | | | Previous Surname: |
| Address for Correspondence: | | | | | | |
| E-mail Address: | | Home Telephone: | | | Mobile Telephone: | |
| DCSF No: | GTC Reg No (if applicable): | | | NI Number: | | |

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| References | |
| Please give the names of two persons who are able to comment on your suitability for this post.  One must be your present or last headteacher or employer\*. (For applications for headteacher posts a reference will be sought from your present local authority or employer). The Alexandra Academy Trust are reserves the right to seek any further references it deems appropriate.  Please note that the Alexandra Academy Trust are unable to accept references from relatives of the applicant or from people writing solely in the capacity of friends.  Please let your referees know that you have quoted them as a referee and to expect a request for a reference should you be shortlisted. | |
| Present/most recent employer\* | Previous employer/other |
| Name:  Relationship to Applicant:  Address:  Post Code:  Telephone No:  E-mail Address: | Name:  Relationship to Applicant:  Address:  Post Code:  Telephone No:  E-mail Address: |
| If the referee knows you by a different last name please state:  \*If you have not previously been employed, please provide details of another referee. | |
| Please note that the Academy Trust will contact your referees prior to an interview being carried out. | |

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| Recruitment Monitoring  Please indicate where you first saw the advertisement for this vacancy (if a newspaper, please state which one): |

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Part 2

This section of form to be detached prior to short listing.

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| Vacancy Details | |
| Application for the post of: | Vacancy No: |
| Surname: | Initials: |

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| Educational Attainments | | | |
| Training and Professional Qualifications since leaving School (Please explain any gaps in your Education History) | | | |
| Please note that you will be required to produce relevant evidence of qualifications attained. | | | |
| Dates From and To  (Month and Year) | | Full name and town of  College/University | Qualifications gained (including grades) or for which you are studying |
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| Do you have a valid driving licence? YES  NO | | |
| Current Employment Details | | |
| Current /Most Recent Job Title: | | |
| Name, address and type of school/establishment: | | |
| Telephone No: | Name of LA/employing body: | |
| Date appointed: | Date left: | |
| Age range taught: | Number on roll: | |
| Permanent/temporary: | Full/Part time: | |
| Salary details (please give details of all allowances) : | | |
| Current salary: | | Spinal Point: |

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| --- | --- | --- | --- | --- | --- | --- |
| Previous Employment Details | | | | | | |
| Please enter most recent first (Please explain any gaps in your Employment History) | | | | | | |
| Title of post/type of experience | Name and address of employer | Numbers on roll | Age range taught | Dates  From To | |
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| In Service Education | | | | | | | |
| Please give details of In-Service Education relevant to your application and undertaken in the last three years. | | | | | | | |
| As a Participant | | | | | | | |
| Dates of Course  From To | | Course Title | Length of  Course | | Qualification obtained and date of Award | Course Provider |
|  |  |  |  | |  |  |
| As a Course Leader | | | | | | |
| Dates of Course  From To | | Course Title | Length of  Course | Brief outline of your contribution | | |
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| Additional Teaching Skills and Special Interests |
| Please list additional teaching skills and special interests relevant to this application. |

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| Letter of Application |
| You are required to submit a letter of application in which you should explain why you are applying for the job. Please concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification. |
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| Relationship to Directors, Trustees of the Academy or Academy Employees | | |
| If you have any personal relationship to any Trustee, Director or other group or employee of Alexandra Academy Trust, please give their name and relationship. This does not stop a Trustee, Director or employee giving a reference. (Any approach to Trustees, Directors or other employees to influence a selection decision will disqualify you.) | | |
| Name of Trustee/Director: | Relationship: | |
| Employee Name: | Relationship: | Their present job: |

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| Div Equality and Diversity Monitoring Form | |
| Alexandra Academy Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.  The Trust needs your help and co-operation to enable it to do this, but filling in this form is voluntary.  The information you provide will stay confidential, and be stored securely and limited to only some staff in the Trust’s Human Resources section. | |
| Gender  Male 🗆 Female 🗆 Prefer not to say 🗆 | Are Are you married or in a civil partnership?  Yes 🗆 No 🗆 Prefer not to say 🗆 |
| Age Age  16-24 🗆 25-29 🗆 30-34 🗆 35-39 🗆 40-44 🗆 45-49 🗆 50-54 🗆 55-59 🗆 60-64 🗆 65+ 🗆 Prefer not to say 🗆 | |
| What is your ethnicity?  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box: | |
| White  English 🗆 Northern Irish 🗆 Welsh 🗆 Irish 🗆 Scottish 🗆 British 🗆  Gypsy or Irish Traveller 🗆 Prefer not to say 🗆    Any other white background, please write in:      *Mix* | |
| Mixed/multiple ethnic groups  White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆 Prefer not to say 🗆    Any other mixed background, please write in: | |
| Asian/Asian British  Indian 🗆 Chinese 🗆 Pakistani 🗆 Bangladeshi 🗆 Prefer not to say 🗆  Any other Asian background, please write in:    *Blac* | |
| *Blac* Black/ African/ Caribbean/ Black British  African 🗆 Caribbean 🗆 Prefer not to say 🗆    Any Any other Black/African/Caribbean background, please write in: | |
| Other ethnic group  Arab 🗆 Prefer not to say 🗆  Any other ethnic group, please write in: | |
| Do you consider yourself to have a disability or health condition?  Ye Yes 🗆 No 🗆 Prefer not to say 🗆  What is the effect or impact of your disability or health condition on your ability to give your best at  W work? | |
| What is your sexual orientation?  Heterosexual 🗆 Gay woman/lesbian 🗆 Gay man 🗆 Bisexual 🗆  Pre Prefer not to say 🗆  If other, please write in: | |
| What is your religion or belief?  No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Muslim 🗆 Sikh 🗆  Prefer not to say 🗆  If other religion or belief, please write in: | |
| What is your current working pattern?  Full-time 🗆 Part-time 🗆 Prefer not to say 🗆 | |
| Wh What is your flexible working arrangement?  None 🗆 Flexi-time 🗆 Staggered hours 🗆 Term-time hours 🗆 Annualised hours 🗆 Job-share 🗆 Flexible shifts 🗆 Compressed hours 🗆 Homeworking 🗆 Prefer not to say 🗆  If I If other, please write in: | |
| Do Do you have caring responsibilities? If yes, please tick all that apply  None 🗆  Primary carer of a child/children (under 18) 🗆  Primary carer of disabled child/children 🗆  Primary carer of disabled adult (18 and over) 🗆  Primary carer of older person 🗆  Sec Secondary carer (another person carries out the main caring role) 🗆  Prefer not to say 🗆 | |

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| |  | | --- | | Rehabilitation of Offenders Act 1974 | | All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf).    Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.  If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. | |
| Disclosure and Barring Service  Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.  Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying.  A copy of the Disclosure and Barring Service Code of Practice is available on request.  Further information about the Disclosure process can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service> |
| General Teaching Council (GTC)/National College of Teaching and Leadership (NCTL) |
| Have you been referred to the GTC or NCTL on misconduct grounds and/or are subject to a reprimand and/or a conditional registration order?  Yes  No  If yes please state:  I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.  Signed: Date: |

Alexandra Academy Trust has a duty to protect public funds and may use the information you have provided for the prevention and detection of fraud. It may also be shared with other public bodies solely for these purposes.

RETURNING YOUR JOB APPLICATION FORM

By hand or post: By e-mail: holloway@monkscoppenhall.cheshire.sch.uk

Mrs Z Holloway

Monks Coppenhall Academy

Remer Street

Crewe

CW1 4LY