

**Schoolsworks Academy Trust is dedicated to promoting equality and fairness**. Selection is based on how you demonstrate your ability to do the job detailed in the Job Profile. The equal opportunities information will be separated from your application before shortlisting.

Use black ink if handwriting. Save in a MS Word format if using a PC.

## Section 1- Personal Details

Personal details

|  |  |
| --- | --- |
| Title (Mr / Mrs etc) |  |
| First name(s) |  |
| Last name |  |
| Known as |  |

What job are you applying for?

|  |  |
| --- | --- |
| Job Title |  |
| School |  |
| How did you find out about this job?  Please indicate | Website **Yes / No**  Recommended **Yes / No**  Social Media  **Facebook / Twitter** |
| Websites - Please Indicate which ones | SCHOOLSWORKS/ School **Yes/No**  WSCC **Yes / No** HAMPSHIRE CC **Yes / No**  INDEED **Yes / No** DfE  **Yes / No**  **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Are you currently working for Schoolsworks Multi Academy Trust? |  |

Contact details

|  |  |
| --- | --- |
| Address |  |
| Email address |  |
| Telephone no: | Home:  Mobile:  Work:  Please indicate your preferred contact no |
| How would you prefer us to contact you? | phone / email / letter / no preference |

|  |  |  |  |
| --- | --- | --- | --- |
| Are you a qualified and registered teacher? | Yes / No | Teacher Reference Number (TRN) |  |
| Date passed induction year |  |
| Have you opted out of the Teachers' Pension scheme? | Yes / No |

How can we help you apply and be treated equally?

To ensure that we can consider your application equally, please let us know if you have a disability which may affect the presentation of your application (for example affecting your handwriting or spelling), or if you would like to use an alternative method of application.

We also encourage you to let us know of any adjustments you may need at the interview stage, such as equipment, support or other accessibility needs. This way we can ensure that you can compete on equal terms to non-disabled people throughout the selection process.

|  |  |
| --- | --- |
| Please indicate any adjustments that you would require **at interview**, such as any accessibility needs. |  |

Instructions

Use this form to demonstrate how well you match the Person Specification for the job you are applying for. **A CV is not required** in addition to this form, although you can attach further documents to support your application when you submit this form if you choose.

**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 of professional bodies will be checked if an offer is to be made.

**Higher and/or Further Education:**

|  |  |  |
| --- | --- | --- |
| Qualification | Class and Subject(s) | Name of College, University etc. |
|  |  |  |

**Secondary Education Post GCSE:**

|  |  |  |
| --- | --- | --- |
| Qualification type and subject  post GCSEs | Grade/Level attained | Name of School, College, University etc. |
|  |  |  |

**Membership to Professional Bodies:**

|  |  |  |
| --- | --- | --- |
| Name of Professional Body | Date achieved | By exam or election? |
|  |  |  |

**Continuous Professional Development (CPD):**

|  |  |  |
| --- | --- | --- |
| CPD Undertaken | Date | Learning Outcome |
|  |  |  |

**Section 3 – Experience**

#### Full Job History

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 this time (e.g. full time study). Any gaps in employment may be questioned at interview.**

**Your present position (for serving teachers)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| School Name, Address and Telephone number | Job title and duties: | | Dates of employment (MM/YY) | | | |
| From: | | | To: |
|  |  | |  | |  | |
| Name of Education Authority or Academy Trust |  | | | | | |
| Primary/Secondary/Special/Other  (please delete as appropriate) | | Age Range  Number on Roll | |  | | |
| Present salary £ |  | Scale Point | |  | | |
| Additional Allowances eg. TLR, SEN |  | | | | | |
| Threshold / Upper Pay Spine | Yes / No | Advanced Skills Teacher or Excellent Teacher Scheme | | Yes / No | | |
| Subject/Area currently taught |  | | | | | |
| Age Range - Key Stage 1-4, 16+ |  | | | | | |

**Other subjects you are qualified to teach**

|  |  |  |
| --- | --- | --- |
| Subject / Area | Age Range - Key Stage 1-4, 16+ | Dates taught |
|  |  |  |
|  |  |  |

**Full Previous Teaching Experience (in chronological order please)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School/College and Education Authority | Number on Roll | Full / Part time | Post Title and Salary grade  (if applicable) | Dates of employment  (MM/YY) | |
| From: | To: |
|  |  |  |  |  |  |

**Full Employment Outside of Teaching**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name and Address | Post Title and Salary grade | Dates of employment  (MM/YY) | |
| From: | To: |
|  |  |  |  |

|  |
| --- |
| Is there any other information which you would like us to be aware of when considering your application? |
|  |

**Letter of Support**

|  |
| --- |
| Please write a letter of application to provide evidence of how you meet the requirements of the person specification/job profile and why you should be appointed. This evidence should include examples, where appropriate, from your current or previous experience and the impact that you had.  Please answer fully as this information will be used to shortlist candidates for interview.  You may type this on separate sheets if necessary but should **not exceed 2 pages**. |

**Section 4 – References**

**Two references are required for all candidates, one of whom must be your current or most recent employer (school).** By giving us reference contact details below you agree that we may contact your references ahead of your interview.

**First Reference Second Reference**

|  |  |
| --- | --- |
| Name: | Name: |
| Full Address and Postcode: | Full Address and Postcode: |
| Telephone No: | Telephone No: |
| Email: | Email: |
| How long has this person known you and in what capacity? | How long has this person known you and in what capacity? |

**Relationships**

Failure to disclose a close personal relationship as below may disqualify you.

Are you a relative or a partner, or do you have a close personal relationship with any employee or member of Schoolsworks Academy Trust, this includes if you are a parent of a child who attends any school in Schoolsworks.

If so, please state the person(s) full name, their position and place of work/school.

|  |
| --- |
|  |

**Section 5 – What happens next?**

**If we have not contacted you by the advertised interview date please assume that you have not been successful.** If you get the job, we will need two satisfactory references, proof of your necessary qualifications, medical clearance, Disclosure and Barring Service (DBS) check and proof of your eligibility to work in the UK before you start work with us.

**Section 6 – Declaration**

Schoolsworks Academy Trust respects your privacy and is committed to protecting your personal data. We comply with the Data Protection Act, any subsequent replacement legislation and the General Data Protection Regulation (EU) 2016/679 (GDPR).  For further information on how your information is used and your rights please go to the Schoolsworks Privacy Policy <https://www.schoolsworks.org/trust-information-faqs/gdpr-privacy-policy/>

If you are appointed, some information contained in this form will form part of your personnel record and may be used by the Trust for business purposes including the prevention and detection of fraud.

**I declare that all information given as part of my application is true. I declare that I am not disqualified, prohibited or barred from working with children or subject to sanctions imposed by a regulatory body. I accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that a Criminal Records check will be carried out, prior to employment commencing.**

**Please sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
|  |

**Or tick:**

**Note- Attachments:**

This form has been designed to gain all the information from you which we require for shortlisting. Only attach further documents if you feel it will support your application.

**Section 7 – Equal opportunities**

**Strictly confidential**

Schoolsworks Academy Trust is dedicated to promoting equality and fairness.Your job application will be assessed on merit and you will receive equal treatment regardless of your gender age, disability, race, sexual orientation, gender reassignment, pregnancy and maternity, marriage or civil partnership, religion or belief.

To help us make sure that this policy of equality is working and to take steps to ensure progress is made towards achieving equality and diversity in the workplace, we need to know about the people who are applying for jobs with us. To help us with this, please fill out your details below.

Telling us the following details about yourself is your decision and is voluntary. Information given will be separated from your application before it is assessed and will be used for statistical and monitoring purposes. This information will be treated as strictly confidential and, should you be successful, will be held on our computerised personnel system.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sex** | 1. Male 2. Female 3. Prefer not to say | | | | |
| **Date of Birth** (DD/MM/YY) |  | **/** |  | **/** |  |
| **Disability** - Do you consider yourself to have a disability or long-term illness? | 1. Yes 2. No 3. Prefer not to say | | | | |
| **Sexual orientation** | 1. Heterosexual 2. Bisexual 3. Homosexual/Gay/Lesbian 4. Other 5. Prefer not to say | | | | |
| **Religion or belief** | 1. Buddhism 2. Christianity 3. Hinduism 4. Islam (Muslim) 5. Judaism 6. Sikhism 7. Other religion 8. Other philosophical belief, for example: atheism, humanism, pacifism 9. Prefer not to say | | | | |
| **Gender Reassignment –** is your present gender the same as the one assigned to you at birth? | 1. Yes 2. No 3. Prefer not to say | | | | |
| **Ethnic Origin** | 1. Prefer not to say | | | | |
| White | 1. British 2. English 3. Irish 4. Scottish 5. Welsh 6. Any other white background | | | | |
| Mixed | 1. White and black Caribbean 2. White and black African 3. White and Asian 4. Any other mixed background | | | | |
| Asian or Asian British | 1. Indian 2. Pakistani 3. Bangladeshi 4. Any other Asian background | | | | |
| Black or Black British | 1. Caribbean 2. African 3. Any other Black background | | | | |
| Chinese or other ethnic group | 1. Chinese 2. Any other ethnic group | | | | |