

Rise Multi Academy Trust

Teaching Role Application Form

Please fill in **all sections** of the form using **black ink/type**. The information you provide will help us make a fair decision in the selection process. **Please call 0116 4783770 if you have any questions on how to complete this form or if you require it in a different format or language.**

About the Role			
Role applied for:		Ref No:	
School/Location:			

About You			
Title:		Surname:	
First Name(s):			
Home Address:		Home Phone:	
		Work Phone:	
		Mobile:	
Postcode:		Email:	
NI Number:		(You can get this from the Department of Work & Pensions)	

Age 11 – 16 Qualifications achieved from Secondary, Higher and Further Education			
School / College attended (with dates) and location	Level and number of qualifications (e.g. 10 O-Levels/GCSE's)	Grade Awarded	Year Achieved

Post 16 Education below degree level:			
School / College attended (with dates) and location	Qualifications achieved with subjects	Grade Awarded	Year Achieved

Education at degree level and beyond			
Type of Qualification (BA, BSc, BEd, Hons, MA PH.D etc)	University / College & subject title of qualification	Class or Grade	Year Achieved

Teaching Qualification (if not detailed above)			
Name of Qualification, age range, subjects qualified to teach	Name of Training Provider	Grade	Year Achieved

Specific Qualifications related to Teaching and Education			
Name of Qualification (NPQH, SEN, PG Dip)	Provider	Grade	Date Achieved (dd/mm/yy)

Teacher Training	
Do you have Qualified Teacher Status?	Yes / No
Date Achieved:	
DfE / Teacher Reference Number:	
Statutory Induction Period (if qualified after 7 th May 1999):-	
Started:	Completed:
Are you subject to any conditions or prohibitions placed on you by the Teaching Regulation Agency (or other) in the UK?	Yes / No
If yes, please enclose details with dates in a sealed envelope and attach to this form	
Continuous Service Date: (Proof will be required upon appointment)	

Non award bearing professional development undertaken in last five years		
Name of Provider	Title of course / training (eg first aid at work, child protection, risk assessments, etc)	Qualification / Level of Training

Your current or most recent Employment

Note: If you are applying for your first job, please provide any voluntary work / work experience in the “Previous employment or experience” section

Employer Name:		Job Title:	
Employer Address:		Salary:	
		Start Date:	
		Leave Date: (if applicable)	
Reason for Leaving:			

If this is / was a teaching post, please provide:

Type of school (delete as appropriate): nursery/infant/junior/primary/middle/special/PRU/secondary/other (please state):

Status of school (delete as appropriate): community/foundation/trust/formal federation/independent/academy/VC/VA/other (please state):

Gender taught (delete as appropriate): boys/girls/mixed Number on roll:

Key Stage(s) or Year Group(s) (if primary) taught:

Salary Point & Salary:	Additional Allowances (TLR, SEN, R&R):
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Main duties and responsibilities (include any additional roles undertaken organising school trips, events, leading activities, etc):

Previous Employment or Experience

Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (eg unemployment; career breaks; voluntary work; travel etc).

Dates (dd/mm/yy)		Name of School / Employer and Address or Reason for gap in employment	Job Title, Duties and Responsibilities Please include: type/status of school; number on roll; key stage(s)	Reason for Leaving
From	To			

Safeguarding Children, Young People & Adults

You will be required to complete a Disclosure and Barring Service (DBS) check and a Self-Declaration Form as part of your application.

We are all responsible for the safety of children, young people and adults who may be at risk. We must ensure that we are doing all we can to protect the most vulnerable members in our society. This responsibility applies to all Rise employees; it also applies to contractors, partners and volunteers who carry out work with or for children, young people and adults at risk on behalf of Rise.

From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would help protect children, young people and adults at risk from harm, abuse or neglect.

Your Supporting Statement

This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result. If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, the community etc.

References

Teachers - please provide **three** references.

Do not use friends or relatives. We will ask for references before your interview.

If any of your previous roles (voluntary or paid) involved working with children, young people and/or vulnerable adults, we will ask for information about historic disciplinary issues relating to these vulnerable groups (including any in which the time penalty is 'time expired') and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. If you have any concerns, please contact us OR the school you are applying to.

Reference 1: This **must** be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college or university).

Reference 2: If you have worked with children, young people or vulnerable adults in the past, but are not currently, this **must** be the most recent employer by whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice.

Full Name:		Full Name:	
Job Title:		Job Title:	
Employer:		Employer:	
Address:		Address:	
Postcode:		Postcode:	
Email:		Email:	
Telephone Number:		Telephone Number:	
Relationship to you:		Relationship to you:	
Did this role involve working with children, young people and/or vulnerable adults?	Yes / No	Did this role involve working with children, young people and/or vulnerable adults?	Yes / No

Reference 3: Reference of your choice.

Full Name:	
Job Title:	
Employer:	
Address:	
Postcode:	
Email:	
Telephone Number:	
Relationship to you:	
Did this role involve working with children, young people and/or vulnerable adults?	Yes / No

Selection Requirements

We will make reasonable adjustments to help people with disabilities through the application and selection process. If you have any specific requirements to enable your participation and/or attendance during the selection process, please let us know.

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Disclosure of Interest	
Have you ever received a redundancy payment or pension from a local authority?	Yes / No
If yes, please give details including month and year:	
Are there any restrictions to you living and working in the UK which might affect your right to work for us (eg needing a work permit/visa)?	Yes / No
If yes, please provide details:	
Have you applied for either settled or pre-settled status under the EU Settlement Scheme?	Yes / No
If yes, please provide date you were awarded settled or pre-settled status:	
The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence.	
If needed, do you have access to transport?	Yes / No
If needed, do you have a full current UK driving licence?	Yes / No
The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment?	Yes / No
If no, please provide details of your other role(s) and the days and hours you work:	
Canvassing of our employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with an employee of Rise your application may be disqualified and, if appointed, you may be dismissed without notice.	
Are you related to, or have you formed any relationship (personal, financial or professional) with any current employee of Rise, or School Governor?	Yes / No
If yes, please give details:	
Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role?	Yes / No
If yes, please give details:	
Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment?	Yes / No
If yes, please give details:	

How we protect your Personal Information			
We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 12 months; anonymised data will be kept for monitoring purposes.			
Your Declaration			
I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.			
Signature (applicant):		Date:	
Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.			
If you have completed this form on behalf of the applicant, please add your details:			

Name (printed):		Contact Number:	
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Thank you for taking the time and effort to complete this application form.

You will be required to complete a Disclosure and Barring Service (DBS) check and a Self-Declaration Form as part of your application. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Please make sure you complete the **equal opportunities monitoring form and self-declaration form**.

Statements in this document refer to employment law as governed by England and Wales.

Equal Opportunities Monitoring Form

Please complete the Equal Opportunities Monitoring Form and return it with your application form.

Rise Multi Academy Trust is committed to the principle of the development of policies to promote equal opportunities in employment regardless of gender, marital status, race, colour, nationality (including citizenship), ethnic or national origins, disabilities, age, sexual orientation, responsibility for dependants, religious or political affiliation and trade union activities. Applicants can obtain a copy of our Equality Policy on request. The following questions are used solely for the purpose of monitoring equal opportunities and are in accordance with the criteria identified in Racial Equality guidelines. This information will not be used when deciding on a shortlist or making an appointment, but your co-operation in completing the following would be very much appreciated.

Application Details		
Full Name:		
Any previous names used:		
Post Applied For:		
Closing Date:		
Vacancy Type:	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Fixed Term <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Full Year <input type="checkbox"/> Term Time <input type="checkbox"/>	
Personal Details		
Marital Status:	Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Civil Partnership <input type="checkbox"/> Prefer not to declare <input type="checkbox"/>	
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to declare <input type="checkbox"/>	
Date of Birth:		
Age Group:	16-20 <input type="checkbox"/> 21-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-60 <input type="checkbox"/> 61-65 <input type="checkbox"/> 65+ <input type="checkbox"/>	
Disability Status		
The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.		
Do you consider yourself under this definition to be disabled:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please give details:		
Is there any other information which you would like us to take into account with regard to your disability?:		
Vacancy Advertisement		
Where I saw the Vacancy advertised:		
Rise Website <input type="checkbox"/>	Guardian <input type="checkbox"/>	Internal Advert <input type="checkbox"/>
Schools Week <input type="checkbox"/>	Facebook <input type="checkbox"/>	Word of Mouth <input type="checkbox"/>
Indeed Website <input type="checkbox"/>	TES <input type="checkbox"/>	

Other ☐ please provide further information:

Ethnic Origin

Please describe your ethnic origin by placing an X in the appropriate box. The categories have been taken from the School Workforce Census.

	Nationality	Culture		Nationality	Culture
<input type="checkbox"/>	Bangladeshi	Asian	<input type="checkbox"/>	White British	White
<input type="checkbox"/>	Indian	Asian	<input type="checkbox"/>	White Irish	White
<input type="checkbox"/>	Pakistani	Asian	<input type="checkbox"/>	White Other	White
<input type="checkbox"/>	Asian Other	Asian			
<input type="checkbox"/>	Black African	Black	<input type="checkbox"/>	Chinese	Other inc Chinese
<input type="checkbox"/>	Black Caribbean	Black	<input type="checkbox"/>	Any Other	Other inc Chinese
<input type="checkbox"/>	Black Other	Black			
<input type="checkbox"/>	Mixed White/Asian	Mixed	<input type="checkbox"/>	Unknown	Other
<input type="checkbox"/>	Mixed White/Black African	Mixed			
<input type="checkbox"/>	Mixed White/Black Caribbean	Mixed	<input type="checkbox"/>	Prefer not to declare	Other
<input type="checkbox"/>	Mixed Other	Mixed			

Thank you for taking the time and effort to complete this form.

Please return this form, together with all other related documents including the completed **application form** to the email address provided.