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| Part 1 | | |  |
| Confidential  Identifying No:  Teacher Job Application Form  Please complete all sections of the form using black ink or type.  Part 1 of this application form (which contains all your personal details and the equal opportunities information) will be detached prior to shortlisting, and Part 2 only passed to the recruitment panel 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. | | | |
| **Data Protection Act 2018**  The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the Data Protection Act 2018 and General Data Protection Regulation. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy or contact us for more information on dpo@aet.cheshire.sch.uk | | | |
| The Aspire Educational Trust has a duty to protect the public funds it administers and may use the information you have provided for the prevention and detection of fraud. It may also be shared internally and with other organisations for these purposes and where the law allows. | | | |
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| Application for the post of  Name of Academy/Service | | | |
| Personal Details | | | |
| First Name:       Known as:  Surname:       NI Number:  Preferred Title:       Previous Surname(s):  Address for correspondence:  Post Code:  Teacher Reference No. (DfE No.):  Are you applying for this vacancy as a job sharer?: Yes  No | | | |
| Telephone Numbers | | | |
| Home:       Work:  E-mail address: | | | |
| For office use only | | | |
| Return to:       By:       Vacancy No: | | | |
| 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/Principal or employer\*. (For applications for headteacher/Principal posts a reference will be sought from your present local authority or employer). The Aspire Educational Trust reserves the right to seek any further references it deems appropriate.  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  Name:  Relationship to Applicant:  Address:  Post Code:  Business Phone No:  Home Phone No:  E-mail: | | Previous employer/other  Name:  Relationship to Applicant:  Address:  Post Code:  Business Phone No:  Home Phone No:  E-mail: | |
| If the referee knows you by a different last name please state: | | | |
| Please tick the relevant box if you do not want us to contact your referees without your prior agreement.  My present/most recent employer  My previous employer/other referee | | | |

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| Recruitment Monitoring |
| Please indicate where you first saw the advertisement for this vacancy : |

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| Diversity |
| We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need to know the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.  The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:  Sex: Male  Female  Marital status: Married  Not married  Other  Date of birth:       Age:       Nationality: | | | |
| Ethnic Origin: How would you describe your ethnic origin? | | | |
| White | | English, Scottish, Welsh, Northern Irish | |
|  | | Irish (Republic of) | |
|  | | Any other White background (please state) | |
| Mixed | | White and Black Caribbean | |
|  | | White and Black African | |
|  | | White and Asian | |
|  | | Any other Mixed background (please state) | |
| Asian or Asian British | | Indian | |
|  | | Pakistani | |
|  | | Bangladeshi | |
|  | | Any other Asian background (please state) | |
| Black or Black British | | Caribbean | |
|  | | African | |
|  | | Any other Black background (please state) | |
| Chinese or other Ethnic group | | Chinese | |
|  | | Any Other background (please state) | |
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| Disability  The Disability Discrimination Act of 1995 and Equality Act 2010 make it unlawful for employers to discriminate against their employees who are disabled, and place a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Disability Discrimination Act is “People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities”. If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.  Do you consider yourself to have a disability? Yes  No  Have you any unspent convictions? If so please give details. | | | |
| The Rehabilitation of Offenders Act | | |
| The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction\*.  The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions\*, do not apply. You must, therefore, disclose whether you have any previous convictions\*, whether or not they are spent.  Should you identify that you have a criminal conviction\*, this will be discussed in confidence at interview. However you should note that only convictions\* that are relevant to the job in question will be taken into account.  Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?  Yes  No  Please Note before Completing  Certain spent convictions\* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link; please read before completing this question: <http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf>  \*including cautions, reprimands or warnings  .  If yes please give further information:  If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal. If between the completion of this application form and taking up a job within The Aspire Educational Trust, you are convicted of a criminal offence you must inform the Aspire Educational Trust, of this.  People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. All applicants will be considered on merit and ability.  Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job. Disclosure and Barring Service Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.  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> | | | |

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| General Teaching Council (GTC) |

Have you been referred to the GTC on misconduct grounds and/or are subject to a reprimand and/or a conditional registration order?  Yes  No

If yes please state:

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| 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: |



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| Part 2 | | | | |  |
| Confidential  Teacher Job Application Form  Identifying No:  This section of the form to be detached from Part 1 and only this section (Part 2) passed to the recruitment panel prior to short listing.  Vacancy Details | | | | | |
| Application for the post of:       Vacancy No.  Name of Academy/Service:  Surname:       Initials: | | | | | |
| Educational Attainments | | | | | |
| Training and Professional Qualifications since leaving School | | | | | |
| From To | | Full name and town of  College/University | | Qualifications gained (including grades) or for which you are studying | |
| Month & Year | |
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| Please note that you will be required to produce relevant evidence of qualifications attained. | | | | | |
| Driving Licence Details | | | | | |
| Do you have a valid driving licence? YES  NO | | | | | |
| Current Employment Details | | | | | |
| Title of present/most recent post: | | | | | |
| 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: | | | Part/full time: | | |
| Salary details (please given details of all allowances) : | | | | | |
| Current salary: | | | Spinal Point: | | |

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| Previous Employment | |
| (Please enter most recent first) please explain any gaps in your employment | | | | | | |
| 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 | | | Length of  Course | | Course Title | | Qualification obtained and date of Award | Course Provider |
| From | | To |
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| As a Course Leader | | | | | | | | |
| Dates of Course | | | Length of  Course | | Course Title and brief outline of your contribution | | | |
| From | | To |
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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. | | | | | | | | |
| Relationship to Members, Trustees, Local Governors of the Academy or Employees | | | | | | | | |
| If you have any personal relationship to any Member, Trustee, Member of a Committee, Panel or other group or employee of The Aspire Educational Trust or Local Governor of the Academy, please give their name and relationship. This does not stop a Member, Trustee or employee giving a reference. (Any approach to Members, Trustees, Local Governors or other employees to influence a selection decision will disqualify you.)  If Member, Trustee or Governor: Name       Relationship  If Employee:  Name Relationship Work Location Their present job | | | | | | | | |