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| **ALTUS EDUCATION PARTNERSHIP RECRUITMENT MONITORING** | | | | | | | | | | | |
| **Source of Application** How did you find out about this post? Put a cross (X) next to the relevant item: | | | | | | | | | | | |
| Times Education Supplement (TES) | | | |  | Job Centre Plus | | | | | |  |
| Your Council Jobs website | | | |  | DFE Website | | | | | |  |
| Trust/Academy Website | | | |  | FE Jobs | | | | | |  |
| Other: Please specify below: | | | |  | | | | | | | |
|  | | | | | | | | | | | |
| **Gender / Age** | | | | | | | | | | | |
| **Male** |  | **Female** |  | | **Non-binary** | |  | **Prefer not to say** | | |  |
| **Date of birth** | |  | | | **Age** | | | | | |  |
|  | | | | | | | | | | | |
| **Race / Ethnicity** Put a cross (X) next to **ONE** of the following: | | | | | | | | | | | |
| **1. White** | | | | | **3. Black or Black British** | | | | | | |
| 1.1 White British | | | |  | 3.1 Black Caribbean | | | | | |  |
| 1.2 White Irish | | | |  | 3.2 Black African | | | | | |  |
| 1.3 Any other white background | | | |  | 3.3 Black British | | | | | |  |
|  | | | | | 3.4 Any other black background | | | | | |  |
|  | | | | | |  |
| **2. Asian or Asian British** | | | |  | **4. Mixed** | | | | | |  |
| 2.1 Pakistani | | | |  | 4.1 White and Black Caribbean | | | | | |  |
| 2.2 Indian | | | |  | 4.2 White and Black African | | | | | |  |
| 2.3 Bangladeshi | | | |  | 4.3 White and Asian | | | | | |  |
| 2.4 British Asian | | | |  | 4.4 Any other mixed background | | | | | |  |
| 2.5 Any other Asian Background | | | |  |  | | | | | |  |
|  | | | | |  | | | | | |  |
| **5. Chinese or other ethnic group** | | | |  |  | | | | | |  |
| 5.1 Chinese | | | |  | 5.2 Other ethnic group: please specify below: | | | | | |  |
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| **Religion** Put a cross (X) next to ONE of the following: | | | | | | | | | | | |
| Christian (including CofE, Catholic, Protestant & all other Christian denominations) | | | |  | Muslim | | | | | |  |
| Buddhist | | | |  | Sikh | | | | | |  |
| Hindu | | | |  | None | | | | | |  |
| Jewish | | | |  | Any other religion: please specify below: | | | | | |  |
|  | | | | |  | | | | | | |
| **Applicants with Disabilities** Put a cross (X) in the appropriate boxes and give details if necessary: | | | | | | | | | | | |
| Applications from suitably qualified disabled people are positively welcomed. Any disabled person demonstrating they meet the essential requirements of the person specification will be guaranteed an interview. | | | | | | | | | | | |
| **Do you consider yourself disabled?** | | | | | | **Yes** | | |  | **No** |  |
| If you are shortlisted for interview, do you have any specific requirements?  (e.g. British Sign Language interpreter, wheelchair access, induction loop  system, etc.) | | | | | | **Yes** | | |  | **No** |  |
| If **Yes**, please specify below | | | | | | | | | | | |
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**Please complete ALL sections of this application form in full**. If you have any questions about the completion of the form, please contact [recruitment@altusep.com](mailto:recruitment@altusep.com). CVs are not accepted, and applications received after the closing date will not be considered.

When completing your application, please refer to the essential and desirable criteria on the application pack. All applications will be marked against the essential criteria so please include all of your qualifications.

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| **ALTUS EDUCATION PARTNERSHIP APPLICATION FORM** | | | | | | | |
| **Please note –** This post involves working with children and is subject to a range of safer recruitment checks in line with Keeping Children Safe in Education (KCSIE). These include an enhanced DBS check (with Barred List check where applicable), verification of identity and qualifications, online searches, references, right to work in the UK, and medical clearance. Additional checks, such as overseas police checks and prohibition checks, will be carried out where relevant. | | | | | | | |
| Please complete in **BLACK** ink or **TYPE**. | | | | | | | |
| **APPLICATION FOR THE POST OF:** | | | | | | | |
| Job title | |  | | | | | |
| Academy applied for | |  | | | | | |
|  | | | | | | | |
| **PERSONAL DETAILS:** | | | | | | | |
| Title |  | Surname |  | | First names |  | |
| Previous names  *(including maiden name, name(s) by marriage, or any name changes by deed poll or otherwise):* | | |  | | | | |
| Preferred name (if different) | | |  | | | | |
| National Insurance Number | | |  | | | | |
| Address | | |  | | | | |
| Postcode | | |  | | | | |
| Daytime telephone number | | |  | Mobile telephone number | | |  |
| Email address | | |  | | | | |

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| **FOR TEACHING VACANCIES ONLY (please also complete the result sheet on the last page of this form):** | | | | | | | | | |
| Do you have Qualified Teacher Status? | | Yes | |  | | No | |  | |
| Teacher reference number | |  | | Date qualified as a teacher | | | |  | |
|  | | | | | | | | | |
| **EDUCATION AND TRAINING (Required for all candidates)** | | | | | | | | | |
| Please give details in chronological order (starting with most recent first) about all the education, training and qualifications you have undertaken including degrees with class and division, teaching certificates (if relevant), in-house courses/training and Continuing Professional Development. **If you are shortlisted, evidence of essential qualifications should be brought to interview**. Please continue on a separate sheet or add additional rows if necessary. | | | | | | | | | |
| **Establishment** | **Dates attended** | | **Qualifications**  **(Subject and grade/Class and division)** | | **Awarding / Organising Body** | | **Length of course** | | **Date completed /awarded** |
| **From** | **To** |
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| Please also detail membership of any professional bodies below: | | | | | | | | | |
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| **EMPLOYMENT RECORD (Required for all candidates)** | | | | | | | | | | | | | | | |
| Please provide details of your current or most recent employment below: | | | | | | | | | | | | | | | |
| **Name and address of current employer** | | **Post title** | | **Date started** | | **Date left (if applicable)** | | **Reason for leaving (must be stated)** | | | **Salary**  **(current or last)** | | | **Notice period required** | |
|  | |  | |  | |  | |  | | |  | | |  | |
| Please briefly describe your main duties and responsibilities: | | | | | | | | | | | | | | | |
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| If you are no longer employed, please state your reason for leaving: | | | | | | | | | | | | | | | |
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| Please give details in chronological order (starting with most recent first) of all your employment history. Please continue on a separate sheet or add additional rows if necessary: | | | | | | | | | | | | | | | |
| **Employer** | **Post title** | | **Dates** | | | | **Brief description of responsibilities** | | | | | **Reason for leaving** | | | |
| From | | To | |
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| Please explain any breaks in your employment history below: | | | | | | | | | | | | | | | |
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| Failure to provide true and accurate information may lead to disqualification or to dismissal. | | | | | | | | | | | | | | | |
| Have you ever been dismissed from any employment? (inclusive of ill health) | | | | | | | | | Yes |  | | | No | |  |
| If **Yes**, on what grounds and when: | | | | | | | | |  | | | | | | |
| Have you ever been the subject of any child protection concern either in your work or personal life, or disciplinary action, including any which is time expired? | | | | | | | | | Yes |  | | | No | |  |
| If **Yes**, please provide details, including dates: | | | | | | | | |  | | | | | | |

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| **SUPPORTING INFORMATION (required for all candidates)** |
| Please use this section to support your application for the post. You should use the job description and person specification to outline how you meet the requirements for the role. Examples should be provided. You may continue on a separate sheet if necessary.  Please note that without a supporting statement, your application may not be shortlisted for an interview. |
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| **REFERENCES** **(required for all candidates)**  **Please read carefully:** References will be requested for all shortlisted candidates prior to interview. At least one referee must be your current or most recent employer.  It is our policy to request references for all shortlisted candidates. Please provide the names and contact details of two referees, following the guidance below:   * One referee must be your current or most recent employer.   If you are not currently employed by a school (local authority or independent), please ensure that at least one referee can comment on your most recent employment.   * If you are currently a student or newly qualified teacher (NQT/ECT), one referee must be someone who has observed or supervised your teaching practice. * Referees must have direct knowledge of your professional work and performance. We may contact you if we require additional referees who meet this criterion. * If you were known to your referee(s) under a different name, please provide that name. * **References from relatives or friends will not be accepted.** | | | | | | | | | |
| **Referee 1 – Current or most recent employer** | | | | | | | | | |
| **Name of referee:** |  | **Organisation name and address:** | | | |  | | | |
| **Their position:** |  | **Tel no.:** | | | |  | | | |
| **Their relationship to you**  **(e.g., line manager):** |  | **Email address:** | | | |  | | | |
| **Referee 2 – Previous employer (please do not provide 2 referees from the same organisation if possible)** | | | | | | | | | |
| **Name of referee:** |  | **Organisation name and address:** | | | |  | | | |
| **Their position:** |  | **Tel no.:** | | | |  | | | |
| **Their relationship to you**  **(e.g., line manager):** |  | **Email address:** | | | |  | | | |
| **Declaration** | | | | | | | | | |
| **Immigration, Asylum and Nationality Act (2006)**  In accordance with the Immigration, Asylum and Nationality Act 2006, the employer is required to ensure that all new members of staff have the legal right to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview will be required to complete a declaration and present original, specified documentary evidence confirming their eligibility to work in the UK at interview.  I confirm that I am legally entitled to work in the UK | | | | | | | | | |
| **Do you have any restrictions on your right to work in the UK?** (e.g. time limits, visa conditions, sponsorship requirement)  Please note, we are unable to offer sponsorships at this time. | | | If yes, please state your restrictions here: | | | | | | |
| **Online Searches**  In accordance with paragraph 221 of Keeping Children Safe in Education 2024, the Trust will undertake online searches as part of the due diligence process for shortlisted candidates. This is to help identify any incidents or issues that are publicly available online which the academy might want to explore further with the applicant at interview.  I can confirm that I understand this requirement in line with Keeping Children Safe in Education 2024 | | | | | | | | | |
| **Working/Living Overseas**  Have you worked or lived overseas in the past 10 years for a period of 12 months or longer whilst over the age of 18?  **In line with Keeping Children Safe in Education (KCSIE), we are required to request overseas police checks for successful candidates who have lived or worked outside of the UK. For further guidance on this, please refer to the following link:** [Criminal record checks when you apply for a role: Who can check your criminal record - GOV.UK (www.gov.uk)](https://www.gov.uk/criminal-record-checks-apply-role) | | | | | Yes |  | | No |  |
| The application process for criminal records checks or ‘Certificates of Good Character’ for someone from overseas varies from country to country. **You’ll have to apply in the country or to the relevant embassy in the UK.**  **Certificates of Good Character MUST be provided if appointed.**  Please read the guidance document if you have any queries. If you have any questions on applying for a criminal record check in the UK, please contact the [Disclosure & Barring Service](https://www.gov.uk/government/organisations/disclosure-and-barring-service#org-contacts). | | | | | | | | | |
| **Safeguarding Vulnerable Groups Act (2006)**  The employer is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.  **It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**  I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children’s Barred List | | | | | | | | | |
| **Rehabilitation of Offenders Act 1974**  All roles involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) mean that certain spent convictions and cautions are now classified as ‘protected’. These do not need to be disclosed to employers and must not be taken into account in the recruitment process. Guidance on the filtering rules and criteria for these protected convictions and cautions can be found on the [Ministry of Justice](https://www.gov.uk/government/organisations/ministry-of-justice) website.  Shortlisted candidates will be asked to disclose any unspent convictions and any convictions or cautions that are not protected under the filtering rules, prior to interview. You may also be asked for further information about your criminal history during the recruitment process.  If your application is successful, the self-disclosed information will be checked against the information provided by the Disclosure and Barring Service (DBS) before your appointment is confirmed.  I confirm that the above information is complete and accurate, and I understand that any offer of employment is subject to:   1. references that are satisfactory to the employer 2. a satisfactory enhanced DBS certificate and check of the Barred list where relevant 3. the entries on this form proven to be complete and accurate 4. a satisfactory medical report, if appropriate   I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard | | | | | | | | | |
| **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 at [hr@altusep.com](mailto:hr@altusep.com).  I hereby give my consent for the information provided on this form to be held on computer or other relevant filing system and to be shared with other 3rd Party Processors for the purpose of this recruitment in accordance with Data Protection 2018 | | | | | | | | | |
| **Disclosure**  All candidates must declare any known relationship to an employee of the Trust, a trustee of Altus Education Partnership, or a member of a Local Academy Council when submitting their application.  Failure to disclose such a relationship, or any attempt to improperly influence the recruitment and selection process, will result in disqualification from the appointment process. If the individual has already been appointed, this may lead to dismissal without notice. | | | | | Yes |  | | No |  |
| If yes, please provide details on their name, position and relationship to you: | | | | |  | | | | |
| I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DISMISSAL. | | | | | | | | | |
| **Signed:** | | | | **Date:** | | |  | | |
| **If submitting this form online:**  By submitting this form electronically, I confirm that this is equivalent to providing my signed declaration. | | | | | | | | | |
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| I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DISMISSAL. | | | | | | | | | |
| **Signed:** | | | | **Date:** | | |  | | |
| **If shortlisted and attending interview in person:**  Candidates who submit this form online must sign the declaration in person upon arrival for interview. | | | | | | | | | |

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| **Year** | **Qual**  **Group** | **Subject** | **Exam Board e.g. AQA, EDEXEL. OCR** | **Group Size** | **GRADES ACHIEVED**  **(no of students x grade)**  **e.g. A level: 5xA\*, 3xA, 8xC, 2xD, 2xU**  **GCSE: 6x9, 7x8, 5x3, 7x2**  **BTEC: 4xD\*, 5xD, 4xM, 6xP** | **%**  **HG** | **%**  **Pass** | **Value Added Score\*** | **Comments on general ability of the group** | **Solely taught or shared group?** |
| **23/24** | A level  (A\*-U) |  |  |  |  |  |  |  |  |  |
| AS level  (A\*-U) |  |  |  |  |  |  |  |  |  |
| GCSE  (9-1) |  |  |  |  |  |  |  |  |  |
| BTEC  (D\*-Pass) |  |  |  |  |  |  |  |  |  |
| **22/23** | A level  (A\*-U) |  |  |  |  |  |  |  |  |  |
| AS level  (A\*-U) |  |  |  |  |  |  |  |  |  |
| GCSE  (9-1) |  |  |  |  |  |  |  |  |  |
| BTEC  (D\*-Pass) |  |  |  |  |  |  |  |  |  |

**Teaching positions only – Teacher Results (page 1 of 2)**

\* use Alps, Progress 8 or Level 3 VA score

**Teacher Results (page 2 of 2)**

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| **Year** | **Qual**  **Group** | **Subject** | **Exam Board e.g. AQA, EDEXEL. OCR** | **Group Size** | **GRADES ACHIEVED**  **(no of students x grade)**  **e.g. A level: 5xA\*, 3xA, 8xC, 2xD, 2xU**  **GCSE: 6x9, 7x8, 5x3, 7x2**  **BTEC: 4xD\*, 5xD, 4xM, 6xP** | **%**  **HG** | **%**  **Pass** | **Value Added Score\*** | **Comments on general ability of the group** | **Solely taught or shared group?** |
| **21/22** | A level  (A\*-U) |  |  |  |  |  |  |  |  |  |
| AS level  (A\*-U) |  |  |  |  |  |  |  |  |  |
| GCSE  (9-1/A\*-U) |  |  |  |  |  |  |  |  |  |
| BTEC  (D\*-Pass) |  |  |  |  |  |  |  |  |  |
| **20/21** | A level  (A\*-U) |  |  |  |  |  |  |  |  |  |
| AS level  (A\*-U) |  |  |  |  |  |  |  |  |  |
| GCSE  (9-1/A\*-U) |  |  |  |  |  |  |  |  |  |
| BTEC  (D\*-Pass) |  |  |  |  |  |  |  |  |  |

\* use Alps, Progress 8 or Level 3 VA score