

TEAM Education Trust

TEAM Office

Stubbin Wood School • Common Lane • Shirebrook • Mansfield • Nottinghamshire • NG20 8QF

CHIEF EXECUTIVE OFFICER: MRS S.BAKER

TEL: 01 623 742795 • FAX: 01 623 742235 • EMAIL: CEO@teameducation.org



IMPORTANT – Before filling in this form, please read the additional information for applicants carefully. Please complete in BLACK ink or TYPE. CVs will not be considered. Please return completed applications to recruitment@teameducation.org

JOB DETAILS

Position:

Closing Date:

PERSONAL DETAILS

Title	<input type="text"/>	Surname	<input type="text"/>	First names	<input type="text"/>	
Previous names (if any)	<input type="text"/>			Preferred first name	<input type="text"/>	
National Ins No	<input type="text"/>			Address Postcode		
Telephone	Day					
	Evening					
	Mobile					
<input type="text"/>					Email	<input type="text"/>

PRESENT OR MOST RECENT EMPLOYER

Employer and address	Job title	<input type="text"/>	
<input type="text"/>	Annual salary or full time equivalent	<input type="text"/>	Start date
	Notice required if working	<input type="text"/>	
	Reason for leaving and date (if applicable)	<input type="text"/>	
	Brief details of main duties and responsibilities		
<input type="text"/>			

PREVIOUS EMPLOYMENT

Please give details of all previous jobs since leaving full time education in chronological order. Full details should be given for any time not accounted for by full time employment, education or training (e.g. unemployment, voluntary work, raising a family, part time work).

Employer and address	Job title and main duties	Dates		Reason for leaving
		from	to	

MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS

Please give details of membership of professional or technical bodies/associations. This section will not be relevant for some jobs.

Name of professional body	Membership level	Date joined	Professional registration number/reference

EDUCATION

Please give details of your education and qualifications.

Establishment attended	Course title/subject	Qualification(s) or outcome	Dates	
			from	to

PROFESSIONAL AND VOCATIONAL TRAINING

Please give details of any relevant training. This section will not be relevant to some jobs

Establishment attended	Course	Qualification(s) or outcome	Dates	
			from	to

SUITABILITY FOR JOB

Using the job description and person specification provided, please give further details about why you believe you are suitable for this job. You may wish to give examples of previous experience or skills and abilities, or any knowledge you have. Please continue on a separate sheet if necessary.

REFERENCES

Please give the names and addresses of two people we may contact for references. Your first referee must be your present or most recent employer. Full contact details must be given so that your application is not delayed.

Name of your first referee

Their job title

Their relationship to you e.g. line manager

Organisation and address

Postcode

Email

Telephone

Name of your second referee

Their job title

Their relationship to you e.g. line manager

Organisation and address

Postcode

Email

Telephone

Please note as part of our safer recruitment process, references will be needed before interview. However, this can be deferred for a current employer. Please tick the box if you require us to delay approaching your current employer until a job offer is made.

Written references will be needed for any candidate who is successful at interview. Please ensure your referees are aware of this and are happy to provide this information. Referees will be asked for information on disciplinary issues, sickness, absence etc.

ASSOCIATION WITH A COUNTY COUNCILLOR OR EMPLOYEE OF DERBYSHIRE COUNTY COUNCIL

Do you have a close association with a county councillor or employee of Derbyshire County Council? Yes No

If you have answered yes, you are required to declare the name and relationship involved.

Their name	Their job	Their department	Your relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please note

Any applicant who directly or indirectly seeks the support of Trustees or Senior Leader for any appointment with the Trust will be disqualified.

Please give details of any criminal convictions, warnings, reprimands, cautions, or other orders, pending prosecutions, or criminal investigations. **We will only take them into account if we consider them relevant to the job for which you have applied.** You are not required to disclose offences which are spent under the Rehabilitation of Offenders Act 1974, unless the post for which you have applied is exempt under the Act. For these exempt jobs both spent and unspent offences must be disclosed, unless they are “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. If the vacancy for which you are applying requires such a disclosure, this will be stated clearly on the advertisement and the supporting details you will have received with this form. For these posts an offer of appointment will be subject to satisfactory Disclosure & Barring Service clearance. Any information disclosed will be treated in the strictest confidence.

Have you any criminal convictions or are you at present the subject of criminal charges? Yes
No

If yes, please provide details in a sealed envelope marked “Confidential” and bring to interview.

Have you lived or worked abroad in any one country for 6 months or longer at any time since the age of 18?

Yes No

If Yes, please give dates and countries.

DECLARATION

I declare that the information on this form is true and accurate.

I understand that providing misleading or false information is an offence and will disqualify me from appointment or may lead to me being dismissed if appointed to the post and possible referral to the police.

Privacy Notice

I consent to the information contained in this form, and any other information received by or on behalf of the council relating to my application, being processed by the council in administering the recruitment process and to assist with the prevention and detection of fraud.

Signature

Date

If you submit this form electronically, you will be required to sign this declaration if invited to interview.

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview. This should also include any interests or relationships with the school you are applying for and its staff or the Trust and its staff to ensure you are neither advantaged nor disadvantaged in the recruitment process.

EQUAL OPPORTUNITIES MONITORING FORM

TEAM Education Trust is committed to its equality and diversity policy. We want to do all we can to prevent discrimination in any form and you can help us in this by completing the information below. The information given on this sheet will **not** be used to make decisions about who is recruited. The form will **not** be seen by the shortlisting/interview panel. It will be used to improve equality in recruitment and overall service delivery. Your help filling in this form is greatly appreciated. Thank you.

JOB TITLE	
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DATE OF BIRTH	
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RACIAL OR ETHNIC ORIGINS					
White British	WB	Other mixed	MO	Black Caribbean	BC
White Irish	WI	background	AI	Black African	BA
White other	WO	Indian	AP	Other black	BO
White & Black	MC	Pakistani	AB	background	OC
Caribbean	MB	Bangladeshi	OA	Chinese	OG
White & Black African	MA	Other Asian	AR	Gypsy or Irish Traveller	OT
White & Asian		background		Any other	
		Arab			

DISABILITY		
Are you disabled?	Yes	No
Derbyshire County Council welcomes applications from disabled people and undertakes to offer every appropriate support to enable them to gain and retain employment.		

GENDER		
Male	Female	Non-Binary

RELIGION / BELIEF – please tick only one box		
Buddhist	Jewish	None
Christian (all denominations)	Muslim	Other religion or belief
Hindu	Sikh	Prefer not to say

HOW DID YOU FIND OUT ABOUT THIS JOB?				
Derbyshire CC	Notts CC	TES	INDEED	Other

CONTINUOUS SERVICE
If successful, you will be asked to provide proof of your last employer to include dates of employment to support continuous service. When calculating continuous service for the purpose of making redundancy payments , you must treat maintained schools and academies as 'associated employers'. This is set out in the explanatory note of the Redundancy Payments Order 1999 .

DATA PROTECTION STATEMENT

The information provided on this form by you is required by us to assess your suitability for the role you are applying for. When we process your personal information, for example, collect it on a form or store it in a file or on a computer, the school is obliged to comply with the General Data Protection Regulation (GDPR).

We will not share the personal information you provide to us on this form with any third party. Your personal information will not be shared or processed for any other purpose without your express consent.

We have published detailed Privacy Notices on our [website](#). Our Privacy Notice provides further information on how and why we process your personal information as well as details on how to contact us if you have any questions or concerns. Please read our Privacy Notices carefully before completing this form.