

APPLICATION FORM: TEACHING STAFF POSTS

The Charter Schools Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Position applied for:					
Name of School:					
Where did you see the post advertised?					
1. Personal details:					
Title		Name		Surname	
Home address	Street address				
	Town/city				
	County				
	Post code				
Country of residence					
Right to work in the UK					
Telephone numbers (please only list numbers we should call to contact you)	Work:		E-mail address		
	Home:				
	Mobile:		National Insurance number		
Do you hold Qualified Teacher Status?			In which year did you gain QTS?		
Date of completion of ECT Induction period or stage reached if not complete:			Teacher number:		
With which LA:					
2. Current/most recent employment					
Name of Employer:					
Address of Employer:					
Job title					

Dates of Employment:				
From:		To:		
Reason for leaving:				
3. Previous employment				
Please fill in this section with your employment history (paid or unpaid) in chronological order making sure you explain any gaps in your employment.				
Employer's name and address:	Position held and responsibilities:	Start date	End date	Reason for leaving

Please continue on a separate sheet if necessary

4. Personal data	
Basic Salary:	Additional salary (please indicate management points or London allowance etc)
Total salary:	

5. Professional and personal development					
Courses attended (during last 3 years)					
Name of course and provider	Award/qualification gained	Full or part time		From	To
6. Education history It is The Charter Schools Educational Trust policy to check all qualifications.					
Higher Education	From	To	Qualification obtained, incl. Class and Divisions with Principal Subjects		
School/College	From	To	Qualification obtained, subject and grade		
Give details of qualifications, achievements, and experiences (clubs run etc.) e.g. that may be relevant to the post you are applying for.					

7. Membership of Professional Bodies or Associations		
Institution	Grade of Membership	Date of Membership

8. Personal Statement

The Charter School Education Trust has high expectations for its pupils and is committed to improving the life chances of all the pupils attending the school.

Please provide a brief answer (no more than 700 words) to the questions below.

- How has your previous career prepared you for this post?
- How would you fulfil the demands of this post?

Please continue on a separate sheet if necessary

9. Referees

Please provide the contact details of two referees, one of whom should be your present or most recent employer. Please note references will not be accepted from relatives or from people writing solely in the capacity of friends. It is standard practice to take up references prior to interview, this is in line with the most recent version of Keeping Children Safe in Education statutory guidance. If you are shortlisted, references will be requested unless stated otherwise.

Name	Name s
Job title	Job title S
Organisation	Organisation
Address	Address
Telephone number	Telephone number
Mobile	Mobile
Email	Email
Capacity in which referee is known to you?	Capacity in which referee is known to you?

I consent to these references being requested before the interview.

Yes

No

10. Disclosure and Barring (DBS) and recruitment checks

The Trust is required, by law, to operate a checking procedure for employees who have access to children and young people. If you have ever been the subject of any child protection concern, either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation to child protection, including any which are time expired details must be disclosed in the appropriate section of the 'Self Disclosure Form' that you would need to complete if you are successfully shortlisted.

The Trust is legally obliged to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The job for which you have applied necessitates an Enhanced disclosure. Enhanced disclosures are for positions which have contact with children or vulnerable adults or work in a 'specified place'. They contain details of convictions, cautions, reprimands or warnings on record. Any information that is 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 provides that when applying for certain jobs, certain convictions and cautions are 'protected' and will not appear on a DBS certificate. Please note that a conviction will not necessarily be a bar to obtaining employment.

☐ By checking this box, I hereby confirm that I agree, if I am selected for the appointment, to a check being made on any criminal record applicable to me.

DISQUALIFICATION OR PROHIBITION FROM WORKING WITH CHILDREN

☐ By checking this box, I hereby confirm that I am not disqualified or prohibited from working with children and/or have information held about me under section 142 of the Education Act 2002. I understand that, if I am appointed to the post, the Trust will carry out a check for this and if it is discovered that I am prohibited then the offer of employment will be withdrawn.

For more information on safeguarding please see the Trust Child Protection Policy [HERE](#)

If you have been convicted of a disclosable criminal offence, the details must be disclosed if you are successfully shortlisted in the appropriate section of the self-disclosure form, along with details of any cautions, warnings, reprimands or any criminal convictions/criminal actions /court hearings that are pending against you. If you do not have any disclosable information, then please indicate this in the relevant section of the form.

Further guidance on the rehabilitation of offenders Act 1974 can be found [HERE](#)

11. Declarations	
Do you have the right to work in the UK (you will be required to evidence this at interview):	YES NO <u> </u>
Do you require a work permit/visa?	YES NO
Have you lived outside the UK for more than three months in the past five years:	YES NO
Are you related to or do you have a close personal relationship with any of our current Trust or school employees, pupils, trustees or governors:	YES NO
If yes, please state their name and the nature of your relationship:	
In submitting this form to The Charter Schools Educational Trust: <ul style="list-style-type: none"> • I declare that the details given by me on this application form are correct to the best of my knowledge and belief • I understand that if I give any information which is false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of employment • I give explicit consent that the information that I give on this form may be processed in accordance with The Charter Schools Educational Trust's registration under the Data Protection act 2018. Please tick the box and sign below to agree to confirm that you have read, understood and agree with the above declaration:	
Yes <input checked="" type="checkbox"/>	Date:
Signed:	

When you have completed all sections and attached your answers to the questions in section 8 if written on a separate sheet, please submit the form to hradmin@chartereastdulwich.org.uk or post it to:

HR Department
The Charter School East Dulwich
Jarvis Road
London SE22 8RB

Please note that the school will only acknowledge applications shortlisted for interview.

Equality and Diversity Monitoring

The Charter Schools Educational Trust are committed to recruiting staff that reflect the diverse communities we serve. To do this we need your help in filling out a short monitoring form. The information you provide will help support us ensure that our recruitment processes are fair to all and allow us to attract diverse and talented candidates. You can select "prefer not to say" if you would rather not answer any question.

The information you provide will:

- not be used as part of the selection process.
- not be seen by the interview panel.
- only be used by the Trust Board and Executive for statistical purposes. No information will be published which allows any individual to be identified.

The form should only take a few minutes to complete. We thank you in advance for your support.

Position applied for:

1: How would you describe your gender?

- | | |
|---------------------------|--------------------------|
| Female | <input type="checkbox"/> |
| Male | <input type="checkbox"/> |
| Non-binary | <input type="checkbox"/> |
| I prefer to self-describe | <input type="checkbox"/> |
| I prefer not to say | <input type="checkbox"/> |

2: Is the gender you identify with the same as your sex registered at birth?

- | | |
|---------------------|--------------------------|
| Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> |
| I prefer not to say | <input type="checkbox"/> |

3: Ethnicity

Please choose one of the following options that most accurately describes your ethnic group or background.

- | | |
|---|--------------------------|
| White English/Welsh/Scottish/Northern Irish/British | <input type="checkbox"/> |
| White Irish | <input type="checkbox"/> |
| White Gypsy or Irish Traveller | <input type="checkbox"/> |
| Any other White background | <input type="checkbox"/> |
| Mixed White and Black Caribbean | <input type="checkbox"/> |
| Mixed White and Black African | <input type="checkbox"/> |
| Mixed White and Asian | <input type="checkbox"/> |
| Any other Mixed/Multiple ethnic background | <input type="checkbox"/> |
| Indian | <input type="checkbox"/> |
| Pakistani | <input type="checkbox"/> |
| Bangladeshi | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> |
| Any other Asian background | <input type="checkbox"/> |
| Black African | <input type="checkbox"/> |
| Black Caribbean | <input type="checkbox"/> |
| Any other Black/African/Caribbean background | <input type="checkbox"/> |
| Arab | <input type="checkbox"/> |
| Any other ethnic group | <input type="checkbox"/> |
| I prefer not to say | <input type="checkbox"/> |

4: Disability

Do you consider yourself to have a disability – a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities?

- | | |
|-----|--------------------------|
| Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> |

Prefer not to say ☐

The Charter Schools Educational Trust actively promotes disability equality. The Equality Act 2010 requires all employers to make reasonable adjustments for disabled employees. If you are selected for interview are there any special arrangements that we should make for you?

5: Age

What was your age group at your last birthday?

Under 20	<input type="checkbox"/>
20-29	<input type="checkbox"/>
30-39	<input type="checkbox"/>
40-49	<input type="checkbox"/>
50-59	<input type="checkbox"/>
Over 60	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

6: Sexual orientation

Heterosexual or straight	<input type="checkbox"/>
Gay or lesbian	<input type="checkbox"/>
Bisexual	<input type="checkbox"/>
Other sexual orientation	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

7: Religion or belief

Buddhist	<input type="checkbox"/>
Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Other	<input type="checkbox"/>
No Religion or atheist	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>