



Reference no:

Date received:

### **Employment Application Form: Teacher**

Thank you for your enquiry regarding the job vacancy here with us at the London Academy. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

There are three sections to this application form, sections 1 and 2 must be completed in full.

Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form.

Please complete this form electronically, it is not possible to use bold or rich text.

Once complete please return, by email, to [office@londonacademy.org.uk](mailto:office@londonacademy.org.uk) we would recommend you save a copy for your records.

**If you are invited to interview you will be asked to sign a copy.**

#### **Applications received after the closing date**

We are unfortunately unable to accept any applications received after the closing date shown in the job advertisement.

#### **Canvassing of Members**

Canvassing of members of the Academy, its officers or governors, directly or indirectly, will automatically disqualify the applicant concerned from the Recruitment Process.

#### **References**

All appointments are subject to the receipt of satisfactory references, one of which must be from your current or most recent employer. If you have not been employed before, you should give the names of referees who know you sufficiently well to confirm the information you have given, and to comment on your ability to do the job.

#### **Conditions of Service**

Teachers are employed subject to Conditions of Service which are nationally negotiated. A staff handbook outlining the Conditions of Service and other employment information is provided to all employees within two months of appointment.

#### **Salary, benefits and Pension**

The salary offered on appointment will be in accordance with the School Teachers' Pay and Conditions, full details will be available at interview. Full Teachers' Pension scheme details are sent to all teachers when they commence employment.

|                           |  |
|---------------------------|--|
| <b>Vacancy job title:</b> |  |
|---------------------------|--|

Part 1: Information for Shortlisting and Interviewing

**Candidate Reference No**  
**To be completed by the Employer** \_\_\_\_\_

1. Letter of Application

Please check the job advertisement to see if you are required to complete, in addition to this form, a letter of application. Letters of application should be forwarded with your electronic copy of this form to [office@londonacademy.org.uk](mailto:office@londonacademy.org.uk)

2. Current/Most Recent Employment: If Teaching

|   |  |
|---|--|
| Name, address and telephone number of school:   |  |
| Type of cohort:   | <div>Boys:                      Girls:                      Mixed:</div> <div>Age range:                      Number on roll</div> |
| Type of school:(E.g. Community, Aided, Academy, Foundation, Free School, Independent, etc.) |  |
| Job title: Please enclose a copy of the job description                                     |  |
| Subjects/age groups taught:   |  |
| Date appointed to this post:  |  |
| Salary Spinal Point:  |  |
| Allowances (please specify):  |  |
| Date available to begin new job:  |  |

3. Current/Most Recent Employment: If Non-Teaching

|  |  |
|--|--|
| Name, address and telephone number of employer:          |  |
| Job title (Please enclose a copy of the job description) |  |
| Date appointed to this post:                             |  |
| Salary:  |  |
| Date available to begin new job:                         |  |

#### 4. Full Chronological History

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

[illegible]

Please enclose a continuation sheet if necessary.

## 5. Secondary Education and Qualifications

| Name of school/college | From | To | Examination passed (i.e. A Level, GCSE), subject and grade |
|------------------------|------|----|--|
|                        |      |    |  |

## 6. Further or Higher Education

Please provide details of any recognised qualifications or courses attended which are relevant to the job application.

| Name of FE college, university or awarding body | Dates |    | Full or part-time | Qualifications obtained |
|---|-------|----|-------------------|-------------------------|
|   | From  | To |                   |                         |
|   |       |    |                   |                         |

7. Professional Courses Attended as a Teacher

| Subject | Organising body | Date | Duration |
|---------|-----------------|------|----------|
|         |                 |      |          |
|         |                 |      |          |
|         |                 |      |          |
|         |                 |      |          |
|         |                 |      |          |
|         |                 |      |          |
|         |                 |      |          |
|         |                 |      |          |
|         |                 |      |          |

8. Other Relevant Experience, Interests and Skills. Please include details of Teaching Practice if this is your 1<sup>st</sup> appointment.

## 9. Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends

**It is normal practice to take up references on shortlisted candidates prior to interview.** This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

### First Referee

|                            |  |
|----------------------------|--|
| Title and name:            |  |
| Address and post code:     |  |
| Telephone number:          |  |
| Email address:             |  |
| Job title:                 |  |
| Relationship to applicant: |  |

I consent to this reference being requested before interview.

Yes:                      No:

### Second Referee

|                            |  |
|----------------------------|--|
| Title and name:            |  |
| Address and post code:     |  |
| Telephone number:          |  |
| Email address:             |  |
| Job title:                 |  |
| Relationship to applicant: |  |

I consent to this reference being requested before interview.

Yes:                      No:

## 10. Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate
- Details of the applicant's current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

**By providing reference details you are consenting to your named referees being contacted in accordance with the above.**

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent. You can contact our Data Protection Officer directly by email: [DPO@londonacademy.org.uk](mailto:DPO@londonacademy.org.uk)

THIS PAGE IS INTENTIONALLY BLANK

## Part 2

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

## 11. Personal Information

|  |  |
|--|--|
| Surname or family name:  |  |
| Forenames:   |  |
| Title:   |  |
| Current address:   |  |
| Postcode:  |  |
| Home telephone number:   |  |
| Mobile telephone number:   |  |
| Email address:   |  |
| Do you have a current full clean driving licence? Only applicable for posts that require driving   | Yes:                      No:                      N/A:                                  |
| Do you require sponsorship (previously a work permit)?   | Yes:                      No:<br><br>If YES please provide details under separate cover. |
| If you consider that you have a disability, please use this section to let us know if we can provide any assistance to aid you at interview, e.g. sign language, mobility assistance                             |  |
| All applicants are required to declare personal relationships with existing members of the Academy governing body or its employees. Please declare the name and the nature of the relationship should this apply |  |
| Any financial interests that applicants or their relatives may have in contracts with the Academy or pending Academy tenders must be declared. Please declare the contract details should this apply.            |  |

## 12. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the school's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975)

which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

## 13. Prohibition from Teaching

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

## 14. Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice and Data Protection Policy which can be found on our website:

<https://www.londonacademy.org.uk/>

If you have any questions regarding the handling of your Data, you can contact our Data Protection Officer directly by email: [DPO@londonacademy.org.uk](mailto:DPO@londonacademy.org.uk)

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website <https://ico.org.uk/>

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

## 15. Notes

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

## 16. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 14 above, and in particular that checks may be carried out to verify the contents of my application form.

|                         |  |
|-------------------------|--|
| Signature of applicant: |  |
| Print name:             |  |
| Date:                   |  |

THIS PAGE IS INTENTIONALLY BLANK

## COMPLETION OF THIS FORM IS VOLUNTARY

This section will be separated from Part 1 and Part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept confidentially and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR), as outlined in section 10.

| Ethnicity              | Workforce census code |   | ✓ |
|------------------------|-----------------------|---|---|
| White                  | WBRI                  | British English Welsh Northern Irish Scottish |   |
|                        | WIRI                  | Irish   |   |
|                        | WIRT                  | Traveller of Irish Heritage                   |   |
|                        | WROM                  | Gypsy / Roma                                  |   |
|                        | WOTH                  | Any other White background                    |   |
| Mixed                  | MWBC                  | White and Black Caribbean                     |   |
|                        | MWBA                  | White and Black African                       |   |
|                        | MWAS                  | White and Asian                               |   |
|                        | MOTH                  | Any other Mixed background                    |   |
| Asian or Asian British | AIND                  | Indian  |   |
|                        | APKN                  | Pakistani                                     |   |
|                        | ABAN                  | Bangladeshi                                   |   |
|                        | CHNE                  | Chinese                                       |   |
|                        | AOTH                  | Any other Asian background                    |   |
| Black or Black British | BCRB                  | Black – Caribbean                             |   |
|                        | BAFR                  | Black – African                               |   |
|                        | BOTH                  | Any other Black background                    |   |
| Other ethnic group     | ARAB                  | Arab  |   |
|                        | CHNE                  | Chinese                                       |   |
|                        | REFU                  | Refused/Prefer Not to Say                     |   |
|                        | OOTH                  | Any other ethnic group                        |   |

| Sexual orientation | ✓ |
|--------------------|---|
| Bi-sexual          |   |
| Gay Man            |   |
| Gay Woman          |   |
| Heterosexual       |   |
| Other              |   |
| Prefer not to say  |   |

| Gender            | ✓ |
|-------------------|---|
| Female            |   |
| Male              |   |
| Transgender       |   |
| Prefer not to say |   |

| Religion or belief  | ✓ |
|---|---|
| No religion   |   |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |   |
| Buddhist  |   |
| Hindu   |   |
| Jewish  |   |
| Muslim  |   |
| Sikh  |   |
| Any other religion (Write in)   |   |
| Prefer not to say   |   |

| Disability                                  | ✓ |
|---|---|
| Do you consider that you have a disability? |   |
| Yes - Please complete the grid below        |   |
| No  |   |
| Prefer not to say                           |   |

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.