



Teaching Staff Application Form

The Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All posts working with children and young people will be subject to an enhanced disclosures barring service check. All individuals shortlisted for a role will have online searches conducted on their name on social media sites and google.

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or 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 the form in black ink or type. **CVs are not accepted.**

Post:

Academy:

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.

Part 1 – Information for Short listing and Interviewing

Initials Surname or Family Name

a. Current / Last employment

A) If teaching:

Name and address of school		Number on Roll (approx.)	
		Age Range	
		Type of School: <i>delete as appropriate</i>	Boys / Girls / Mixed Community/Aided/Foundation/Academy/Free School, Independent etc.
		Date Appointed	
Post Code		Telephone	
Subjects/Age groups taught			
Pay Scale & TLR Allowance		Post Title	
Salary (per annum)	£	When could you commence duties?	

B) If other than teaching:

Name and address of employer	Post Title	
	Date appointed	

		Salary (per annum)	£
		When could you commence duties?	
Post Code		Telephone	

b. 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. Give start and end dates, explanations for periods not in employment or education/training and reasons for leaving employment.

Name and address of school or other employer	Job Title or Position & description of activity	Number on roll and type of school (if applicable)	FT / PT	Dates from (mm/yy)	Dates to (mm/yy)	Reason for leaving

Please enclose a continuation sheet if necessary

c. Qualifications

i) Secondary Education & Qualifications

Name of School/College	Dates from (mm/yy)	Dates to (mm/yy)	Qualifications gained with date

ii) Higher Education

Name and Addresses of University or College or Awarding Body	Dates from (mm/yy)	Dates to (mm/yy)	FT / PT	Exam date (mm/yy)	Courses/subjects taken and passed and qualifications obtained	*Age groups

* Please state which age groups for which you are trained

d. Professional Courses Attended as a Teacher

Courses attended in the past three years (other than those mentioned above).

Subject	Organising body	Date(s)	Duration

e. Other Relevant Experience, Interest and Skills

Empty rectangular box at the top of the page.

f. References

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent head teacher 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 disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. 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

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

Job Title

Relationship to applicant

I consent to this reference being requested before interview

 Yes No

g. How to apply

The Application Process:

- Please ensure that you complete all sections of the application form (Parts 1 and 2).
- Please provide a letter of application, on no more than two sides of A4 in accordance with the job details addressed to:

Akvile Liutikiene aliutikiene@brookewestontrust.org

Please be aware that if you have not heard from the Brooke Weston Trust within four weeks of the closing date your application has on this occasion, been unsuccessful.

h. Where did you hear about this role?

<input type="checkbox"/>	TES Website	<input type="checkbox"/>	LinkedIn
<input type="checkbox"/>	Teach Northants Website	<input type="checkbox"/>	Twitter
<input type="checkbox"/>	Brooke Weston Trust Website	<input type="checkbox"/>	Facebook
<input type="checkbox"/>	School Website	<input type="checkbox"/>	Referral from a colleague
<input type="checkbox"/>	Indeed	<input type="checkbox"/>	Other (please specify) <input type="text"/>

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Part 2 – Personal Information

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. If you are called to interview you may be asked about the answers you have given to questions 15 to 18 and question 14 if relevant to the job.

a. Personal Information

1	Surname or Family name	
2	All forenames	
3	Title	
4	Current Address	
5	Postal Code	
6	Home telephone number	
7	Mobile telephone number	
8	Email address	
9	DfE reference number	
10	Do you have a current full driving license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Do you require sponsorship (previously a work permit)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details separately.

b. Compulsory declaration of any convictions, cautions or reprimands, warnings or bind-overs

If you are shortlisted, you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, 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 job you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

c. 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.

d. Data protection Act

The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. 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. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process, then this application form will be retained as part of your personnel record.

e. Notes

- i. 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".
- ii. Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- iii. 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.
- iv. 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.

f. 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 b. above, and in particular that checks may be carried out to verify the contents of my application form.

g. Signature

Print your name	<input type="text"/>		
Signature of Candidate	<input type="text"/>	Date	<input type="text"/>

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Part 3 – Equality and Diversity Monitoring

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 fully confidential and access is strictly limited in accordance with the Data Protection Act.

You are asked to complete the grid below for the purpose of monitoring applicants for employment by reference to the racial groups to which they belong to. However, you are not obliged to do so.

Please tick the relevant boxes.

White

- British (English, Welsh, Scottish, Irish)
- Irish
- Irish Traveller
- Gypsy
- Other White Background

Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Other Mixed Background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian Background

Black or Black British

- Caribbean
- African
- Other Black Background

Arab

- Arab

Other Ethnic Group

- Other Ethnic Group

Not Stated

- Not Stated

What is your gender?

- Male
- Female
- Transgender
- Not stated

What is your personal relationship?

- Single
- Living Together
- Married
- Civil Partnership
- Other
- Prefer not to say

What is your religion or belief?

- No religion
- Buddhist
- Christian (inc. Church of England, Catholic, Protestant and all other Christian denominations)
- Hindu
- Jewish
- Muslim
- Sikh
- Spiritual
- Any other Religion or Belief _____
- Prefer not to say

What is your sexual orientation?

- Bisexual
- Gay
- Heterosexual
- Lesbian
- Other
- Prefer not to say

Do you consider that you have a disability?

- Yes
- No
- Prefer not to say
- Physical Impairment
- Sensory Impairment
- Mental Health Condition
- Learning Disability/Difficulty
- Long standing illness
- Other
- Prefer not to say

If yes, please tick the relevant box