

***Summit Learning Trust is an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender reassignment, age, disability, religion or belief, sex, sexual orientation, marital status, pregnancy/maternity or race.***

Please complete all sections on this form. If any section does not apply to you, enter ‘not applicable’ (n/a)

**JOB APPLICATION FORM – TEACHING POSTS**

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| **1. VACANCY DETAILS** | | | | | | | | | | | | | | | | | |
| Position applied for: | | |  | | | | | | | | | | | | | | |
| School |  | | | | | | | | | | | | | | | | |
| Main Subject | |  | | | | | | | Subsidiary Subject | | | | |  | | | |
| Other subject interests e.g. Sport, Music, Drama, Community Language.  Please give details opposite | | | | | | | | |  | | | | | | | | |
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| **2. PERSONAL DETAILS** | | | | | | | | | | | | | | | | | |
| First name(s) | | | | | |  | | | | Surname | | |  | | | | |
| Any previous name(s) | | | |  | | | | | | | | | | | | | |
| Preferred title (if any) | | | | |  | | Daytime phone number | | | | | | |  | | | |
| Evening phone number | | | | |  | | | | | Mobile phone number | | | | | |  | |
| Email address | |  | | | | | | | | | | | | | | | |
| Address |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | Postcode | |  | | | |
| Correspondence address if different from above | | | | | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Postcode | | | |  | | | | | | Phone number | | | | |  | | |
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| DfES Number | |  | | | | | Do you require a work permit? | | | | | | | | | YES / NO | |
| National Insurance Number | | | | | |  | | | | | | | | | | | |
| Are you related to a councillor or employee of the Summit Learning Trust? | | | | | | | | | | | | | | | | | YES / NO |
| If yes, please provide details: | | | | | | Name | |  | | | | | | | | | |
| Relationship | | | | | |  | | | | Position | | |  | | | | |
| Department | | | | | |  | | | | | | | | | | | |
| **Do you have the right to work in the UK?** Yes:☐ No:☐  Please note: [Original identification documents verifying your right to work in the UK](https://www.gov.uk/government/publications/right-to-work-checklist) will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.  We are unable to employ anyone who does not have the right to work in the UK legally. Please explain the basis upon which you believe you will be able to live and work in the UK legally on the commencement date of your role: | | | | | | | | | | | | | | | | | |

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| **3. GENERAL TEACHING COUNCIL REGISTRATION** | | | | | | | | | |
| Are you registered with the General Teaching Council? | | YES / NO | | | | GTC Number | | |  |
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| **4. APPLICANTS IN RECEIPT OF A PENSION** | | | | | | | | | |
| Are you in receipt of a Teachers’ Pension? | | | | YES | | | NO | | |
| If yes, from what date did it take effect and the type of pension you are receiving? i.e Actuarially Reduced Benefits, Premature Retirement, Ill Health | | | |  | | | | | |
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| **5. INDUCTION** | | | | | | | | | |
| Did you qualify as a teacher after May 1999?  If yes, where was the induction served? | | | | |  | | | | |
| Between what dates did you serve your induction? | | | | |  | | | | |
| Did you pass the induction? | | | | | YES | | | NO | |
| Do you have any period left to serve on your induction?  If yes, how much longer have you got to serve? | | | | |  | | | | |
| **Please attach copies of your induction reports for the period served.** | | | | | | | | | |
| Have you passed the numeracy and literacy Skills Test? | | | | | YES | | | NO | |
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| **6. EDUCATION DETAILS (SECONDARY – EARLIEST FIRST)** | | | | | | | | | |
| Dates  From / To | Name of School/College | Subjects | Type of exam | | | Grades | | | Date gained |
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| **7. EDUCATION DETAILS (FURTHER/HIGHER EDUCATION – EARLIEST FIRST)** | | | | |
| Dates  From / To | Institution/s Attended | Cert, Diploma, Degree, Higher Degree | Class/Div Obtained | Date Gained/Expected |
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| **8. EXPERIENCE – previous career and other** | | | | | | | | | |
| Please complete the following starting with your current employment and include all employment including non-teaching. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18. Failure to provide the correct and accurate information may result in an incorrect salary assessment.  **If you have passed threshold you will need to supply a copy of your letter of confirmation with this form.** | | | | | | | | | |
| Date | | Employers Name | Employers Address | Position Held | Salary of current or most recent teaching position | F/T  P/T | Prop.  of Hrs | Responsibilities (please indicate type and size of school, subjects and ages taught) | Reason for Leaving/Reason for break in employment |
| From  Mth/Yr | To  Mth/Yr |
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| **9. IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT (EARLIEST FIRST)** | | | | | | | |
| DATE/S  From / To | Organising Body | | Course Title | | Length of Course | | |
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| **10. ARRANGEMENTS FOR INTERVIEW** | | | | | | | |
| If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise?  (Delete whichever is applicable) | | | | | | | YES / NO |
| If YES please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc). | | | | | | | |
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| **11. REFERENCES** | | | | | | | |
| Please give the name of two referees one of whom should be your current or most recent employer. Written references will not be accepted from relatives or people writing solely in the capacity of friends.  To comply with [**Keeping Children Safe in Education**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf)**,** we will seek and scrutinise references prior to interviews. Referees will be contacted to provide further clarification if needed. All information provided by referees will be compared for consistency against the information disclosed in your application form, and you will be asked about any discrepancies at interview.  Please indicate if you do not wish references to be taken up without your consent. | | | | | | | |
| Name | |  | | Name | |  | |
| Address | |  | | Address | |  | |
|  | |  | |  | |  | |
| Post code | |  | | Post code | |  | |
| Phone number | |  | | Phone number | |  | |
| E mail | |  | | E mail | |  | |
| Relationship to you | |  | | Relationship to you | |  | |
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| **12. OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION** |
| (Please continue on a separate sheet if necessary – no more than 2 sides of A4 paper) |
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| **13. DISCLOSURE** |
| Under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 you must disclose all cautions and convictions even if they are spent, unless they are protected cautions and convictions.  Protected cautions and convictions are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service website – <https://www.gov.uk/government/collections/dbs-filtering-guidance>  If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.  **Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered.**  Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.  Please tick one of the following statements:  I confirm that  **I have NO criminal convictions,** cautions, warnings, reprimands or bind-overs; not barred or disqualified from working with children, or subject to a prohibition order.    I confirm that **I do have criminal convictions,** cautions, warnings, reprimands or bind-overs; or are barred or disqualified from working with children, or subject to a prohibition order. I enclose full details in a sealed envelope marked ‘Private and Confidential’. |
| **14. DATA PROTECTION ACT** |
| 1. We will hold and use any personal data (including special categories of personal data) relating to you in accordance with our legal obligations, in the manner set out in the Employee Privacy Statement (as available on our website and as amended by us from time to time). Any monitoring the Trust undertakes using personal data is for statistical purposes only and you will not be identifiable from this process*.* However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following third parties:  * survey and research organisations (for monitoring purposes only) * local government authorities * central government authorities * organisations that handle or investigate the proper use of public funds * law enforcement authorities |

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| **15. CONFIRMATION OF DETAILS** | | | | | |
| I hereby certify that all the information given on this form is correct to the best of my knowledge and that all the questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. Giving false information will result in your information not being pursued or your contract being terminated if you have already been appointed to the job. | | | | | |
| Signature |  | | | Date |  |
|  |  | | |  |  |
| Print Name | |  | | | |
|  | | | | | |
| **16. RETURN ADDRESS** | | | | | |
| Please submit your completed application form to: | | | | | |
|  | | |  | | |
| Email: | | | [Recruitment@SummitLearningTrust.org.uk](mailto:Recruitment@SummitLearningTrust.org.uk) | | |

***The Trust is committed to safeguarding and promoting the welfare of our students and we expect all applicants to share this commitment.  All appointments will be subject to an enhanced DBS disclosure, including a Children’s barred list check.***

**RECRUITMENT MONITORING**

**JOB TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**JOB REFERENCE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| To help us monitor our Equal Opportunities in Employment Policy, please tick or complete the following boxes as appropriate.  **Ethnic Origin**  Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These categories are based on the 2001 census.  **A White**  British  Irish  Any other mixed background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **B Mixed**  White and black Caribbean  White and black African    White and Asian  **C Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **D Black or Black British**  Caribbean  African  Any other Black background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **E Chinese or other ethnic group**    Chinese  Vietnamese  Any other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Gender**  I am Female Male  Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_  **Disability**  The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.  Do you have a disability as defined above? Yes No  If all of the above does not apply to you but you do consider yourself to have a disability, please tick here  **Employment status**  Are you presently employed by Birmingham City Council? Yes No  Are you currently unemployed? Yes No  **Job Advertisement**  How did you find out about this job? Please specify the source or publication.  The Voice  Birmingham Evening Mail  Other newspaper (please specify)  Professional journal (please specify)  Radio (please specify)  Internet (please specify)  Word of mouth  Careers fair/open day  The Employment Service  Other (please specify) |