|  |  |
| --- | --- |
| Position applied for: |  |
| School applied for: |  |
| Please state where you saw the role advertised: |  |

 **We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

Please ensure you complete 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, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Please note that the 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.

**Part 1- Information for Shortlisting and Interviewing**

**1.Name**

|  |  |
| --- | --- |
| Initial: | Surname or Family Name: |

**2. Letter of Application**

You are asked to supply a supporting letter, on no more than two sides of A4, to include your achievements, and an outline of what you will bring to this role. Please attach this as a word document if you are emailing your application.

**3. Current/most recent employment: If teaching**

|  |  |
| --- | --- |
| Name and address of school |  |
| Type of school: | Boys: Girls: Mixed:Age range: Number on roll: |
| Type of school:(e.g. Community, Aided, Academy, Foundation, Free School, Independent etc) |  |
| Job title: |  |
| Subjects/age groups taught: |  |
| Date appointed to this post: |  |
| Salary: |  |
| Date available to begin new role: |  |

**4. Current/Most recent Employment: If not teaching**

|  |  |
| --- | --- |
| Name and address of employer: |  |
| Job title: |  |
| Date appointed to this post: |  |
| Salary: |  |
| Date available to begin new role: |  |

**5. Full employment history**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job title or position held | Name and address of employer | Dates of Employment  | Salary/Grade | Reason for leaving |
| From |  To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please enclose a continuation sheet if required.

**6. Secondary Education and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school/college | From | To | Qualifications awarded (e.g. A level, GCSE) subject and grade |
|  |  |  |  |

**7. Higher Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and address of university, college and/or university education department |  Dates | Full or part-time | Courses/subjects taken and passed | Date of examinations and qualifications obtained | Age groups for which trained |
| From | To |
|  |  |  |  |  |  |  |

**8. Professional courses attended as a teacher**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Organising body | Dates | Duration | Qualification awarded if appropriate |
|  |  |  |  |  |

**9. Other relevant experience, interests and skills**

|  |
| --- |
| Give below details of other experience you consider relevant, include your involvement with local organisations, and any other part time and voluntary work. |

**10. Other information**

Please provide details of any family member or individual with whom you have a close relationship who is currently employed by HEART Academies Trust or who is a Trustee or an Academy Governor.

**11. Do you hold any other appointment that would continue if you were appointed to this position?**

|  |  |
| --- | --- |
|  **Yes**  |  **No** |
| If Yes please provide details. |

**12. Referees**

Please provide details of two people who we may contact for a reference. One of these must be your current employer or most recent employer. If your current/most recent employer does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children (if applicable). Neither referee should be a relative or someone known to you solely as a friend.

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 subject of any child protection concerns and if so the outcome of the enquiry.

It is normal practice to take up references on shortlisted candidates prior to interview. This is line with the most recent version of Keeping Children Safe in Education statutory guidance. By completing the section below, you agree to the named references being contacted in accordance with the above.

**First Referee**

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Organisation: |  |
| Address and postcode: |  |
| Telephone number: |  |
| Email address: |  |
| I consent to this reference being requested before interview. (Please indicate below) |
|  Yes No |

**Second referee**

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Organisation: |  |
| Address and postcode: |  |
| Telephone number: |  |
| Email address: |  |
| I consent to this reference being requested before interview. (Please indicate below) |
|  Yes No |

**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 signing the below, I consent to my named referees being contacted in accordance with the above.

|  |  |
| --- | --- |
| Sign: |  |
| Print: |  |
| Date: |  |

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.

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**Part 2 – Personal Information and Declaration**

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.

|  |  |
| --- | --- |
| Title: |  |
| First name: |  |
| Surname or family name: |  |
| Previous surname (s): |  |
| Current Address: |  |
| Postcode: |  |
| Home telephone number: |  |
| Mobile telephone number: |  |
| Email address: |  |
| National Insurance Number: |  |
| Date of Birth |  |
| DfE number: |  |
| Do you require sponsorship (previously a work permit) to work in the UK? | If yes – please give details. |

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

It is the Trust’s policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined but the Ministry of Justice.

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under the Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and can not be taken into account.

If you are invited to interview you will be required to complete a “Criminal Convictions Declaration & Disclosure” 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.

**Data Protection**

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 which can be found on our website – www.heartacademiestrust.co.uk.

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

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.

**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.

**Notes and Declaration**

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.

**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 the guidance above, and in particular that checks may be carried out to verify the contents of my application form, |
| Signature: | Date: |

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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 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 | Please tick |
| 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 | Please tick |
| Bi-sexual |  |
| Gay Man |  |
| Gay Woman |  |
| Heterosexual |  |
| Other |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Gender | Please tick |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Personal relationship | Please tick |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Religion or belief | Please tick |
| 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 |  |

|  |  |
| --- | --- |
| DisabilityDo you consider that you have a disability? | Please tick |
| Yes - Please complete the grid below |  |
| No |  |
| Prefer not to say |  |
|  |
| My disability is: |  |
| Physical Impairment |  |
| Sensory Impairment |  |
| Mental Health Condition |  |
| Learning Disability/ Difficulty |  |
| Long standing illness |  |
| Other |  |
| Prefer not to say |  |