**STEPHENSON TRUST**



**STEPHENSON (MK) TRUST**

**TRUST**

**PERSONAL DETAILS**

**PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION FORM**

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| --- | --- | --- | --- | --- |
| Application for the position of: | | | | |
| Please state where advertised: | | | | |
| Full Time  Part Time  Job Share  *Double click box and select ‘checked’* | | | | |
| At:  Where the Academy Trust is the employer of staff in the Local Authority of Milton Keynes | | | | |
| Details of present post: | | | | |
| At:  School/College | | Address:  Tel No: | | |
| Permanent  Temporary | | | Full Time  Part Time  Job Share | |
| Local Authority:  Notice Required: | | | | |
|  | | | | |
| Surname: | | Title: | | |
| First names: | | Known as: | | |
| Any former name(s) (first/surnames): | | Date of birth\*: | | |
| Address: | | | | |
| **If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period, with dates.**  \*The Governing Body does not discriminate on grounds of age. Date of birth and dates are requested in line with the recommendations of Safeguarding Children: Safer Recruitment and Selection in Education Settings, DfE 1568-2005, July 2005. | | | | |
| Telephone numbers: | Home: | Mobile: | | Work: |
| Email address: | | | | |
| How do you prefer to be contacted: | | | | |
| DfE Teacher Reference Number: | | National Insurance Number: | | |
| Do you have Qualified Teacher Status (QTS)? Y/N | | | | |
| QTS Certificate Number (if available): | | Date of qualification as a Teacher: | | |
| Work permit details and expiry date, if appropriate: | | | | |
| GTCE (or other) membership number, if applicable: | | | | |
| Are you subject to any conditions or prohibitions placed on you by the GTCE (or other) in the UK?  Y/N | | | | |
| If yes please give details: | | | | |
| Have you completed or are you currently undertaking the NPQH? Y/N | | | | |
| If so please state:  Candidate Number:  Date commenced:  Date completed/to be completed: | | | | |
| **DETAILS OF PRESENT SALARY AND SCALE** | | | | |
| Please supply all information requested as appropriate | | | | |
| Salary Scale: | | e.g. Main/Upper/Leadership | | |
| Group of School/Number on roll: | | Spine Point: | | |
|  | | Gross Salary: £ | | |
| Additional Allowances (including Inner/Outer/Fringe London): | | | | |
| State subjects in which you are qualified to teach, other subjects for which you may have relevant experience to teach and any other specialisms you have which may be relevant to your application. Please provide details of special areas of teaching interest.  Type of teacher training: Primary (Nursery, Infant, Junior)  Middle:  Secondary  Give further details here if necessary: | | | | |
| Please list recent courses and professional development in which you have been involved in the past 3 years and which you consider relevant to this post (e.g. teaching courses, Firs Aid, ICT etc), stating length of courses. Please continue on a separate sheet if necessary. | | | | |

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| **SUPERANNUATION SCHEME** | | | | | | | | | | | |
| Are you a member of the Teacher’s Pension Scheme? Y/N  If you contribute to another scheme, please give details:  Have you elected to pay superannuation contributions for part time teaching ie.  signed a part time election: Y/N | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **POST-11 EDUCATION AND TRAINING**  Please give information about education received in this country or abroad, academic and vocational qualifications obtained including degrees, with class and division, and Teacher Certificates, in chronological order, starting with the most recent. Please include postgraduate and professional qualification.  **You will be required to provide proof of qualifications at the point of interview.** | | | | | | | | | | | |
| **Establishment Attended**  **Full Name &Address** | | | **Full or Part Time** | | **Qualifications, date award made and Awarding Body** | | | **Dates Attended inc. Month/Year** | | | |
| **From** | | **To** | |
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| **PROFESSIONAL EXPERIENCE**  Please give further details of experience in chronological order, starting with the most recent. | | | | | | | | | | | |
| **Local Authority or Employer** | **Name & type of school or institution**  **(state whether Nursery, Primary, Secondary, Comprehensive, Selective etc)** | **Age Range Taught**  **Single Sex/Mixed** | | **Approx number on roll** | | **Post held and responsibilities** | **Dates Employed Month/Year** | | | | **Reason for Leaving** |
| **From** | | **To** | |
|  |  |  | |  | |  |  | |  | |  |
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| **OTHER EXPERIENCE**  Please give details of all other employment and unpaid experience after the age of 16, in chronological order, most recent first (e.g. family duties, voluntary work etc) | | | | | |
| **Employment/**  **Experience** | **Employer/**  **Location** | **Responsibilities** | **Dates**  **Month/Year** | | **Reason for Leaving** |
| **To** | **From** |
|  |  |  |  |  |  |
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| If there are any periods of time that have not been accounted for, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16; please ensure there are no gaps in the history of your employment and other experience. | | | | | |
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|  | | | | | |
| **SUPPORTING STATEMENT**   |  | | --- | | Please provide a written statement as detailed in the Person Specification for the post you are applying for. |   **PROFESSIONAL BODIES**  Please give details of any professional body of which you are a member:   |  | | --- | |  | | | | | | |

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| --- | --- | --- | --- |
| **DRIVING LICENCE DETAILS** | | | |
| Do you hold a full current UK licence? Y/N  If yes, what type of licence: Private/Light Goods  HGV  Class  Do you hold a PSV licence which would allow you to drive a school minibus? Y/N | | | |
|  | | | |
| **RECRUITMENT MONITORING** | | | |
| Please state where (or how) you first learned of this vacancy: | | | |
| **REFERENCES**  **It is a Safer Recruitment requirement that you provide current details of two and up to three referees.**  One referee must be your present or most recent employer. One referee should be your current or most recent LA. In the event that an LA’s provisions preclude them from providing a reference, another suitable reference may be acceptable. If you are not currently working with children, one referee should be your most recent school/college employer. References will not be accepted from those writing solely in their capacity of friend or relative.  **References may be taken up before interview for those shortlisted.** | | | |
| Name: | | Address: | |
| Designation: | | | |
| Telephone: | | Email: | |
| Name: | | Address: | |
| Designation: | | | |
| Telephone: | | Email: | |
| Name: | | Address: | |
| Designation: | | | |
| Telephone: | | Email: | |
| Notes: (i) We reserve the right to take up references with any previous employer  (ii) If any of your referees knew you by another name, please specify that name(s)  Are you (or your spouse/civil partner) related by marriage, blood or as a co-habitee to any member of the Governing Body or existing employees of the Governing Body? Y/N  If yes, please give their name and state the relationship. Failure to disclose such a relationship may lead to disqualification or dismissal without notice: | | | |
| **DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS**  Have you ever been the subject of any child protection concern either in your work or personal life, or disciplinary action in relation thereto, including any which is time expired? Y/N  The Governing Body is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.  I can confirm that I am not disqualified from working with children and/or included on the DfE List 99.  Signature: …………………………………………………………….  **REHABILITATION OF OFFENDERS ACT 1974**  If you have no convictions, simply enter ‘NIL’. If you have been convicted of any criminal offence, the details must be listed on a separate sheet of paper, together with any cautions or bind-overs, pending criminal convictions, any pending criminal actions or court hearings against you and enclosed with this form in a sealed envelope marked ‘confidential’. Please see the **Notes to Applicants** for guidance. | | | |
| **Date of Conviction/**  **Pending Hearing** | **Offence** | | **Sentence** |
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**DISCLOSURE AND BARRING SERVICE**

In the event of a successful application an Enhanced Disclosure will be sought from the Disclosure and Barring Service in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry may be made to the Disclosure and Barring Service about the existence and content of any criminal record.

Signature: ………………………………………………….

**GENERAL DATA PROTECTION REGULATIONS (GDPR)**

The personal information (including recruitment monitoring data) provided as part of this application will be held on computer or other relevant filing systems and may be shared (where appropriate) with other accredited organisations or agencies in accordance with the GDPR. If you are successful in your application the data will be held on a secure HR file. Should you be unsuccessful this data will be securely held for six months before being shredded.

**IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, an offer of, and before commencing a position, candidates should provide one of the specified documents listed in the **Notes to Applicants.**

I confirm that I am legally entitled to work in the UK.

Signature: ………………………………………………………

**DECLARATION**

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed then you will be liable to be dismissed summarily. You may also be referred to the Teachers’ Misconduct Team or the Police, if appropriate.\*

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children and/or vulnerable adults.

Signature: ……………………………………………………. Date: ……………………………………..

**Please email your application to**: (preferred method) [recruitment@stephensonmktrust.org.uk](mailto:recruitment@stephensonmktrust.org.uk)

or post to:

HR Department

Stephenson Academy

Crosslands

Milton Keynes

MK14 6AX

\*The Governing Body has a statutory duty to do so in prescribed circumstances: Education Act 2002

**RECRUITMENT MONITORING INFORMATION**

|  |  |
| --- | --- |
| Post Title:  Last Name(s):  Date of Birth: | School:  First Name(s):  Gender: M/F |

The Equality Act 2010, which came into force in October 2010, places specific and general statutory duties on all public authorities (e.g. local authorities, governing bodies of further and higher education institutions, colleges and universities and governing bodies of educational established maintained by local educational authorities (including schools) to promote equality. In order to assist us with our statutory duties, we would be grateful if you could complete the sections below. Please note that you are not obliged to disclose such information but that any information given will be used for monitoring purposes only. It will remain confidential and will not be passed to third parties.

The information provided below will be used for monitoring and statistical purposes only and this section will be detached from your application form prior to shortlisting. We would request that you sign below to indicate your consent to this data being stored by the Trust used in this way.

Signature: ……………………………………………………………………………….

The categories below are in line with the Equality and Human Rights Commission’s Guidance.

**ETHNIC ORIGIN**

I would describe my ethnic group as:

|  |  |
| --- | --- |
| 1. **White** | **4 Asian, Asian British, Asian English, Asian Scottish or Asian Welsh** |
| British  English  Scottish  Welsh  Irish  Any other White background (please specify) | Bangladeshi  Indian  Pakistani  Any other Asian background (please specify) |
| 1. **Black, Black British, Black English, Black Scottish or Black Welsh** | **5 Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh** |
| African  Caribbean  Any other Black background (please specify) | Chinese  Any other Chinese background (please specify) |
| 1. **Mixed** | **6 Other Ethnic Group** |
| White & Asian  White & Black African  White & Black Caribbean  Any other Mixed background (please specify) | Other ethnic group (please specify) |

**GENDER**

My gender is: Male  Female

**DISABILITY MONITORING**

The definition of disability is a ‘physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities’.

Do you have a disability, long-term illness (mental or physical, on-going medical condition or treatment that we should be aware of? Y/N

Please give brief details of your disability and any reasonable adjustments you anticipate we would need to make to your workplace or equipment to undertake the duties outlined in the job description or that you consider necessary to attend interview:

If you are registered disabled, please state your number: ……………………………………….

*This does not form part of the selection process.*