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| TeachingatSevern Academies Educational Trust **CONFIDENTIAL** | |
| **Candidate's Name** |  |
| **Post** | Head of School |
| Thank you for requesting an application form for the above vacancy. Please ensure that you complete all sections of this form in black ink or typeface to enable photocopying of the form. Please do not send your Curriculum Vitae (CV) or any testimonials unless requested.  If you do not receive a response within six weeks from the closing date, you should assume that your application has been unsuccessful.  Please return your completed application to:  **Mrs C Unitt**  **Recruitment@saet.co.uk** | |

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| **1. Personal Details** | | | | |
| Surname /  Family Name |  | | Forenames(s): |  |
|  |  | |  |  |
| Former Surname/  Family Name |  | |  |  |
|  |  | |  |  |
| Preferred Title: |  | |  | Date of Birth: (DD/MM/YY)   /  / |
|  |  | |  |  |
| Home Address: |  | | Contact  Address  (if different) |  |
|  |  | |  |  |
| DfES Reference  No: |  | | National  Insurance No: |  |
|  |  | |  |  |
| Telephone No:  (Home) |  | | Mobile No: |  |
|  |  | |  |  |
| |  |  | | --- | --- | | Email address: |  |   **Canvassing and relationships**  If you are related to or have a close personal relationship with a Director, Governor, employee or student of the school please state their name and relationship to you here:  ***Canvassing may lead to disqualification for appointment*** | | | | |
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|  | | | | |
| Pension Are you in receipt of a Teacher’s Pension? ☐ Yes ☐ No | |  | | |
| Are you in receipt of a Teacher’s Pension? ☐ Yes ☐ No | | | | |
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| **2. Education, Training and Qualifications**  Please give brief details of all training and other courses you have undertaken whether or not they are relevant to this post. | | | |
| Name of School/College/University  attended | From - To  (Month/Year) | (\*) Qualifications  including Grades | Date Obtained  (Month/Year) |
| Schools (after age 11) |  |  |  |
|  |  |  |  |
| Further or Higher Education  (Full or Part Time) |  |  |  |
|  |  |  |  |
| Teaching Qualifications |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Age Range Trained | | | |
|  |  |  |  |
| Professional Development  *(relevant courses and other including dates)* | | | |
|  |  |  |  |
| Membership of Professional Bodies (excluding Teachers' Professional associations) | | | |
| \* *Applicants invited for interview will be required to produce documentary evidence of their qualifications* | | | |

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| **3. Employment/Work Experience**  Please include any previous work experience, either paid, unpaid or voluntary starting with the most recent. | | | | | | | | | | | | | |
|  | Current/most recent school or other employer (with address) | | | | | | | | | | | |
|  |  | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Position Held: |  | | | | | | | Full or  Part Time: |  | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Present salary and point on pay spine: | |  | | |  | Date employment ceased if applicable: | | | | |  |
|  |  |  |  |  |  |  |  |
|  | Start date: |  | | | |  |  | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Employing Authority: |  | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Age Range: |  | | Boys/Girls/  Mixed: |  | | |  | Approx No.  on Roll: | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Duties and Responsibilities: | | | | | | | | | | | |
|  | Date Passed Threshold (if applicable): | | | | | | | | | | | |

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| Previous schools or other employers/employer and employing authority | Age range + boy/girls/mixed | Approx. No. on roll | Position held, responsibilities and full time or part time | Dates | | Reason for leaving |
| From | To |
|  |  |  |  |  |  |  |

**4. Additional Information**

Please explain how your skills, abilities , experience and achievements to date(including leisure and voluntary) would make you a suitable candidate for this post. Please refer to the criteria on the person specification.

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| **5. References**  Please give details of two people who are able and willing to comment on your suitability for this job. If you are or have  been employed, one should be your present or most recent employer. | | | | |
| A. | Name: | | B. | Name: |
| Address:    Email address: | | Address:    Email address: |
| Telephone number: | | Telephone number: |
| Relationship to you e.g. Headteacher: | | Relationship to you e.g. Headteacher: |
|  | Do you wish to be consulted before this referee is approached?  Yes / No | | Do you wish to be consulted before this referee is approached?  Yes / No | |
|  | Please note that our Safeguarding Policy requires us to have 2 references prior to interview | | | |
| ***Note:*** Unless you specify otherwise, we will not consult you prior to approaching these referees. | | | | |
| **6. Declaration** | | | | |
|  | I declare that the information given in this application form is correct and complete. | | | |
|  | Signature: |  |  | Date:   /  / |
|  | ***Note:*** False statements or failure to disclosure any information requested in this application form may disqualify a candidate.  Discovery after appointment may lead to dismissal or disciplinary action by the Trust. | | | |

**General Data Protection Regulation (GDPR) – Consent and Certification of Details**

In completing this application form you should refer to the Job Applicant’s Privacy Notice available on our website <https://www.saet.co.uk/project/general-data-protection-regulation-gdpr/>. The personal information collected on this form will be processed to manage your application in accordance with the Job Applicant’s Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Job Applicant’s Privacy Notice.

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| **Form Serial Number ………………….** | | | | | | | | | | |
| **Equal Opportunities Monitoring Form**  We are committed to the elimination of all forms of discrimination.  The Trust will actively pursue equality of opportunity for all by seeking to ensure that all prospective and existing employees are treated fairly. Personal circumstances and characteristics will only be taken into account when they can be justified as being relevant to employment. To enable the Trust to constantly monitor itself to ensure this commitment is fulfilled, we would ask **all applicants** to complete the questions detailed below.  **This information will be treated as completely confidential and will be used for monitoring purposes**  **only. This information will be detached from the application form on receipt and will not be**  **considered during the selection process.** | | | | | | | | | | |
|  | **Please tick as appropriate:**  **1. Which of the following do you consider to be your ethnic origin?**  (tick only one box), see below for explanatory notes. | | | | | | | | |  |
|  |  | ☐ White British (AWB) | | ☐ White and Black Caribbean (BWBC) | | | | ☐ Indian (CIN) | |  |
|  | ☐ White Irish (AWI) | | ☐ White and Black African (BWBA) | | | | ☐ Pakistani (CP) | |
|  | ☐ White Other (AWO) | | ☐ White and Asian (BWA) | | | | ☐ Bangladeshi (CB) | |
|  |  | | ☐ Mixed Other (BMO) | | | | ☐ Asian Other (CAO) | |
|  | ☐ Caribbean (DBC) | |  | | | |  | |
|  | ☐ African (DBA) | | ☐ Chinese (ECH) | | | |  | |
|  | ☐ Black Other (DBO) | | ☐ Other Ethnic Group (EOE) (Please describe) ........................ | | | | | |
|  | **2. Are you** **☐** Male**☐** Female  **3. Do you have a disability?** **☐** Yes**☐** No | | | | | | | | |  |
|  | For these purposes, disability is defined as any physical or mental impairment which has a  substantial and long term (over 12 months) adverse effect on your ability to carry out normal  day to day activities.  **4. Please tick the age band currently applicable to you** | | | | | | | | |  |
|  | ☐ i. up to 19 | | ☐ ii. 20-29 | | ☐ iii. 30-39 | ☐ iv. 40-49 | ☐ v. 50-65 | | ☐ vi. Over 65 |  |
| **Please tell us where you saw this post advertised?** | | | | | | | | | | |
| **Monitoring Form Explanatory Notes**  The ethnic groups set out above are those recommended by the Commission for Racial Equality and used in  the 2001 Census.  Ethnic origin questions are not about nationality, place of birth or citizenship, they are about colour and broad  ethnic group. UK citizens can belong to any of the groups indicated. If you are descended from more than one  ethnic group, please tick the group to which you consider you belong or tick the ‘other ethnic group’ box and  give details in the space provided above. | | | | | | | | | | |

Please ensure that you have completed all sections

of this form. Please do not send your Curriculum

Vitae (CV) or any testimonials unless requested.