

Confidential

Alexandra Academy Trust Teacher Job Application Form

Part 1

Please complete all sections of the form using black ink or type.

The outside pages of this application form (which contain all your personal details and the equality and diversity information will be detached prior to shortlisting. This ensures that your application is dealt with objectively. The application form must be fully completed and CVs will not be considered.

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| Data Protection Act  Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc.) being held and processed by Alexandra Academy Trust in accordance with the Act. |

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| Vacancy Information |
| Application for the post of: |

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| Applicant Details | | | | | | |
| Preferred Title: | First Name(s): | | Surname: | | | Previous Surname: |
| Address for Correspondence: | | | | | | |
| E-mail Address: | | Home Telephone: | | | Mobile Telephone: | |
| DCSF No: | GTC Reg No (if applicable): | | | NI Number: | | |

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| References | |
| Please give the names of two persons who are able to comment on your suitability for this post.  One must be your present or last headteacher or employer\*. (For applications for headteacher posts a reference will be sought from your present local authority or employer). The Alexandra Academy Trust are reserves the right to seek any further references it deems appropriate.  Please note that the Alexandra Academy Trust are unable to accept references from relatives of the applicant or from people writing solely in the capacity of friends.  Please let your referees know that you have quoted them as a referee and to expect a request for a reference should you be shortlisted. | |
| Present/most recent employer\*  Premier Education | Previous employer/other  Manchester Metropolitan University |
| Name:  Relationship to Applicant:  Address:  Post Code:  Telephone No:  E-mail Address: | Name:  Relationship to Applicant:  Address:  Post Code:  Telephone No:  E-mail Address: |
| If the referee knows you by a different last name please state:  \*If you have not previously been employed, please provide details of another referee. | |
| Please note that the Academy Trust will contact your referees prior to an interview being carried out. | |

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| Recruitment Monitoring  Please indicate where you first saw the advertisement for this vacancy (if a newspaper, please state which one): |



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Part 2

This section of form to be detached prior to short listing.

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| Vacancy Details | |
| Application for the post of: | Vacancy No: |
| Surname: | Initials: |

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| Educational Attainments | | | |
| Training and Professional Qualifications since leaving School (Please explain any gaps in your Education History) | | | |
| Please note that you will be required to produce relevant evidence of qualifications attained. | | | |
| Dates From and To  (Month and Year) | | Full name and town of  College/University | Qualifications gained (including grades) or for which you are studying |
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| Do you have a valid driving licence? YES  NO | | |
| Current Employment Details | | |
| Current /Most Recent Job Title: | | |
| Name, address and type of school/establishment: | | |
| Telephone No: | Name of LA/employing body: | |
| Date appointed: | Date left: | |
| Age range taught: | Number on roll: | |
| Permanent/temporary: | Full/Part time: | |
| Salary details (please give details of all allowances) | | |
| Current salary: | | Spinal Point: |

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| Previous Employment Details | | | | | | |
| Please enter most recent first (Please explain any gaps in your Employment History) | | | | | | |
| Title of post/type of experience | Name and address of employer | Numbers on roll | Age range taught | Dates  From To | |
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| In Service Education | | | | | | | |
| Please give details of In-Service Education relevant to your application and undertaken in the last three years. | | | | | | | |
| As a Participant | | | | | | | |
| Dates of Course  From To | | Course Title | Length of  Course | | Qualification obtained and date of Award | Course Provider |
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| As a Course Leader | | | | | | |
| Dates of Course  From To | | Course Title | Length of  Course | Brief outline of your contribution | | |
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| Additional Teaching Skills and Special Interests |
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| Letter of Application |
| You are required to submit a letter of application in which you should explain why you are applying for the job. Please concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification. |
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| Relationship to Directors, Trustees of the Academy or Academy Employees | | |
| If you have any personal relationship to any Trustee, Director or other group or employee of Alexandra Academy Trust, please give their name and relationship. This does not stop a Trustee, Director or employee giving a reference. (Any approach to Trustees, Directors or other employees to influence a selection decision will disqualify you.) | | |
| Name of Trustee/Director: | Relationship: | |
| Employee Name: | Relationship: | Their present job: |

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| Div Equality and Diversity Monitoring Form | |
| Alexandra Academy Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.  The Trust needs your help and co-operation to enable it to do this, but filling in this form is voluntary.  The information you provide will stay confidential, and be stored securely and limited to only some staff in the Trust’s Human Resources section. | |
| Gender  Male  Female  Prefer not to say | Are Are you married or in a civil partnership?  Yes  No  Prefer not to say |
| Age Age  16-24  25-29  30-34  35-39  40-44  45-49  50-54  55-59 60-64  65+  Prefer not to say | |
| What is your ethnicity?  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box: | |
| White  English  Northern Irish  Welsh  Irish  Scottish  British  Gypsy or Irish Traveller  Prefer not to say    Any other white background, please write in:      *Mix* | |
| Mixed/multiple ethnic groups  White and Black Caribbean  White and Black African  White and Asian  Prefer not to say    Any other mixed background, please write in: | |
| Asian/Asian British  Indian  Chinese  Pakistani  Bangladeshi  Prefer not to say  Any other Asian background, please write in:    *Blac* | |
| *Blac* Black/ African/ Caribbean/ Black British  African  Caribbean  Prefer not to say    Any Any other Black/African/Caribbean background, please write in: | |
| Other ethnic group  Arab  Prefer not to say  Any other ethnic group, please write in: | |
| Do you consider yourself to have a disability or health condition?  Ye Yes  No Prefer not to say  What is the effect or impact of your disability or health condition on your ability to give your best at  W work? | |
| What is your sexual orientation?  Heterosexual  Gay woman/lesbian  Gay man  Bisexual  Pre Prefer not to say  If other, please write in: | |
| What is your religion or belief?  No religion or belief  Buddhist  Christian  Hindu  Muslim  Sikh  Prefer not to say  If other religion or belief, please write in: | |
| What is your current working pattern?  Full-time  Part-time  Prefer not to say | |
| Wh What is your flexible working arrangement?  None  Flexi-time  Staggered hours  Term-time hours  Annualised hours  Job-share  Flexible shifts  Compressed hours  Homeworking  Prefer not to say  If I If other, please write in: | |
| Do Do you have caring responsibilities? If yes, please tick all that apply  None  Primary carer of a child/children (under 18)  Primary carer of disabled child/children  Primary carer of disabled adult (18 and over)  Primary carer of older person  Secondary carer (another person carries out the main caring role)  Prefer not to say | |

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| The Rehabilitation of Offenders Act 1974  This post involves working in a School and is exempt from the Provisions of the Rehabilitation of Offenders Act 1974. You must disclose all unspent and unfiltered reprimands, formal warnings, cautions and convictions.  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.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  Yes  No  Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?  Yes  No |
| If yes please state: |
| If between the completion of this application form and taking up a job with the Academy Trust you are convicted of a criminal offence you must inform the Academy Trust of this. |
| If you do not disclose any conviction\* you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal.  People who have convictions\* will be treated fairly and given every opportunity to establish their suitability for the job.  Any information that you give will be kept in strict confidence and will be used only in respect of your application for this job.  As part of the recruitment process we will check our records for information we hold about you in relation to your suitability for the post for which you have applied.  \*including cautions, reprimands or warnings |
| Disclosure and Barring Service  Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.  Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying.  A copy of the Disclosure and Barring Service Code of Practice is available on request.  Further information about the Disclosure process can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service> |
| General Teaching Council (GTC)/National College of Teaching and Leadership (NCTL) |
| Have you been referred to the GTC or NCTL on misconduct grounds and/or are subject to a reprimand and/or a conditional registration order?  Yes  No  If yes please state:  I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.  Signed: Date: |

Alexandra Academy Trust has a duty to protect public funds and may use the information you have provided for the prevention and detection of fraud. It may also be shared with other public bodies solely for these purposes.

RETURNING YOUR JOB APPLICATION FORM

By e-mail: holloway@monkscoppenhall.cheshire.sch.uk