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**The Diocese of Chichester Academy Trust has a commitment to equality and diversity and welcomes applications from people from a diverse background**. Selection is based on how you demonstrate your ability to do the job detailed in the Job Description. The equal opportunities information will be separated from your application before shortlisting. Shortlisted candidates will be asked if they require any adjustments to be made to support them to attend the interview. At the interview, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

**The Diocese of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults. Your role may require you to be in contact with children. Therefore, we will need to obtain an Enhanced DBS clearance (including children's barred list information) before you start work with DCAT and a Section 128 barring listing check, for any management posts. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children**

Please complete this form to clearly demonstrate how well you match the Person Specification for your application. **Please save this file in Microsoft Word format.** You can attach further documents to support your application but please note that a **CV is not required**.

**SECTION 1 – APPLICATION DETAILS**

|  |  |
| --- | --- |
| **Job title and job reference no (if any)** |  |
| **Academy name** |  |
| **Work arrangements (select as appropriate)** | Full-time  Part-time  Job Share - please specify: |
| **How did you find out about this job?** |  |
| **If appointed, when can you start?** |  |
| **Are you currently working for DCAT?**  **(exclude agency staff)** | No  Yes - Please specify: |

**Your Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | Mr  Miss  Mrs  Other - Please specify: | | | |
| **First Name(s)** |  | | **Last Name** |  |
| **Last Name** |  | | **Known As** |  |
| **Correspondence Address** |  | | | |
| **Email Address** |  | | **National Insurance No.** |  |
| **Telephone** | Home: | Work: | | Mobile: |
| **Preferred** | Email  Phone  Post  No preference | | | |
| **DfE Number** |  | | **Date passed induction year** |  |
| **Are you registered with the General Teaching Council?** | | | Yes  No | |
| **Have you opted out the Teachers’ Pension Scheme** | | | Yes  No | |

**SECTION 2 – APPLICATION DETAILS**

List all of your achievements relevant to this job and any others you feel could be important (for example, for your career development), **starting with the most recent**. Proof of qualifications and membership to professional bodies will be checked if an offer is to be made.

1. **Initial Teacher Training**

|  |  |
| --- | --- |
| **University/College/Designated Recommending Body (DRB)** |  |
| **Qualification Gained & Date** |  |
| **Date Qualified Teacher status obtained** |  |
| **Have you passed the QTs skill tests?** | Yes  No |
| **Have you completed the NQT induction period?** | Yes  No |
| **If you have not yet completed the statutory NQT induction period, please indicate which assessment periods are outstanding** |  |
| **Age range(s) for which trained** |  |
| **Principal Subject** |  |
| **Subsidiary Subject(s)** |  |

1. **Higher and/or Further Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Class and Subject(s)** | **Name of college, university** | **Date achieved (mm/yyyy)** |
|  |  |  |  |

1. **Higher and/or Further Education (continue)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Class and Subject(s)** | **Name of college, university** | **Date achieved (mm/yyyy)** |
|  |  |  |  |

1. **Secondary Education Post GCSE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification type and subject post GCSEs** | **Grade/Level attained** | **Name of school, college, university** | **Date achieved (mm/yyyy)** |
|  |  |  |  |
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1. **Membership to professional bodies**

|  |  |  |
| --- | --- | --- |
| **Name of professional body** | **Date achieved** | **By exam or election?** |
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**SECTION 3 – EXPERIENCE**

Tell us about how you meet the requirements within the experience section of the person specification. Please give your Full Job History with details of your employment starting with your current or most recent job. Indicate gaps in employment and full-time study and tell us what you were doing during this time (e.g. full time study). Any gaps in employment may be questioned at interview. Please continue on a separate sheet if necessary.

1. **Present Position (for serving teachers)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** |  | **School Name** |  |
| **School Address** |  | **School Contact**  **Phone Number** |  |
| **Name of Local Authority** |  | **Name of Academy Trust (if applicable)** |  |
| **Type of school** | Maintained  Boys  Girls  Academy  Other - please specify: | | |
| **Age Range** |  | **Number on Roll** |  |
| **Present salary** |  | **Point** |  |
| **Additional Allowance** | TLR - Amount and details:  SEN - Amount and details:  Other – please specify amount and details: | | |
| **Threshold / Upper Pay Spine** | Yes  No | **Advances Skills Teacher or Excellent Teacher Scheme** | Yes  No |
| **Subject/Area currently taught** |  | | |
| **Ages Range/ Key Stage currently taught** |  | | |
| **Employment Period** | Date Start:  Date End: | **Are you still employed by this establishment?** | Yes  No |
| **Reason for leaving (if applicable)** |  | | |

1. **Full Previous Teaching Experience (in chronological order please)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School/College and Local Authority** | **Type of School & Number on Roll** | **Full / Part time** | **Post Title and Salary Grade** | **Dates of Employment and Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
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1. **Full Employment Outside Teaching**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer** | **Job Title and Duties** | **Full / Part time** | **Last Salary** | **Dates of Employment and Reason for leaving** |
|  |  |  |  |  |
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**SECTION 4 – LETTER OF SUPPORT**

Please provide evidence of how you meet the requirements of the person specification/job profile. This evidence should include examples where appropriate from your current or previous experience. Please answer fully as this information will be used to shortlist candidates for interview.

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| *Note: Please write in support of this application, showing how your experience, qualifications and interests are relevant, how you would contribute to the post and give further information about yourself.* ***This section should be submitted as separate sheet in MS Word format.*** |

**SECTION 5 – REFERENCES**

**Two references are required for all candidates, one of whom must be your current or most recent employer (school).**

**For Existing Headteachers:**

The other reference should be a referee from your current or most recent Education Authority.

**For Headteacher posts:**

References may be taken up following shortlisting and will be available to the support officer/chair of the panel prior to the interview so that any issues can be raised during the interview. The members of the panel will have access to the references at the final stages of the interview process in order to confirm/reinforce their decision.

|  |  |  |
| --- | --- | --- |
|  | **Reference 1**  **(Current Employer)** | **Reference 2** |
| **Name** |  |  |
| **Telephone number** |  |  |
| **Email** |  |  |
| **Full address** |  |  |
| **How long have you known this person and in what capacity?** |  |  |
| **May we contact this referee prior to interview?** | Yes  No | Yes  No |

**Relationships**

Failure to disclose a close personal relationship as below may disqualify you.

Are you a relative of, partner of, or do you have a close personal relationship with any employee connected to the Diocese of Chichester Academy Trust? If so, please state the full name(s), position(s) and place(s) of work.

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**SECTION 6 - WHAT HAPPENS NEXT?**

Return your completed form as directed within the job advert. **If we have not contacted you by the advertised interview date, please assume that you have not been successful.** If you are the successful/preferred candidates, we will need **two or** **three (where applicable)** satisfactory references, proof of your necessary qualifications, medical clearance, and proof of your eligibility to work in the UK before you start work with DCAT.

**Rehabilitation of Offenders**

This post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and associated Order and therefore all convictions, cautions, and bind-overs, including those regarded as 'spent', must be declared if you are successfully shortlisted for the role. A copy of the school’s Child Protection Policy can be found on the individual school’s website.

**SECTION 7 - DECLARATION**

The information that you provide will be handled and processed in accordance with the Data Protection Act 2018. If you are appointed, this information will form part of your personnel record and may be used by the Trust for business purposes including the prevention and detection of fraud. Information about DCAT’s privacy notice and GDPR policies can be found [here](https://dcat.academy/statutory-documentation/trust-policies/)

|  |
| --- |
| **I declare that the information I have given both on this application form and the attached equal opportunities monitoring form is true and correct** |

|  |  |  |
| --- | --- | --- |
| **Print Name** |  | |
| **Signature** | Date signed: | If the form has been completed electronically, **please tick this box  to indicate your consent** |

**NB: Attachments**

**This form has been designed to gain all the information from you which we require for shortlisting. Only attach further documents which you think will support your application with further information.**

**Reminder – please submit this application together with (1) Letter of Support as stated in section 4 and**

**(2) Equal Opportunities Monitoring Form which can be downloaded from our website.**