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|  | **Application Form**CONFIDENTIAL |

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| POST APPLIED FOR: | **HEADTEACHER** | CLOSING DATE:  | **12pm on Friday 15th December 2023** |
| **1. PERSONAL DETAILS** |
| Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other) |       | Last Name:  |       |
| First name(s) |       |
| Address:  |       | Postcode: |       |
| Home telephone no:  |       | Mobile telephone no: |       |
| Work telephone no: Extension (if applicable): |       |
| Email address:: |       |
| National Insurance No  |       |
| **2. PRESENT OR LAST EMPLOYER** |
| Name and address of employer: |       | Name and address of establishment where employed (if different): |       |
| Postcode: |       | Postcode: |       |
| Nature of business: |       | Job title: |       |
| Present salary: |       |
| Hours worked per week: |       | Other benefits (if applicable): |       |
| Date appointed: |       | Notice required or leaving date if already left |       |
| Reason for leaving: |       |
| Brief description of duties: |       |
| **3. PREVIOUS EMPLOYMENT** |
| Start with the most recent first. Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on separate sheet if necessary).  |
| Employer name & address | Job title | Salary | Hours worked per week | Dates (month/year)  | Reason for leaving |
|  |  |  |  | From | To |  |
|       |       |       |       |       |       |       |
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| **4. EDUCATION, TRAINING & QUALIFICATIONS** |
| *(Please continue on separate sheet if necessary). Please start with the most recent.* |
| Secondary School/College/University | Dates | Qualifications gained (state level) | Grade/class of degree | Date |
|  | From | To |  |  |  |
|       |       |       |       |       |       |
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| **OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)** |
| Organising Body | Course title | Length of course |
|       |       |       |
|       |       |       |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** |
| Name of body | Type of membership | Date obtained |
|       |       |       |
|       |       |       |
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| **5. TEACHER STATUS (if applicable)** |
| Teacher Reference Number  |  |
| Do you have QTS? | Yes [ ]  No [ ]  |
| QTS certificate number (where applicable) |  |
| Date of qualification |  |
| Are you subject to a teacher prohibition order or an interim prohibition order issued by the secretary of state as a result of misconduct? | Yes [ ]  No [ ]  |
| Are you subject to a Teacher Regulation Agency (TRA) sanction or restriction? | Yes [ ]  No [ ]  |
| **6. INFORMATION IN SUPPORT OF YOUR APPLICATION** |
| Please give details of any relevant experience, skills or knowledge to support your application. |
| ***In a separate letter please submit your Personal Statement of how you meet the criteria as detailed in the job description and what you will bring to and your vision for the Aspire MAT.*** |
| **7. REFEREES** |
| Please provide details of two referees who are able to comment on your suitability for this post. One must be your present or most recent employer. Friends and relatives are NOT acceptable referees. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. The Trust reserves the right to approach any previous employer or manager. Where references are received prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel. Please let your referees know that you have listed them as a referee and to expect a request for a reference should you be shortlisted.  |
| Name (Referee 1): |       | Name (Referee 2): |       |
| Title  | Mr/Mrs/Miss/Ms/other | Title | Mr/Mrs/Miss/Ms/other |
| Role: |       | Role: |       |
| Organisation: |       | Organisation: |       |
| Address: |       | Address: |       |
| Postcode: |       | Postcode: |       |
| Telephone No: |       | Telephone No: |       |
| Email address: |       | Email address: |       |
| How long known? |       | How long known? |       |
| Do you give consent to us contacting your present employer prior to interview? | YES [ ]  NO [ ]  |
| **8. PROTECTION OF CHILDREN; DBS AND CHILDCARE DISQUALIFICATION**  |
| The Trust is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure & Barring Service.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. <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.**If you are invited for interview you will be asked to fill in a criminal record disclosure form which must be filled in and returned. No interview will take place without the completed form being received by us.** |
| **We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees, volunteers and others working in and visiting our schools. Successful candidates will also be required to complete a declaration in respect of the disqualification from childcare requirements.**  |
| **Have you ever lived or worked outside of the UK? Yes** [ ]  **No** [ ] If yes, please give dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **9. GENERAL** |
| Do you hold a current full driving licence? | YES [ ]  NO [ ]  |
| Do you have regular use of a vehicle? | YES [ ]  NO [ ]  |
| You are required to declare below any relationship with or to an employee of the Trust. Please state name and position:       |
| **10. EQUALITY & REASONABLE ADJUSTMENTS** |
| The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities via the selection process. We are committed to the development of positive practices to promote equality in employment. If you would like to declare your disability so that we can make reasonable adjustments to the selection process, please tick the appropriate box below. |
| Do you consider yourself to be disabled?  | YES [ ]  NO [ ]  |
| Is there any information that we need in order to offer you a fair selection interview/process? |
|       |
| **11. HEALTH/MEDICAL DETAILS** |
| Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination |
| **12. DATA PROTECTION** |
| This form requires personal data. We will only use this data in line with data protection legislation and will process your data for one or more of the following reasons permitted in law:* You have given us your consent
* We must process it to comply with our legal obligations
* We need to process it for our legitimate interests

To find more information on our legitimate aim and how we use your personal data please see our privacy notices in our [Data Protection Policy](https://primarysite-prod-sorted.s3.amazonaws.com/aspire-multi-academy-trust/UploadedDocument/14e93bc9ecda4e27a29eb53ef223542f/data-protection-policy_aspire_v2-0final.pdf). |
| **13. RIGHT TO WORK IN THE UK** |
| Aspire Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  |
| **14. DECLARATION** |
| If you return your application form to us by email we will take your e mail correspondence as a signature on this form. I declare that, to the best of my knowledge and belief, the information given on all parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.I accept that if I am successful in securing employment with Aspire I will provide appropriate documentary evidence in accordance with safer recruitment prior to commencing with the Trust.  |
| Signed       | Date       |
| **Please return your completed form by email by the closing date to:** vanessa.nutter@aspire-mat.co.uk  |