Creating Tomorrow Multi Academy Trust

*●Respect ●Inclusion ●Achievement*

**Application Form HR Business Partner**

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| **Application for the post of:**  **Post Number (if applicable):** |

1. **PERSONAL DETAILS**

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| **Surname:** | **First Name (s):** |
| **Title (Mr, Mrs, Miss, Ms etc):** | **Preferred Name:** |
| **Any other former Surnames:** | **Any other former Forenames:** |
| **Address:** | **Telephone Numbers**  **Home:**  **Work:**  **Mobile** |
| **Postcode:** | **Email address:** |
| **National Insurance Number:** |  |

1. **CURRENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| **Name of Local Authority or Employer:** | |
| **Name and address of School or Establishment:** | |
| **Postcode:** | **Telephone Number:** |
| **Position Held:** | **State if Permanent/Temporary/Acting/Supply** |
| **Date Appointed to School:** | **Date Appointed to Position:** |
| **Date Free to Take up Appointment:** | **Age Range of School:** |
| **Second Subject Offered:** |  |

**Salary/Allowance Details:**

Current Scale:

(e.g. Main Scale; Threshold; Leadership) Current Point: Allowances:

For Leadership Scales: School Group: ISR:

Current Salary (For Non-Education Employment):

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| **Teachers’ Pension:** *Please give details of Election to Opt Out where applicable:* |
| **Please give a brief description of the main duties of this post:** |

1. **PREVIOUS EMPLOYMENT**

Starting with your most recent employment, list all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving School, College or University. You must provide explanations for any gaps or periods not in employment; training or education since leaving secondary education. Teaching practise should only be included where this application is for your first teaching job.

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| Name of School, employer or voluntary agency (inc name of LA) | FT/  PT/  Supply | School  Type:  Primary/  Second/  Special/  Other | Age  Range  Of  School | Number  on roll | Position Held and Salary Point | From  Month/  Year | To  Month/  Year | Reason for Leaving |
|  |  |  |  |  |  |  |  |  |

*We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied*.

1. **EDUCATION AND QUALIFICATIONS**

Please give details of your education and any qualifications obtained with most recent first. This should be include any qualifications which you are currently studying for. You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

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| **Institute/University/College/Secondary School** | **Qualifications and Grades Achieved** | **Date Awarded** |
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1. **TEACHER TRAINING, OTHER PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP**

You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all you qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation. Please list most recent award first.

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| **College or Department of Education Attended (with dates)** | **FT/PT** | **Qualifications and Grades Achieved** | **Date Awarded** |
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| Membership of Professional Association and Level:  Membership Number: | Dates: |
| All Qualified and Un-Qualified Teachers must be registered with the General Teaching Council (GTC).  Are you registered with the GTC? Yes/No  If yes, Date of Registration:  Registered with GTC in: England Scotland Ireland *(please circle)*  GTC Number (formerly known as DCSF Number):  Do you have Qualified Teacher Status (QTS)? Yes/No  QTS number and date when attained:  If you qualified as a teacher after 7th May 1999. Have you successfully completed NQT Induction? Yes/No | |

1. **IN-SERVICE COURSES AND ADDITIONAL ACHIEVEMENTS**

(i.e. Swimming awards, music certificates, coaching awards etc.) You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

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| Title of Training Programme/Course | Date | Awarding Body |
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1. **RIGHT TO WORK IN THE UK**

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| Are you eligible to work in the UK? Yes/No  Do you need a work permit to work in the UK? Yes/No  If yes, please give date your current work permit expires?  You will be required to present original and valid evidence of eligibility to work in the UK at your interview. |

1. **ADDITIONAL INFORMATION**

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| **Disabilities**  The Trust encourage people with disabilities to apply for employment.  If you have a disability (as defined by the Disability Discrimination Act) and meet the essential criteria for the post you will receive an interview.  Please tick here if you have a disability  You do not have to declare a disability, but you can only be guaranteed an interview (subject to meeting the essential criteria for the job) if you tell us.  In relation to any disability, would you require special facilities or assistance at interview? Yes/No  If you have answered yes, please give details below:  Flexible Working Arrangements:  Please indicate below if you wish to undertake this job on a flexible working arrangement:  Full time Part-time Job Share |

1. **RESTRICTIONS**

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| Certain restrictions apply to the appointment to the same establishment or the County Council of persons who are related to or have a close relationship with existing members of staff.  Are you related to any County Councillor/Governor? Yes/No  Are you related to or have a close relationship with Governor/County Councillor or any employees of the Council? Yes/No  If you have answered yes to either of the last two questions, please give full details below: |

1. **DECLARATION OF INTEREST/CODE OF CONDUCT**

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| Employees must not allow personal and/or private interests to influence their conduct as employees.  In particular, all applicants (and existing employees) are required to inform the Trusst if they have any other current employment and also if they, their partner or close relatives have an interest in a private enterprise that may represent a conflict of interest. If the Trust considera that there is a conflict of interest (as a result of information disclosed) you will not be considered for employment. Non-disclosure of a possible conflict of interest could also result in any employment being terminated.  Important: Even if you have nothing to declare, please indicate this by writing “None” in the space below.  (Should you require more space to write, please continue on a separate sheet of paper)  Signed:…………………………………………………………………. Date:……………………………………………… |

1. **CRIMINAL CONVICTIONS**

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| This appointment is exempt from the Rehabilitation of Offenders Act 1974 and subject to an enhanced Disclosure and Barring Service check, in accordance with the requirement of the Disclosure and Barring Service and the Police Act 1997.    If you are shortlisted for interview you will be asked to complete a Rehabilitation of Offenders Self-Disclosure form that you should then place in a sealed envelope marked confidential with your name and the post applied for on the front of the sealed envelope.  This must then be returned prior to the interview and you should be prepared to discuss any convictions that you have stated on your form with the recruiting panel.    If shortlisted for interview I agree to provide the information requested on the Rehabilitation of Offenders Self-Disclosure form to be sent to me and return this form prior to the interview.  Signed:……………………………………………………………………….. Date:…………………………………………… |

1. **SUPPORTING STATEMENT**

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| Your application form is the only means we have to judge your capability and potential and the information in it will be assessed against the criteria listed in the Person Specification to draw up a shortlist for the next stage of selection. No assumptions will be made about your experience.  Please describe below how your experience, skills and knowledge, meet the criteria for the post as described in the Person Specification. Make sure you address all the criteria on the Person Specification. (Please continue on a separate sheet if necessary) | Please leave blank |

1. **REFERENCES**

References will only be required for candidates shortlisted for interview. Candidates must give names and addresses of two referees (not relatives, friends or people with whom you live). If you have been in employment, one referee must be your present or most recent employer. If the employment was within a school, the reference must be written by the Head Teacher. We reserve the right to ask you for further referees or contact previous employers if necessary.

1. **REFEREE DETAILS B. REFEREE DETAILS**

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| --- | --- |
| **Name** | **Name** |
| **Position in organisation**  **(if applicable)**  **Relationship to Applicant** | **Position in organisation**  **(if applicable)**  **Relationship to Applicant** |
| **Address** | **Address** |
| **Postcode:** | **Postcode:** |
| **Email** | **Email** |
| **Telephone Number** | **Telephone Number** |
| **Name by which you were known to your referee(s) if different from now** | |

Safer Recruitment in Education Guidance advises it is best practise to obtain references for shortlisted candidates prior to interview.

May we contact your present employer if you are shortlisted? Yes/No

If you have indicated NO above, please note the satisfactory references will be required if you are the preferred candidate after interview and before starting employment.

1. **DECLARATION**

I declare that the information I have provided is a complete and true statement.

I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then the Trust shall be entitled to withdraw any offer of appointment or terminate any contract of employment.

I will not approach any Governor/Elected Councillor or employee of the Trust in order to advance my appointment, as I understand this will disqualify me from consideration, other that if the advertisement invites me to contact a name individual.

I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about Data Protection will follow with any contract of employment.

**Signature: Date:**

**Print Name:**