

**GENERAL DETAILS FOR APPLICANTS**

**Inclusion Lead**

**The appointment of teaching staff**

We welcome applications from enthusiastic, lively and able practitioners, who would like to join a very dedicated and hardworking staff. The Trust is committed to providing high quality education and the continuing professional development of staff. All new appointees are encouraged to play a full part in the life of the school.

**Visits to the school**

Prospective candidates are invited to visit the school. Please email Mrs Jackie Singer [jsinger@csat.org.uk](mailto:jsinger@csat.org.uk) or arrange a visit.

**Guidance regarding application**

The letter of application should not repeat information given on the application form and the Supporting Statement should not exceed 500 words. Please indicate your curriculum strengths and areas of special interest and experience**.**

**Visit our Websites**

Information about our schools can be found on our website at [www.connectschoolsacademytrust.com](http://www.connectschoolsacademytrust.com)

**Applications/Interviews**

Completed applications should be emailed to Mrs J Singer, HR ~Administrator at **jsinger@csat.org.uk**. The closing date for this position is **Wednesday25th May 2022 – noon.** Please note: **Curriculum Vitae are NOT accepted** as an alternative to a completed application form.

We would also advise that application forms of unsuccessful applicants are retained for six months and those successful candidates’ forms are retained throughout the period of employment and for a reasonable time thereafter.

Applicants who have not been contacted within 2 weeks of the closing date can assume they have not been successful on this particular occasion.

Successful applicants will be advised of interview date.

Thank you for responding to our advertisement.



TRN:

If yes, please give date of recognition (month, year):

YES 🞏

**Application Form**

**For Teaching Appointments**

Academy:

Post:

**Personal Details** (BLOCK CAPITALS)

Surname: Title (eg. Mr, Mrs, Miss, Ms):

Firstname/s:

Previous surname if relevant:

Address:

Town or City: Post Code:

Telephone No. (home): Email (home):

Telephone No. (work): Email (work):

Telephone No. (mobile):

NO 🞏

Do you require a work permit to work in the UK?

If yes and applicable, when does your permit expire? (month, year):

YES 🞏

NO 🞏

Are you recognised by the DfES as a qualified teacher in the UK?

Have you successfully completed a period of probation/statutory induction

YES 🞏

N O 🞏

as a qualified teacher in this country as required by the DfES?

If yes, please give date of completion (month, year):

Teaching experience (years):

**Teacher Training** *– please give details*

Name of Teacher Training Institution:

From (month, year): To (month, year):

Age range you are trained to teach:

Qualification obtained:

Subject you are trained to teach:

Additional subjects which you are able to teach:

Any additional languages spoken:

**Please turn over**

**Page 1**

National Insurance No.

Inclusion Lead – Raglan Primary School

Title and subjects

**Other Education, Qualifications and Training (excluding initial teacher training)**

**Current or Most Recent Post (including initial teacher training placement)**

(a) Full name and address of school/college, or employer:

(b) Type of School: (c) Number of Pupils:

(d) Local Education Authority:

(e) Position held: (f) Scale/grade/MPS:

(g) Appointment held – Full-time/Part-time:

(h) Dates from/to:

(I) Present salary (give details of special allowances):

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**Please continue**

Certificate/Qualification Grade/Class *(Please specify)*

School, College or University

*(give address)*

Reason for leaving

*(if applicable)*

**Previous Teaching/Employment Experience**

**(Please start with most recent and continue on a separate sheet if necessary)**

on leaving

**Page 3**

**Please continue**

Name of Employer

Type of School/ Nature of Business

From

To

Post held

Salary/Scale

**Your Supporting Statement**

As part of your application you are requested to set out on a separate sheet(s) relevant information in support of your application. Please clearly mark your separate sheet(s) to avoid confusion. Use this section to set out your reasons for applying for this post and show how your qualifications, experience, skills and qualities support your application.

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**Please continue**

**Gaps in Employment**

Please list any gaps in employment together with the reasons for the gaps:

Post Code

Tel No

Period known (years)

Email

Post Code

Period known (years)

Email

Tel No

(ii) Will you require any assistance if called for interview? If yes, please give details:

If yes: (i) If you are aware of any equipment or adaptations that will assist you, please give details:

YES 🞏 NO 🞏

If part-time, have you made a positive election to join the Teachers’ Pension Scheme:

NO 🞏 🞏

**Additional Information**

**Superannuation**

Do you contribute to the Teachers’ Pension Scheme: YES 🞏

Do you consider yourself to have a disability? YES 🞏 NO 🞏

**Disability**

Address

Address

**References**

References will be obtained from employers during the last 3 years. If you have not been in employment during this time please give the names of two personal referees (not family members) from whom confidential references may be obtained. We may also contact previous employers where you have worked with children. Your referees will be contacted if you are called for interview – please let us know if this is not suitable.

Referee

Referee

Relationship to You

Relationship to You

Other Superannuation Scheme (give name):

**Please continue**

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Disclosure of any criminal background is required. Because of the nature of the work, teaching in the UK is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986,

and therefore applicants are not entitled to withhold information about convictions which for other purposes are spent under the provisions of the Act. Offers of employment will also be dependent on completion of a satisfactory police check. Disclosure of a criminal background will not necessarily bar you from any appointment.

**Protection of Children**

**Please continue**

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For any position that you apply for, if unsuccessful, this information may be retained on file for 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend against a legal challenge to the fairness of the selection process from any interested party. The information you provide to us on this form may also be used in the prevention and detection of crime and fraud, or shared with other bodies administering public funds solely for this purpose.

**Data Protection**

Under the terms of the General Data Protection Regulation 2018, the information you provide on this form will only be used by the Academy for the purpose of assessing your suitability for employment, for monitoring policies and procedures, and for personal management purposes.

**To be signed, by hand, by all Applicants**

I confirm that, to the best of my knowledge, the information on this form is true and correct.

I am in possession of the certificates which I claim to hold and understand that willful falsification may result in dismissal if I am appointed.

I understand that any offer of employment will be subject to satisfactory medical and police checks.

Signed: Date:

If yes, please give details:

Have you ever been convicted of a criminal offence or received a Police Caution? (You do not need to included youth cautions, reprimands or warnings) Yes / No

Please give details of your police check with the Disclosure and Barring Service:

Issue Date:

DBS Number:

Sentence:

Date: Offence:

|  |  |  |  |
| --- | --- | --- | --- |
| Date  of Birth |  |  |  |

**Remove Before Sifting Process**

**Recruitment Monitoring**

The Academy is committed to Equal Opportunities. The aim of its policy is to ensure that no job applicant or employee is treated unfairly on the grounds of age, colour, national origins, nationality, race, disability, family commitments, gender, marital status, membership or otherwise of a trade union, religion, or sexual orientation.

Without accurate data on the composition of our workforce and on job applicants we are unable to monitor the effectiveness of our policies and procedures. Therefore, we ask for your cooperation in completing the monitoring section of this form. This information will be used for statistical purposes only and will not be reproduced in a way that enables individuals to be identified. All information supplied by job applicants is treated in the strictest confidence.

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Job Reference | Surname |  |
|  |  | **(*BLOCK CAPITALS)*** |

**Gender**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Male |  | Female | First Name/s |  |

**Advertising Response** *– Please indicate how you became aware of the post by ticking the appropriate box.*

**11**

|  |  |  |  |
| --- | --- | --- | --- |
| Newspaper *(please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)* | | Professional journal *(please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)* | |
| Bromley website | Internal vacancy list | Friend/relative | Employment Services |
| Other *(please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)* | |  | |

**Ethnic Group** *– Please tick one box (or write in one box if appropriate)*

|  |  |  |  |
| --- | --- | --- | --- |
| **(a)** | **Asian or Asian British** | **(b)** | **Black or Black British** |
|  | Bangladeshi |  | African |
|  | Indian |  | Caribbean |
|  | Pakistani |  |  |
|  | Asian other *(please write in)* |  | Black other *(please write in)* |
| **(c)** | **Mixed** | **(d)** | **White** |
|  | White and Asian |  | British |
|  | White and Black African |  | European |
|  | White and Black Caribbean |  | Irish |
|  |  |  | Romany/Traveller |
|  | Mixed other *(please write in)* |  | White other *(please write in)* |
| **(e)** | **Chinese or other ethnic group** | **(f)** | **I decline to self classify** |
|  | Chinese |  | *(please tick)* |
|  | Other *(please write in)*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |  |

**Disability**

To help you decide whether you have disability as defined under the Disability Discrimination Act 1995 please read the following information:

A disability is defined as ‘a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day‑to‑day activities’.

The effect an impairment may have on day-to-day activities is defined in the Act as falling within the following categories:

(1) mobility;

(2) manual dexterity;

(3) physical co‑ordination;

(4) continence;

(5) ability to lift, carry or otherwise move everyday objects;

(6) speech, hearing or eyesight;

(7) memory or ability to concentrate, learn or understand; or

(8) perception of the risk of physical danger.

The impairment has to be substantial, that is something more than trivial and it needs to be long-term, i.e. has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected. Having considered the above information, please tick the appropriate box and indicate the category of impairment, which applies to your disability.

**Please tick one of the following as defined by the Disability Discrimination Act 1995**

**I do** consider myself to have a disability

**I do not** consider myself to have a disability

**I decline to** self classify as to whether I consider I have a disability

**Age –What is your age range?**

Under 20

20 - 29

30 - 39

40 - 49

50 - 59

60+

|  |  |
| --- | --- |
| C:\Users\mosleyl\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\BYED74U3\For the Forms.png | **REHABILITATION OF OFFENDERS ACT 1974**  **DECLARATION OF CONVICTIONS** |

Due to the nature of the work you are applying for you are required to disclose any criminal convictions that you have. This is because this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. Applicants for this post may therefore be asked questions about any offences they have, and are not entitled to withhold information about convictions, which for other purposes are “spent” under the provisions of the Act.

The convictions you are required to disclose include any cautions, reprimands, bind-overs and warnings other than youth cautions, reprimands and warnings. You must tell us about all your convictions whether “spent” or not and no matter how long ago the offence took place and whatever the nature of it. Any information you give will be treated in confidence and used only to assess your suitability for work.

The Trust is also able to ask the Disclosure and Barring Service whether applicants for this job have a criminal record and if we are considering offering you work this will be subject to a satisfactory enhanced DBS check. We will undertake this check whether or not you have said you have a conviction. This check will give us details of any convictions, cautions, reprimands, bind‑overs and warnings other than youth cautions, reprimands and warnings. Please therefore think carefully to make sure you have not forgotten anything that could possibly appear on a DBS check before you complete and return the form.

If we find out from the DBS check that you have a conviction or other record as set out above which you have not declared then we may withdraw any offer of employment, or if you have already started working for the Trust this could result in disciplinary action or dismissal. You may also be liable to prosecution for criminal deception if you have obtained paid employment by withholding relevant information. In reaching a decision we will take into account whether you have been dishonest in your application as we must ensure that the honesty and integrity of our staff is beyond reproach.

Please declare any convictions or other relevant matters and confirm that you have read and understand this statement by completing and signing the section below:

**I have read and understand this statement. I declare that I have the following convictions, cautions, reprimands, warnings or bind-overs and have included any offences that in other circumstances would be regarded as “spent” under the Act, please enter in box below. If you have nothing to declare, please write the word “NONE” in the box below.**

|  |
| --- |
|  |

**I confirm that the information given by me is correct and that I am prepared for an enhanced DBS check to be carried out. I understand that if I fail to complete this form or withhold permission for this check to be made my application is unlikely to be considered further.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
|  |  |  |  |
| Print Name: |  |  |  |
|  |  |  |  |
| Place of work, if known: |  | | |
| **Authorised signature: Headteacher** |  | **Date:** |  |

Satisfactory form