

**GUIDELINES: All applicants are advised to read these guidelines prior to completing the application form.**

* Only this completed application form will be considered. Any additional information or C.V. will be disregarded. You may, however, use continuation sheets where necessary. Please complete all sections of this application using black ink or typescript.
* All applications must be submitted with a letter of application. The letter should be no longer than 2 sides of A4. Please detail the reasons you are interested in the position, how you fit the requirements of the person specification for the post (indicating experience and where appropriate citing supporting examples) and what particular skills you bring with you.
* Applications must be legible.
* It is the responsibility of all applicants to clearly demonstrate – by the information which they give in their application form – exactly how they meet the essential (and desirable if applicable) criteria for the post as stated. Failure to do so may result in not being short-listed.
* Answers must be provided for all questions on the application form – e.g. “as above” will not be accepted as an answer to questions.
* Where a high volume of applications is received, desirable criteria may be relied upon during shortlisting
* All information provided by an applicant on an application form must be true and accurate. Any application forms containing information that is discovered to be untrue or inaccurate will not be accepted. If an appointment has already been made, it may result in disqualification from appointment or dismissal.
* Applications submitted by email will require a handwritten signature at interview.
* Applications must be received by the designated deadline (time and date). Those applications received after the designated deadline will not be accepted.
* Completed applications should be emailed to HR@diamondlearningtrust.com OR by post to the HR Department, The Diamond Learning Partnership Trust, c/o Winhills Primary Academy, Off Duck Lane, Eynesbury, St Neots, Cambridgeshire, PE19 2DX.
* Please note that it is our policy to communicate with applicants primarily by email so we ask that you check your email account regularly to avoid missing any emails.
* In line with equal opportunities, Part 2 of the application form will be detached from the rest of the application form prior to short-listing. All applications received will be treated in the strictest confidence.
* Please note to comply with our Safe Recruitment guidelines, references will normally be sought prior to interview for certain posts.
* All applicants must read the ‘Privacy Notice for Job Applicants’ and sign the declaration at Point 13 of this application form.



**Internal use only**

**Ref. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Received \_\_\_\_\_\_\_\_\_\_\_**

**Employment Application Form: Teaching**

*The DLPT is committed to safeguarding and promoting the welfare of children*

*and young people and expects all staff and volunteers to share this commitment.*

Please ensure that you complete all sections of Part 1 and Part 2 of the application.

|  |  |
| --- | --- |
| **Vacancy** **(Job Title / School)** |  |
| **Where did you hear about the vacancy****(PLEASE COMPLETE THIS SECTION)** |  |

**Part 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING**

**Initials Surname or Family name**

**2. LETTER OF APPLICATION *Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on completion of the letter of application.***

**3. PRESENT / LAST APPOINTMENT: IF TEACHING**

|  |  |
| --- | --- |
| **Name, address and telephone number of school** |  |
| **1 Type of school** | Boys Girls Mixed Age range Number on Roll |
| **2 Type of school** | *e.g. Community, Aided, Foundation, Academy, Independent etc.* |
| **Job title** *Please enclose a copy of your current job description* |  |
| **Subjects/age groups taught** |  |
| **Date appointed to current post** |  |
| **Current salary** |  |
| **Date available to begin new job** |  |

**4. PRESENT / LAST APPOINTMENT: IF NON-TEACHING**

|  |  |
| --- | --- |
| **Name address and telephone number of employer** |  |
| **Job title** *Please enclose a copy of your current job description* |  |
| **Date appointed to current post** |  |
| **Current salary** |  |
| **Date available to begin new job** |  |

**5. FULL CHRONOLOGICAL HISTORY** Please provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title** | **Name and address of school,** | **Number** | **F/T****or P/T** | **Dates** | **Reason**  |
| **or Position** | **other employer, or description of activity** | **on roll and type of school, if**  | **From** | **To** | **for****leaving**  |
|  |  | **applicable** | **Mth** | **Yr** | **Mth** | **Yr** |  |
|  |  |  |  |  |  |  |  |  |
| **1** |  |  |  |  |  |  |  |  |
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| **2** |  |  |  |  |  |  |  |  |
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| **3** |  |  |  |  |  |  |  |  |
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| **7** |  |  |  |  |  |  |  |  |
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| **8** |  |  |  |  |  |  |  |  |

**Please enclose a continuation sheet if necessary**

**6. SECONDARY EDUCATION & QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School/College** | **From** | **To** | **Qualifications Gained with Date** |
|  |  |  |  |

**7. HIGHER EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Names and Addresses of University or College and/or University Education Department** | **Dates****From To** | **Full or Part-time** | **Courses/subjects taken and Passed** | **Date of Examination and** **Qualifications Obtained** | **Age Groups for which Trained** |
|  |  |  |  |  |  |

**8. PROFESSIONAL COURSES ATTENDED AS A TEACHER Please list relevant courses attended in the past 3 years.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Organising Body** | **Date(s)** | **Duration** |
|  |  |  |   |

**9. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**

|  |
| --- |
|  |

**10. REFEREES**

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

**First referee**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Address and post code** |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

**Second** **referee**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Address and post code** |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

 By providing these details you are giving us permission to contact your referees. Please indicate if you are happy for us to contact prior to interview.

 First referee Yes ⬜ No ⬜

 Second referee Yes ⬜ No ⬜

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**Part 2 Internal Ref. No.\_\_\_\_\_\_\_**

**This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.**

**11. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| 1. **Surname or family name**
 |  |
| 1. **All previous surnames**
 |  |
| 1. **All forenames**
 |  |
| 1. **Title**
 |  |
| 1. **Current Address**
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|  |
|  |
| 1. **Postcode**
 |  |
| 1. **Resident at this address since**
 |  |
| 1. **Home telephone number**
 |  |
| 1. **Mobile telephone number**
 |  |
| 1. **Email address**
 |  |
| 1. **Teaching reference number**
 |  |
| 1. **National Insurance Number**
 |  |
| 1. **Are you registered with the Teaching Regulation Authority?**
 | **Yes No** |
| 1. **Did you qualify as a teacher after May 1999?**
 | **Yes No** **If Yes, in which school was induction completed?** |
| 1. **Have you ever been subject to a child protection investigation by your employer or the Teaching Regulation Authority (previously the NCTL) or Independent Safeguarding Authority?**
 | **Yes No****If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions.** |
| 1. **Are you eligible to work in the UK/EEA??**
 | **Yes No****If YES please provide details separately** |
| 1. **Do you require a work permit?**
 | **Yes No****If YES please provide details separately** |
| 1. **Do you have a current full driving licence?**
 | **Yes No** |
| **20. Are you related to or have a close personal relationship with any pupil, employee, or governor?** | **Yes No** **If YES give details separately under confidential cover** |
| **21. NQTs ONLY:** **Have you provided evidence of passing the Skills Tests?  *Please tick or cross*** | **Numeracy****Literacy****ICT** |
| **22. The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities. If we know you have a disability we can make adjustments or special arrangements, if required, to allow you to attend the interview should you be shortlisted for the role. Do you have a disability you wish us to know about at this stage?****If YES, please let us know what access requirements you may have:** | **Yes No****If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc.)** |

**12. DECLARTION OF OFFENCES**

 **Before completing this form, please read the following notes carefully**

 **Rehabilitation of Offenders Act 1974**

 As this post involves working with or has access to children or vulnerable adults and/or their records, the successful candidate will require an Enhanced Disclosure from the Disclosure & Barring Service in accordance with the Rehabilitation of Offenders Act 1974, the Police Act 1997 as amended by the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012.

|  |  |
| --- | --- |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013? | Yes ☐ No ☐ |
| Have you ever been disqualified from working with children or vulnerable adults? | Yes ☐ No ☐ |
| Do you have any court cases pending? | Yes ☐ No ☐ |

 If you fail to disclose the above information it could result in withdrawal of the job offer, dismissal or disciplinary action by the Trust.

 Possession of a conviction or caution reprimand, warning or bind overs will not necessarily mean that you won’t be appointed, each case is considered on its merits. All information given will be treated in the strictest confidence and will be used for this job application only. **If you do not have any, please write none.**

|  |  |  |
| --- | --- | --- |
| **Details of offence(s)** | **Place and date of Judgement(s)** | **Sentences(s)** |
|  |  |  |
|  |  |  |

**13. DATA PROTECTION ACT**

The Trust processes personal and sensitive personal data (also known as ‘special categories of personal data’) and criminal records data in accordance with our Data Protection Policy and Privacy Notice for Job Applicants (data protection privacy notice) and in accordance with data protection laws.

Applicants are advised to read the attached Privacy Notice for Job Applicants and to provide consent to the Trust to:

1. retain and process your personal data; and
2. retain your personal data for a period no longer than 6 months following your application.

**In signing this application form I authorise The Diamond Learning Partnership Trust to check the information supplied and hold all such information in both paper and electronic formats during the recruitment process (without this permission we will be unable to process your application form and your application will be destroyed).**

**I give permission to the Trust to retain my information for a period no longer than 6 months following the end of the recruitment process and contact me with future potential vacancies (without this consent we will be unable to retain your application form and your application will be destroyed). Yes ☐ No ☐**

I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal.

**14. NOTES**

 a) When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant’s information pack.

 b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

 c) Candidates recommended for appointment will be required to complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

**15. DECLARATION**

 I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information may result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

 **Signature of Applicant Date**

 **PLEASE NOTE SIGNATURES MUST BE HANDWRITTEN**

 **Print Name**

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**PART 3 EQUALITY AND DIVERSITY MONITORING**

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act 2018.

**Ethnic Group**

 *Please tick*

|  |  |  |
| --- | --- | --- |
| White | British English Welsh Northern Irish Scottish |  |
| Irish |  |
| Irish Traveller |  |
| Gypsy |  |
| Other White background |  |
| Mixed | White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Other Mixed background |  |
| Asian or Asian British | Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Other Asian background |  |
| Black or Black British | Caribbean |  |
| African |  |
| Other Black background |  |
| Other ethnic group | Arab |  |
| *Write in:*  |  |
| Prefer not to say |  |  |

 **Religion Disability** *Please tick* Do you consider that you have a disability? *Please tick*

|  |  |
| --- | --- |
| No religion |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion  *write in* |  |
|  |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Yes *Please complete the grid below* |  |
| No |  |
| Prefer not to say |  |
|  |  |
| My disability is: *Please tick* |
| Physical Impairment |  |
| Sensory Impairment |  |
| Mental Health Condition |  |
| Learning Disability/ Difficulty |  |
| Long standing illness |  |
| Other |  |
| Prefer not to say |  |

 **Sexual Orientation** *Please tick*

|  |  |
| --- | --- |
| Bi-sexual |  |
| Gay |  |
| Lesbian |  |
| Heterosexual |  |
| Other |  |
| Prefer not to say |  |

 **Gender** *Please tick*

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |

 **Personal relationship** *Please tick*