

**Application Form**

**CONFIDENTIAL**

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| **This form is also available in other formats. Please complete ALL sections. *This part of the application form WILL be used to shortlist candidates for interview.*** | | | | | | | | | | | | | | | | | | | | | | | |
| POST APPLIED FOR: | |  | | | | | | | | | | | ADVERT REFERENCE NO: | | |  | | | | | | | |
| DEPARTMENT/ESTABLISHMENT: | |  | | | | | | | | | | | CLOSING DATE: | | |  | | | | | | | |
| **PERSONAL DETAILS (please complete in block letters)** | | | | | | | | | | | | | | | | | | | | | | | |
| Surname: | |  | | | | | | | | | | | Forenames: | | |  | | | | | | | |
| Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other) | |  | | | | | | | | | | | Date of Birth: | | |  | | | | | | | |
| Address for Correspondence: | |  | | | | | | | | | | | Permanent Address (if different): | | |  | | | | | | | |
| Postcode: | |  | | | | | | | | | | | Postcode: | | |  | | | | | | | |
| Home telephone no: | |  | | | | | | | | | | | Mobile telephone no: | | |  | | | | | | | |
| Work telephone no: Extension (if applicable): | |  | | | | | | | | | | | Teacher Registration Number: | | |  | | | | | | | |
| Email address: | |  | | | | | | | | | | | National Insurance No: | | |  | | | | | | | |
| **EMPLOYMENT** | | | | | | | | | | | | | | | | | | | | | | | |
| Name and address of employer: | |  | | | | | | | | | | | Name and address of establishment where employed (if different): | | |  | | | | | | | |
| Postcode: | |  | | | | | | | | | | | Postcode: | | |  | | | | | | | |
| Present Post: | |  | | | | | | | | | | | Date Appointed: | | |  | | | | | | | |
| Current Annual Salary: | |  | | | | | | | | | | | Additional Responsibility Points: | | | | | | | | | | |
| Age range of pupils: | |  | | | | | | | | | | | Number on roll: | | |  | | | | | | | |
| School group | |  | | | | | | | | | | | | | | | | | | | | | |
| Brief description of duties: | | | | | | | | | | | | | | | | | | | | | | | |
| **PREVIOUS EMPLOYMENT** | | | | | | | | | | | | | | | | | | | | | | | |
| **(Starting with the most recent first and exact dates).**  (Please continue on separate sheet if necessary) | | | | | | | | | | | | | | | | | | | | | | | |
| Employer  (if employed by an LEA, give LEA and School/college) | | | | Post | | | Grade / Scale | | | Full or part-time (if part-time, give hours) | | | Dates (month/year) | | | | | | | | Reason for leaving | | |
|  | | | |  | | |  | | |  | | | From | | | | | To | | |  | | |
|  | | | |  | | |  | | |  | | |  | | | | |  | | |  | | |
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| **POST 16 EDUCATION & TRAINING** | | | | | | | | | | | | | | | | | | | | | | | |
| *(Including teacher training)* | | | | | | | | | | | | | | | | | | | | | | | |
| Dates | | | | | | Full or Part Time | | | Name of Educational Establishment | | | | Qualification gained | | | | | | Class of degree (eg Hons II (ii) | | | | Date of award |
| From | | | To | | |  | | |  | | | |  | | | | | |  | | | |  |
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| **DETAILS OF TEACHER TRAINING** | | | | | | | | | | | | | | | | | | | | | | | |
| If qualified since 1999, please give date when Newly Qualified Teacher status awarded: | | | | | | | | | | | | | | | | | | | | | | | |
| For newly qualified teachers only - please confirm current status of Induction Period including dates / outcomes of reviews | | | | | | | | | | | | | | | | | Date | | | | | | |
| 1st Review; | | | | | | | | | | | | | | | | |  | | | | | | |
| 2nd Review; | | | | | | | | | | | | | | | | |  | | | | | | |
| 3rd Review; | | | | | | | | | | | | | | | | |  | | | | | | |
| Primary  Secondary  Further  (Please select as appropriate) | | | | | | | | | | | Age range for which trained: | | | | | | | | | | | | |
| Main teaching subject: | | | | | | | | | | | | | | | | | | | | | | | |
| Subsidiary subjects: | | | | | | | | | | | | | | | | | | | | | | | |
| Other recent courses and INSET in which you have been involved in the past 3 years and which you consider relevant to this post. *(Please continue on a separate sheet if necessary).* | | | | | | | | | | | | | | | | | | | | | | | |
| **PERIODS OF UNREMUNERATED ACTIVITY** | | | | | | | | | | | | | | | | | | | | | | | |
| Have you had any periods of unremunerated activity after the age of 18 years, eg raising family, unpaid voluntary work?  YES  NO | | | | | | | | | | | | | | | | | | | | | | | |
| **If yes, please give details;** | | | | | | | | | | | | | | | **Dates** | | | | | | | | |
|  | | | | | | | | | | | | | | | From | | | | | | | To | |
|  | | | | | | | | | | | | | | |  | | | | | | |  | |
| **ADDITIONAL INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | |
| You may wish to include additional information in support of your application. This should be brief but in any case no more than three sides of A4 size paper. This additional information should include some indication of why you are interested in this particular post and what experience, interests and skills you can offer in relation to the job description / person specification. | | | | | | | | | | | | | | | | | | | | | | | |
| **REFERENCES** | | | | | | | | | | | | | | | | | | | | | | | |
| Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to them. 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, suitability to the post and/or personal qualities, are acceptable as referees.  The Trust reserves the right to approach any previous employer or manager. If you are not currently employed as a Teacher, if you do not name your last school as a referee, a reference will be sought from the school, college or local authority at which you were last employed in a teaching position. Please note references will be taken up on shortlisted candidates prior to interview, and an opportunity will be given to discuss the content of references with the interviewing panel | | | | | | | | | | | | | | | | | | | | | | | |
| Name (Referee 1): | |  | | | | | | | | | Name (Referee 2): | | | | | |  | | | | | | |
| Status: | |  | | | | | | | | | Status: | | | | | |  | | | | | | |
| Address: | |  | | | | | | | | | Address: | | | | | |  | | | | | | |
| Postcode: | |  | | | | | | | | | Postcode: | | | | | |  | | | | | | |
| Telephone No: | |  | | | | | | | | | Telephone No: | | | | | |  | | | | | | |
| Email address: | |  | | | | | | | | | Email address: | | | | | |  | | | | | | |
| How long known: | |  | | | | | | | | | How long known: | | | | | |  | | | | | | |
| **HEALTH AND MEDICAL DETAILS** | | | | | | | | | | | | | | | | | | | | | | | |
| The preferred candidate will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination. Details of sickness absence records for the previous two years will be requested from your current and where applicable employer. For successful applicants, details of your sickness absence will also be requested from your employment referee | | | | | | | | | | | | | | | | | | | | | | | |
| **DISCLOSURE OF CRIMINAL BACKGROUND** | | | | | | | | | | | | | | | | | | | | | | | |
| 1.DBS - As you are applying to work as a teacher an enhanced DBS check is required, please disclose any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering guidance.  Following the completion of the interview process, if you are the preferred candidate, you will be required to complete an online electronic Disclosure & Barring Service (DBS) application form. A link to the online DBS form will be sent to you by email.  If you have queries about the DBS check, or would like a copy of the DBS Code of Practice, please contact the Business Support Centre, tel: 0115 977 2727 (Option 1, Option 3) or visit the DBS website: www.gov.uk/disclosure-barring-service-check  2. Other checks – As a school based employee, if you are the preferred candidate, you will be required to undergo other statutory pre-employment checks as necessary. For example a Disqualification under the Childcare Act 2006 check and if you have previously been employed as a Teacher you will be subject to a Prohibition from Teaching check. Please answer the following questions. | | | | | | | | | | | | | | | | | | | | | | | |
| Have you been convicted of a criminal offence? | | | | | | | | | | | | | | **Yes** | | | | | | **No** | | | |
| Have you been cautioned for a criminal charge? | | | | | | | | | | | | | | **Yes** | | | | | | **No** | | | |
| Are you at present the subject of a criminal charge? | | | | | | | | | | | | | | **Yes** | | | | | | **No** | | | |
| If YES to any of the above questions, please give brief details including dates. | | | | | | | | | | | | | | | | | | | | | | | |
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| The employers Policy Statement on the Recruitment of Ex-Offenders is available on request. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. Successful applicants will receive the School’s Safeguarding Policy outlining the duties and responsibilities of the employer and all employees. | | | | | | | | | | | | | | | | | | | | | | | |
| **GENERAL** | | | | | | | | | | | | | | | | | | | | | | | |
| You are required to declare below any relationship with or to a Member of the Trust.  Please state name and position: | | | | | | | | | | | | | | | | | | | | | | | |
| Are you applying to work on a Job Share basis? | | | | | | | | YES NO If yes, on what basis? | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| How did you find out about this vacancy? | | | | | | | |  | | | | | | | | | | | | | | | |
| Please give details of any dates within the next two months when you will not be available for interview. Every effort will be made to accommodate shortlisted candidates, however if you are not available for interview on a specific date, we cannot guarantee being able to offer you an alternative date. | | | | | | | |  | | | | | | | | | | | | | | | |
| DISCIPLINARY RECORD | | | | | | | | | | | | | | | | | | | | | | | |
| Question A. Are you the subject of any disciplinary procedure (conduct and/or performance) for which a disciplinary investigation, warning or sanction is current? (A warning is usually current for a period of one year). If ‘YES’ please provide details and outcomes. | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | No | | | | Details: | | | | | | |  | | | | | | | | | | | |
| B. Have you ever been the subject of any disciplinary procedure as a result of your conduct relating to the safety and welfare of children (including those where a disciplinary sanction or warning has expired)? If ‘YES’ please provide dates, details and outcomes. | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | No | | | | Details: | | | | | | |  | | | | | | | | | | | |
| Question B Guidance –requires information on any spent warnings in order for the School/Trust/Council to ensure that your application complies with the statutory requirements of safer recruitment obligations to safeguard children and where applicable vulnerable users of the school’s or Council’s/Trust’s services. You should be aware that disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Please note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed. A failure to declare relevant information at this stage of the process may result in retraction of the employment offer and/or disciplinary action following your appointment to the post. | | | | | | | | | | | | | | | | | | | | | | | |
| Question C. Have you ever been subject to a referral to any professional body including the NCTL or DBS due to misconduct? If so please give dates, reasons and outcome. | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | No | | | | Details: | | | | | | |  | | | | | | | | | | | |
| **EQUALITY ACT 2010** | | | | | | | | | | | | | | | | | | | | | | | |
| The Equalities 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.  The Act requires an employer to make reasonable adjustments to working conditions in order to enable disabled applicants to have equal access to employment opportunities. Sparken Hill Academy is committed to the development of positive practices to promote equality in employment.  The Trust guarantees an interview to disabled applicants who meet the essential shortlisting requirements.  If you would like to declare your disability, please tick the appropriate box below.  Do you consider yourself to be disabled? YES  NO | | | | | | | | | | | | | | | | | | | | | | | |
| **DATA PROTECTION ACT** | | | | | | | | | | | | | | | | | | | | | | | |
| In providing the personal information in support of your application, you agree to the employer processing this personal information for the purposes of managing your application and for the performance of any contract of employment that may be entered into. We will not be able to process your application without this information. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and HR related administration. Your personal information will be retained in accordance with the employers HR retention schedule.  The personal information provided will not ordinarily be disclosed to anyone outside of the organization without first seeking your permission, unless there is a statutory reason for doing so. However, the employer is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. The employer may also share this information with other bodies responsible for auditing or administering public funds for these purposes, or in the event it is required to disclose your information by law or for the purposes of exercising its legal rights. Where the employer uses external providers to manage some of its personnel and payroll systems and personal information (including sensitive personal data) may be processed by these providers. Some of these providers may be based overseas, including countries which are outside the European Economic Area. When using overseas providers, we will ensure that procedures and technologies are put in place to maintain the security of all personal data which is processed by them.  The Information Commissioner’s Office are the UK’s independent body for data protection. They can provide further information regarding data protection and can deal with complaints from individuals about an organisation’s handling of their personal information. [www.ico.org.uk](http://www.ico.org.uk)  You have the right to request a copy of the personal information we hold about you or to request that your information be corrected or deleted (although we cannot promise this will always happen). If you wish to raise a complaint on how we have handled your personal information you can contact our Data Protection Officer, Sapphire Consulting by emailing [dpo@sparkenhill.com](mailto:dpo@sparkenhill.com). For further information visit: www.informationcommissioner.gov.uk | | | | | | | | | | | | | | | | | | | | | | | |
| **DECLARATION** | | | | | | | | | | | | | | | | | | | | | | | |
| Where applications are returned by email and you are subsequently invited to interview, you will be required to sign a printed copy of your application 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 confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the School. | | | | | | | | | | | | | | | | | | | | | | | |
| Signed | | | | | | | | | | | Date | | | | | | | | | | | | |
| **Please return you completed form BY POST / BY HAND / BY EMAIL to arrive by the closing date to: the contact name and address shown in the advertisement / information pack. If you have not received a reply within the next 6 weeks, you should assume that your application has been unsuccessful.** | | | | | | | | | | | | | | | | | | | | | | | |
| **APPEALS PROCEDURE** | | | | | | | | | | | | | | | | | | | | | | | |
| The Academy operates a recruitment appeals procedure. If you consider that you have been discriminated against during recruitment because of your race, age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or sexual orientation, send full details within 14 days of the alleged act taking place or being discovered (or within 14 days of the recruitment procedure) to the Principal of the Academy. Please state the post title and the grounds on which it is considered that the discrimination has occurred. | | | | | | | | | | | | | | | | | | | | | | | |

This section to be removed from the application form prior to shortlisting

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| **EQUALITY AND DIVERSITY MONITORING FORM** | | | | | | | | | | |
| **SPARKEN HILL ACADEMY EQUALITY IN EMPLOYMENT STATEMENT** | | | | | | | | | | |
| This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the Recruitment panel. The Academy together with the recognised Trade Unions and self-managed workers groups where appropriate, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of race, disability, gender, belief or religion, age, pregnancy and maternity, gender reassignment, marriage and civil partnership or sexual orientation. This commitment will apply to recruitment and selection practices, training and promotion, in the application of national and local agreements, in respect of pay and conditions of service and in the provision of all services. A key aim of this policy is to make sure that applicants for jobs are not discriminated against. The policy also aims to make sure that you are not disadvantaged by job conditions or requirements that are not relevant Our workforce profile data is collected against categories which are determined through the National Census of the UK population. The categories on this form reflect those which the Office for National Statistics advises are likely to be used in the next census. In order to monitor and ensure the successful development of this policy, all applicants for jobs are requested to complete the Equality and Diversity Monitoring information detailed below and overleaf.: | | | | | | | | | | |
| Please tick as appropriate: | | | | | | | | | | |
| **Your gender - are you:** | | **Male** | | **Female** | | | **Transgender** | | **Other** | |
| **Your age:** | **16-25** | | **26-35** | | **36-45** | | | **46 - 55** | | **56 and over** |
| I would describe my **ethnic origin** as: (please note this question does not refer to your nationality / country of origin) | | | | | | | | | | |
| **White:** | | | | | | | | | | |
| English | | | | | | | | | | |
| Other British | | | | | | | | | | |
| Irish | | | | | | | | | | |
| Other white background (please describe): | | | | | | | | | | |
| **Black or Black British:** | | | | | | **Asian or Asian British:** | | | | |
| African | | | | | | Indian | | | | |
| Caribbean | | | | | | Pakistani | | | | |
| Other Black background (please describe): | | | | | | Bangladeshi | | | | |
| Chinese | | | | |
| Other Asian background (please describe): | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Mixed (dual heritage):** | | | | **Other ethnic group:** | | |
| Asian and White | | | | Arab | | |
| Black African and White | | | | Gypsy | | |
| Black Caribbean and White | | | | Irish Traveller | | |
| Other mixed background (please describe): | | | | Romany | | |
| Other ethnic group, (please describe): | | |
| **What is your religion or belief?:** | | | | | | |
| **No religion / belief** | **Christian** | **Buddhist Hindu Jewish** | | | **Muslim** | **Sikh** |
| **Other religion *(please describe):*** | | | | | | |
| **Other belief *(please describe):*** | | | | | | |
| **What is your sexual orientation?:** | | **Heterosexual Bisexual** | | | **Gay man** | **Lesbian** |
| **If you consider yourself to be disabled, please specify:** | | | | | | |
| **Communication** | **Hearing** | | | **Learning** | **Mental Health** | |
| **Mobility** | **Physical** | | | **Visual** | **Other** |  |
| **Please give further details below if you wish:** | | | | | | |
| Declaration for equality and diversity form | | | | | | |
| I consent to the collection, storage and use of my race, disability, sex, sexual orientation, gender, belief or religion, age. I understand that these details will not be used as part of the selection process. I understand that any use of these details will only involve producing anonymous statistics to monitor the effectiveness of the School’s and employers Equalities policy. | | | | | | |
| Signed: | | | Date | | | |
| Print Name | | | | | | |
| If you are applying on-line and are subsequently the successful candidate, you will be required to sign a printed copy of the Equality & Diversity Monitoring Form. | | | | | | |