Application Form

Penrose Learning Trust

Return to: Michelle Robinson Email: mrobinson@colchesteracademy.org.uk
Tel: 01206 878878

Position applied for		**Closing Date**	
School Name			

The Trustees Board 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, using black ink. Note that providing false information will result in the application being rejected; withdrawal of any offer of employment; summary dismissal if you are in post and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form.

Please refer to the application pack which may include further instructions on how to complete your application.

Part 1- Information for Shortlisting

Initials		**Surname**	

Current Job: If Teaching

Name, address and telephone number of school	
Type of school	
Number on Roll	
Job title	
Subjects/age groups taught	
Date appointed to current post	
Current salary	
Date available to begin new job	

Current Job: If Non-Teaching

Name, address and telephone number of employer	
Job title	
Date appointed to current post	
Current salary	
Date available to begin new job	

Application Form

Penrose Learning Trust

Full Employment History

Please provide a full history, starting with your **most recent post** and working backwards since leaving secondary education, including periods of any post-secondary education/training, 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. Use a continuation sheet if necessary.

Dates: From: To:	Name and address and type of school / establishment:	Status i.e. Qualified Teacher/NQT/ Instructor/Overseas Trained:	Salary details i.e. give points awarded for: Qualifications/Experience/TLR/ Recruitment/Retention/SEN/Total salary p.a./salary protection
Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts):			Reason for leaving:

Dates: From: To:	Name and address and type of school / establishment:	Status i.e. Qualified Teacher/NQT/ Instructor/Overseas Trained:	Salary details i.e. give points awarded for: Qualifications/Experience/TLR/ Recruitment/Retention/SEN/Total salary p.a./salary protection
Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts):			Reason for leaving:

Application Form

Dates: From: To:	Name and address and type of school / establishment:	Status i.e. Qualified Teacher/NQT/ Instructor/Overseas Trained:	Salary details i.e. give points awarded for: Qualifications/Experience/TLR/ Recruitment/Retention/SEN/Total salary p.a./salary protection
Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts):			Reason for leaving:

Dates: From: To:	Name and address and type of school / establishment:	Status i.e. Qualified Teacher/NQT/ Instructor/Overseas Trained:	Salary details i.e. give points awarded for: Qualifications/Experience/TLR/ Recruitment/Retention/SEN/Total salary p.a./salary protection
Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts):			Reason for leaving:

Application Form

Dates: From: To:	Name and address and type of school / establishment:	Status i.e. Qualified Teacher/NQT/ Instructor/Overseas Trained:	Salary details i.e. give points awarded for: Qualifications/Experience/TLR/ Recruitment/Retention/SEN/Total salary p.a./salary protection
Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts):			Reason for leaving:

Dates: From: To:	Name and address and type of school / establishment:	Status i.e. Qualified Teacher/NQT/ Instructor/Overseas Trained:	Salary details i.e. give points awarded for: Qualifications/Experience/TLR/ Recruitment/Retention/SEN/Total salary p.a./salary protection
Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts):			Reason for leaving:

Application Form

Penrose Learning Trust

Secondary Education & Qualifications (CSE, GCE, GCSE, RSA, A/AS level etc or equivalent)

Name of School/College	From	To	Qualifications gained		
			Subject	Grade	Date

Further and Higher Education (Degree, Diploma, BTEC, NVQ etc. or other equivalent)

Name and addresses of University/College	From	To	FT/PT	Qualifications obtained			Age groups for which trained
				Subject	Standard achieved	Date	

Application Form

Penrose Learning Trust

Relevant professional courses attended in the past 3 years.

Subject	Organising body	Date(s)	Duration

Other experience, interests and skills including membership of professional bodies

Please be aware that proof of qualifications identified as essential to the role, including driving licence, will be required at interview. Do not send anything now. Further information will be sent to you should you be invited to interview.

Personal Interests / Hobbies (if relevant to post applied for):

Application Form

Penrose Learning Trust

Additional Information
In support of your application, please include below any relevant information **not already covered by the application form or your covering letter**. Please ensure that you relate this to the job description in order to demonstrate how your experience, achievement and/or potential fit the post for which you have applied.

Page left blank

Application Form

Penrose Learning Trust

Part 2 - Personal Details

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.

Title	
Last name	
First name(s)	
All previous names (in full)	
Preferred Name	
Current Address	
Postcode	
Resident at this address since	

Application Form

Home telephone number	
Mobile telephone number	
Email address	
Teacher reference number	
Number of days of absence in the last 12 months?	
Did you qualify as a teacher after May 1999?	
Have you ever been subject to an investigation by your employer, the General Teaching Council/DfE or placed on List 99?	
Are you currently eligible to work in the UK?	
If Yes, are there any conditions attached (e.g. time limits) - please give details?	
Do you have a current full driving licence?	
Are you related to or have a close personal relationship with any student, employee, or trustee of Penrose Learning Trust?	
Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?	

Referees

Please supply the names and contact details of two people who will act as referees to support your application. Due to Safer Recruitment procedures we need to cover **5 years'** worth of references, therefore we may need to take up further references prior to appointment. **References will not be accepted from relatives or from people writing solely in the capacity of friends.**

- If employed, one reference must be your present Headteacher/Employer.
- If no previous employment, please give your University Tutor or College Principal.
- 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.

First referee

Title and name	
Job title	

Application Form

Penrose Learning Trust

Name of establishment				
Address and post code				
Telephone number				
Email address				
Relationship to applicant				
May we contact prior to interview	Yes		No	

Second referee

Title and name				
Job title				
Name of establishment				
Address and post code				
Telephone number				
Email address				
Relationship to applicant				
May we contact prior to interview	Yes		No	

Penrose Learning Trust operates a policy of open references. This means that you may read any references received in relation to you, on written request.

Equal Opportunities

We request the following questions to be completed by all applicants. **However, the questions regarding sexual orientation are to be completed on a voluntary basis.** This information is collected for statistical purposes only and will not be used as part of the selection process.

Ethnic Group - Please tick the relevant box	☐				
British		Irish		Other White origin	
White And Black Caribbean		White And Black African		White and Asian	
Other Mixed origin					
Indian		Bangladeshi		Pakistani	
Other Asian origin					
Caribbean		African		Other Black origin	
Chinese					
Gypsy/Traveller					

Application Form

Other (please specify)		
Please tell us your:-		
Nationality (please specify)		
Gender (please specify)		
Religion or belief (please specify)		

Sexual Orientation - Please tick the relevant box	☐☐				
Please see guidance notes for more information on why we are asking for this information					
Heterosexual		Bisexual		Gay	
Lesbian		Prefer not to disclose			

Disability
The Equality Act 2010 (as previously described in the Disability Discrimination Act 1995, as amended by the Disability Discrimination Act 2005) says that a person has a disability if they have a mental or physical impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Do you have a disability as defined above? Yes ☐ No ☐

If you have a disability, please specify any arrangements which we can make for you if you are called for an interview and/or work-based exercise? (e.g. ground floor venue, sign language interpreter, audio tape etc.)

Advertisement Information
Please indicate using the table below where you have seen this position advertised

Penrose Website		**Social Media Advert**	
School Website		**School Publication**	
Suffolk Jobs Direct		**Word of mouth**	
Essex School Jobs		**DFE Website**	
Indeed		**TES Website**	
Other - please state			

Declaration and Data Protection Statement

I consent to the school carrying out checks in accordance with up to date Keeping Children Safe in Education guidance, and using information provided from the checks, and this application form, when making a decision about my suitability to work with or be in regular contact with children.

I understand that the school will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature.

Application Form

I understand that it is an offence to make a statement which is false or misleading in an application for registration.

I give consent for the school to carry out checks and use the information from the declaration and consent form and third-party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to make a decision about my suitability.

I consent to the school carrying out on-line status checks using the DBS Update Service as and when required.

I have read the guidance notes accompanying this form. To the best of my knowledge, the information I have supplied on this form and any attachments is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal. I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees / previous and/or current employers.

Signature		**Date**	
Print name			

Details of your application including your personal details will be stored in our archives and database for up to 6 months following completion of this recruitment process (longer for successful applicants).

Notes

When completed, this form should be returned in accordance with the Guidance Notes.
Canvassing, directly or indirectly an employee or governor will disqualify the application.
Candidates recommended for appointment will be required to complete a pre-employment medical questionnaire and may be required to undergo a medical examination.