



EQUA

Multi Academy Trust

Teaching Application Form

School or site	
Position Applied For	
Applicant's Name	
Closing Date	

Post Description Permanent / Temporary
Full Time / Part Time

1. Personal details

Preferred Title Dr/Mr/Mrs/Miss/Ms/etc	Date of Birth: (used only to check identification)
First Names	DfE Number:
Surname	Previous Surname: (if appropriate)
Home Address	Term Time Address: (if different)
Post Code:	Post Code:
Home Telephone No:	Work Telephone No:
e-mail address:	National Insurance Number:

Employment History

Please note that under Safeguarding Children & Safer Recruitment in Education Guidance, we reserve the right to contact any of your previous employers for a reference on you. We will also seek details of any disciplinary procedures you may have been subject to involving issues relating to the safety and welfare of children or young people or your suitability to work with them. This will include any in which the disciplinary sanction has expired.

2. Current or most recent appointment

Name of School (and LA if applic) Include e-mail address	Type of School Number, Age Range & Sex of pupils	Title of Post Point on pay spine, and any additional allowances	F/T or P/T Permanent or Temporary	Subjects taught	Dates From To	Name of Headteacher

3. PREVIOUS TEACHING EXPERIENCE (MOST RECENT APPOINTMENT FIRST)

References may be sought from the Headteachers. If you are a Headteacher a reference will be sought from the appropriate L.A's.

(Please start with the most recent and work backwards, ensuring that all periods of time are accounted for, and any gaps in employment are explained).

[illegible]

Please add information about any non-teaching experience			
Organisation	Job Title and main duties	From To	Reason for leaving

4. Education and Qualifications Obtained

Please include all public examinations passed, including 'A' Levels (or equivalent). For degrees please specify whether Honours, Class and Division. For professional teaching qualifications please state age-range/subject(s) trained to teach. If qualified teaching status was gained overseas please indicate whether this qualification is recognised in the UK.

Name, Type and Location of School/College/ University	Dates	Qualification	Main Subjects	Grade/Class

5. Other qualifications and courses attended (within the past 4 years)

Centre or institution	Dates From To	Course Title & Any Qualifications

6. Out of school activities offered

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7. Hobbies and interests

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8. People with disabilities

In order to meet the requirements of our Equal Opportunities Policy to offer an interview to people with disabilities who meet the basic job requirement, please complete the following section.

Do you consider yourself disabled?

YES

NO

Please indicate if you will need any special help or assistance if you are invited to interview

9. Referee

References will be sought from the headteacher of your current and previous schools where available. However, we require another referee who knows you well and can comment on your suitability for this post. Please provide their details below. **Please do not quote your current or previous Headteacher in this section.**

Name

Capacity/Position

Address

Email Address

10. Details of any convictions (please refer to the notes)

Are your details held on List 99?

(This is essentially held Government list of individuals who are barred from working with children)

Are you disqualified from working with children?

Yes

No

Yes

No

Are you subject to sanctions imposed by a regulatory body, eg GTC, POVA, GSCC. If yes, please detail below. (If there is not enough space please supply an additional sheet)

Yes

No

This post for which you are applying gives substantial access to children. You should therefore note that if your application is successful, you will be required to obtain a "Disclosure" from the Criminal Records Bureau. Employment will be conditional upon the results of the "Disclosure" obtained, which will indicate your suitability to work with children.

Nature of conviction	Date	Sentence imposed

Do you require a Work Permit?

YES / NO

11. Declaration

I certify that my replies are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements or withhold any relevant information this may result in subsequent dismissal or the withdrawal of any offer of employment

Signature

Date

EQUALITY AND DIVERSITY MONITORING FORM

Lavington School is committed to building a workforce that reflects the diversity of the local community, improving access to careers within the school and requires information about sex, ethnic origin, age and disability to help monitor our Human Resources policies and practices. Further details are provided overleaf. The following information will only be used to this purpose and will be treated in strict confidence.

Title of Post Applied for	
Department/Establishment	

Ethnic Origin

I would describe my ethnic origin as: (please select)

WHITE	
- British	
- Irish	
- Other White (please specify)	
BLACK OR BLACK BRITISH	
- Caribbean	
- African	
- Other Black (please specify)	
ASIAN OR ASIAN BRITISH	
- Indian	
- Pakistani	
- Bangladeshi	
- Other Asian (please specify)	
CHINESE OR OTHER ETHNIC GROUP	
- Chinese	
- Other Ethnic Group (please specify)	
MIXED	
- White and Black Caribbean	
- White and Black African	
- White and Asian	
- Other mixed (please specify)	

SEX (Please indicate in the appropriate box)	
Male	
Female	
Age	
Date of Birth	

DISABILITY (Please indicate in the appropriate box)	
Do you consider yourself to have a disability?	
YES	NO

Where did you see the vacancy advertised? (Please indicate in the appropriate box)	
Local Newspaper	
National Newspaper	
Vacancies Bulletin	
Professional Journal	
Job Centre	
Internet (please detail below)	
www.	
Other (Please detail below)	

Thank you for answering these questions.

Please return the Equality and Diversity Monitoring Form with your application form
(see Notes to Applicants)

Completion and submission of this form is taken as consent to process the information you have provided.

Notes to applicants

1. General

- i. Your application should be sent to the Head at the School. Please attach a letter of application which describes in more detail relevant experience, skills etc. giving reasons for applying for this particular post.
- ii. All appointments are subject to confirmation by the Board of Governors.
- iii. Following the receipt of your application for this post consideration will be given to all applicants and short-listed candidates will be contacted. If you do not hear anything before the proposed date of interview you can assume that your application has not been successful.
- iv. Deliberate omission or falsification of information could lead to disqualification or later dismissal, if appointed.
- v. Canvassing of Governors, directly or indirectly, will disqualify your application.
- vi. The appointment is subject to satisfactory evidence of medical fitness, and a satisfactory criminal records bureau disclosure.
- vii. Some of the information you give will be used to compile your personal file and will be stored on a computer.

2. Travelling and subsistence expenses

Travelling and subsistence expenses in accordance with the Governors' approved scale will be refunded to applicants who are officially invited to, and attend, an interview (except that they may be withheld from one who, being offered an appointment declines it). The expenses of the appointed teacher will be paid after he/she has taken up the appointment.

3. Convictions - road traffic offences must be included

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment any failure to disclose such convictions, cautions or bind over orders could result in dismissal or disciplinary action by the Governors. All convictions, cautions or bind over orders must therefore be disclosed.

The post for which you are applying gives substantial access to children. You should therefore note that, in the interests of the protection of children, before a decision to confirm your appointment has been made, the Governors will wish to carry out a check with the local Police to establish whether you have a criminal background.

4. Equality of opportunity

The Governors are committed to a policy of ensuring that all job applicants and employees receive equality of opportunity.

The aim of this policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex or marital status, age, disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Selection procedures and criteria will be regularly reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. The Governors will continue to review their personnel policies and practices generally and to take appropriate action to make this policy fully effective.

To ensure that their equal opportunities policy is being carried out, the Governors have undertaken to monitor all aspects of the recruitment and selection process.

The monitoring exercise has been designed in accordance with guidelines from the Commission for Racial Equality and the Equal Opportunities Commission and it has been approved by the appropriate Trade Unions. The information will not be used for any other purposes than monitoring the Equal Opportunities Policy. In order to assist the Governors to pursue their policy of equality of opportunity would you please complete the questionnaire. The information you give will be stored in a computer.