

**Job Application Form**

**Teaching Staff**



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**Cascade Multi Academy Trust**

The Trust is located in Sheffield, which is a great vibrant city.

We offer a wide range of employment opportunities, providing many services to the children and families within our communities, and the team working in our schools.

[Working for us](https://www.sheffield.gov.uk/whats-new/job-vacancies/working-for-us.html), you can expect a rewarding career with a range of attractive benefits, a friendly, supportive work environment and the chance to be part of a dedicated team.

**Completing your form**

Please read the application form, job description, person and health risks specifications carefully, so that you understand what the position involves. This information is designed to help you complete the application form as thoroughly as possible.

When completing your application, give as much information as you can that is relevant to the job for which you are applying. Please check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process, you will be disqualified

You will only be shortlisted, if you meet the essential requirements of the job specification. The decision to shortlist you for interview will be solely based on the information you provide in the application form.

Please return your form by email or by hard copy to the Head Teacher at the school. If you have not been contacted within four weeks of the closing date, please assume your application has been unsuccessful. Please do not let this deter you from applying for future positions.

**Equality Act**

People are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Included in the pack, is an equality monitoring form. By completing this form, you can help us to improve and encourage applications from under-represented groups in our Trust. This is optional.

**Disabled Candidates**

We welcome applications from people with disabilities. If you are selected to attend for interview, you will be asked if you require any special arrangements. Following the questions at interview there will also be time to discuss any reasonable adjustment that may be required to enable you to carry out the job.

**Asylum and Immigration Act**

If shortlisted, you will be asked to bring relevant documentation to interview.

**Criminal Records Declaration**

All applicants are to complete and return Appendix A: Criminal Records Declaration Form. The Trust recognises the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A criminal record will not debar that person from being appointed to the post, where those offences are not relevant to the role.

However, the nature of some posts requires us to know about all unspent and unprotected spent criminal convictions and cautions to make informed decisions. The recruiting manager will only have access to this confidential information after shortlisting is completed and may ask questions about criminal records at interview.

**Flexible Working**

We welcome applications from people who want to work part-time, including for jobs which are advertised as full-time. There are a number of ways in which this can be facilitated so if this applies to you, please discuss the options with the recruiting Head Teacher or manager.

**Complaints Procedure**

If you have a complaint regarding the recruitment process, please write to HR at Cascade Multi Academy Trust - Email: [hr@cascademat.co.uk](mailto:hr@cascademat.co.uk)

giving full details. We will investigate and respond within 28 working days.

Please return this form to the relevant person at the school.

# **APPLICATION FOR A TEACHING POST**

**Confidential**

**Please return this form by email or hard copy to:**

**Office Use Only App No**

Shortlisted: Interviewed:

Successful: Pre Offer Check:

Date Offered:

Date Accepted:

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| --- | --- | --- |
| **JOB TITLE** | |  |
| **TRUST/SCHOOL** | | **CLOSING DATE** |
|  | | |
|  | | |
| **Surname/Family Name** | **Initials** | **Address:**  **Post Code:** |
|  | |
| **Home Telephone:**  **Mobile Telephone:**  **Work Telephone:**  **E-mail Address:** | |
| **Date of Birth:**  (if under 21) |

|  |  |
| --- | --- |
| DfE reference number: | National Insurance number: |
| Date of award of Qualified Teacher Status (QTS):  (if after 7 May 1999) have you completed your induction year?  YES **🞏** NO **🞏** (please mark with a cross)  If no – please give details of outstanding induction period | |

**Current Employment**

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| --- | --- |
| Please give details of your current or most recent employment. | |
| Post Title:  Place of work:  Employing Authority/Academy Trust:  Address:  Postcode:  Telephone number: | Salary details  Salary per annum:  Scale point:  Additional Allowances (e.g. UPR/TLR): |
| **Please use additional sheets as necessary.**  **Main duties and responsibilities:**  Date appointed: Date Left (if applicable): | |
| If appointed, please give the date on which you could commence employment: | |
| Please specify your reason for leaving or looking for a new post: | |

**Employment History**

Please give details of all previous jobs and work experience since leaving full time education. Please list these in date order, starting with the most recent first. \*Please list any periods where you were not in full time employment, education or training, for example periods of unemployment, voluntary work, travelling etc.

| **From**  **Month/Year** | **To**  **Month/Year** | **Jobs held and brief details, plus information on other periods\*** | **Scale/**  **Allowance/Salary** | **Reason**  **for Leaving** |
| --- | --- | --- | --- | --- |
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**Education & Qualifications - Higher Education**

If you are a Primary Teacher, please give the age range you are trained to teach and (if applicable) your curriculum specialism.

| **Place of Study** | **Dates** | **Main Subjects** | **Subsidiary Subjects** | **Qualifications**  **Gained, e.g. degree, certificate, doctorate, diploma etc. (including classification)** |
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**Secondary and Further Education**

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| --- | --- | --- | --- |
| **School or establishment attended** | **Subjects taken** | **Grades** | **Dates** |
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**Relevant courses attended in the last five years**

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| --- | --- |
| **Details of course including training provider** | **Dates attended** |
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**Equalities**

Cascade Multi Academy Trust is an Equal Opportunities Employer and is committed to this by signing up to the “Disability Confident Scheme”. This ensures that all disabled applicants, able to demonstrate that they meet the minimum criteria of the job description are guaranteed an interview.

I consider myself to be a disabled person and I would like to apply under the Guaranteed Interview Scheme

**Your Personal Statement and Suitability for the Job**

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| --- |
| ***Please use additional sheets as necessary.*** |

**Additional Information**

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| **Relationships**  Are you related to or in a significant relationship with any Trustee, or Academy employee (including Head or Deputy Head teachers in schools) or a member of any governing body relevant to this appointment?  NO  YES  If YES, give name: Relationship: |
| **Disclosure and Baring Service Declaration**    All applicants are to complete, sign and return Appendix A: Schools Criminal Records Declaration Form.  As this post involves working with children and/or vulnerable adults, if you are offered the post you will be subject to an enhanced Disclosure and Barring Service check. You must disclose all convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended 2020).  Failure to disclose this information could result in the withdrawal of a job offer, disciplinary action or dismissal. Any information give will be completely confidential and will be considered only in relation to your application.  For further information please visit [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service) or for general enquires please contact [hr@cascademat.co.uk](mailto:hr@cascademat.co.uk)  Are you subject to any TRA barring or prohibition order?  YES **🞏** NO **🞏**  If YES state from when: |
| **Dismissal**  Other than for reasons of redundancy or on health grounds, have you ever been dismissed from employment from any employer, including employment agencies?  NO  YES  If ‘YES’ please give details, stating from where, when and the reasons for the dismissal  Have you ever been dismissed on grounds of capability in the last two years from an employer, including agencies?  NO **🞏** YES **🞏** |
| **Medical Clearance:**  In accordance with the Education (Teacher Qualifications and Health Standards)(England) Regulations 1999, an offer of appointment will be subject to medical clearance. |

**References**

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| --- | --- |
| Please give the names and addresses of two people to whom we may write for reference. Referee (1) should be your present or most recent employer. Please state whether Referee (2) is in a personal or employment capacity. | |
| **REFEREE 1 (Present or most recent employer)** | **REFEREE 2 (Please see above notes)** |
| Name:  Job Title: | Name:  Job Title: |
| Address: | Address: |
| Mobile no:  Work telephone:  Email address: | Mobile no:  Work telephone:  Email address: |
| References are taken up for all shortlisted candidates prior to interview. The Trust reserves the right to contact any previous employer in relation to your application.  If you do not wish a reference to be taken up at this stage, please state why. | |
| You may use a Trustee or Trust/School employee as a referee, if they are not directly involved in the recruitment process (unless no alternative exists). However, any attempt to influence the process in your favour or on your behalf will disqualify you | |

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| **Declaration**  I confirm that the information on this form is true and correct and will be used as part of my contract of employment. I understand that the Academy Trust may contact my referees and verify any qualifications/registrations, which are required for the job.  I accept that any false statement or omission may lead to my being dismissed, if appointed to the post. | |
| **Signature:** | **Date:** |

This document can be supplied in different formats

**Please return this form by email or hard copy to: -**

The recruiting manager