



The Diocese of Sheffield Academies Trust

Application for Employment Teachers and Head Teachers

CONFIDENTIAL - The information you provide on this form will be used for recruitment, selection and for employment contract purposes. This form should be used to apply for currently advertised vacancies only.

**Please complete this application in black ink or by typing
and submit it as stated in the job advertisement**

POST APPLIED FOR (It is essential that candidates complete all details in this box so their application can be considered)	Job Title:			
	Reference Number:		Closing Date:	
	School:			

PART A – PERSONAL DETAILS

Last Name:								
First Name(s):					Title:	Dr/Miss/Mr/Mrs/Ms/Other		
Address: (Address Line 1):								
(Address Line 2):								
(Address Line 3):								
Town / City:								
Post Code:								
National Insurance Number:								
Date of Birth (dd/mm/yyyy):*								
Contact Phone Number:								
Email Address:**								

* Required to meet DfE Safeguarding Children and Safe Recruitment in Education Guidelines.

** We would prefer to contact you by email throughout the recruitment process, please provide an email address where possible.

PART A	
Are you currently employed by The Diocese of Sheffield Academies Trust? If so, please provide payroll number(s) in the additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been dismissed from a post ? If so, please provide details in the additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are there any dates when you would not be available for interview? If so, please provide details in the additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>

Are you seeking a guaranteed interview under the disability symbol scheme?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you supported by a disability organisation? If so, please say which in the additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you entitled to work in the United Kingdom?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been barred from working with children and/or vulnerable adults?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you related to a Governor, Director or employee of any of the schools within The Diocese of Sheffield Academies Trust? If so, please provide the names and relationship details in the additional information box below.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you or a close relative have any financial interest which may conflict with the interests of The Diocese of Sheffield Academies Trust? If so, please provide details in the additional information box below.	YES <input type="checkbox"/> NO <input type="checkbox"/>

Are you Registered with the NCTL? https://teacherservices.education.gov.uk/	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please provide your Teacher Reference Number?	
Date achieved Qualified Teacher Status (QTS)?	
Have you completed Newly Qualified Teacher (NQT) induction period?	YES <input type="checkbox"/> NO <input type="checkbox"/> n/a <input type="checkbox"/>
Date you completed NQT induction period (if applicable)	
For Head Teacher Posts – please confirm the date that you completed the National Professional Qualification for Headship (NPQH) <u>NB</u> - This is a mandatory qualification for Headship.	

Please use this section to expand on any of the questions in Part A:

REFERENCES:		
	Reference 1 (Current/Most Recent Employer)	Reference 2 (Employer prior to current/most recent)
Referee Name:		
Job Title:		
In what capacity is this person known to you? i.e Line Manager		
Address:		
Email:		
Telephone:		
<p>Note: As part of Safer Recruitment we will take up references prior to an offer of interview. By submitting this application for you agree to this practice.</p> <p>Please note:-</p> <ul style="list-style-type: none"> At least TWO references for ALL shortlisted candidates will be requested prior to interview. However, we may need to take up additional references from any previous employer. We will contact you for further information if we need to do so. Open references ('to whom it may concern') will not be accepted. To ensure the validity of the organisation, the email address of a referee should always be directed to the work/organisation email and not to a private email address. <p>Referees should be an employer (i.e. manager) and not co-workers.</p>		

PART B – INFORMATION IN SUPPORT OF APPLICATION

Secondary, Further Education and Higher Education			
Please provide details (including dates) of qualifications achieved:			
Institution/ Awarding Body	Dates (dd/mm/yyyy)	Qualification/ Training	Grade

Details of In-Service Training Courses

Please include short courses, apprenticeships and any other training that supports your application and demonstrates your continuous professional development:

Training Provider	Dates from/to (dd/mm/yyyy)	Subject	Qualifications Obtained (if applicable)

Professional Learning (CPD)

Please give details (including dates) of subsequent qualifications, training or research:

Current Post					
Please provide details of your current or most recent post:					
School, College or Educational Establishment or other current employer:	Local Authority:	No. On Roll:	Dates (From & To) (dd/mm/yyyy)	Post and Age Ranges Taught / Grade:	Reason for Leaving:
Salary per annum:	£	Salary Point MPS / UPS:		Leadership / AST Salary:	£
TLR:	£	Other allowance:	£	Details:	
Please provide details of any breaks in employment:					

Teaching Experience / Employment					
Excluding your current post (above), please list in chronological order your FULL employment history and indicate full or part-time (including gaps in employment):					
<i>Applicants for first teaching post should give details of teaching practice</i>					
School, College or Educational Establishment:	Local Authority:	No. On Roll	Dates (From & To) (dd/mm/yyyy)	Post and Age Ranges Taught / Grade:	Reason for Leaving:

Additional Information in support of your application – Please read the Job Description and Person Specification carefully; then explain how your knowledge, skills and experience relate to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/community work, spare time activities, education and training

We advise applicants that the data held by The Diocese of Sheffield Academies Trust in respect of employment will be used for cross-system comparison purposes for the prevention & detection of fraud.

I understand that a medical examination may be necessary in connection with this post and that my appointment would be subject to satisfactory medical clearance.

I understand that any offer of employment is subject to obtaining suitable references and a satisfactory DBS check. I declare that the information that I have given in this application is accurate and true.

I understand that providing misleading or false information will disqualify me from the appointment OR if appointed may result in disciplinary action including dismissal.

Signed

Date

PART C: RECRUITMENT & EQUAL OPPORTUNITIES MONITORING

The information collected in this form is used for statistical purposes and will be recorded on a computer database and access to this information will be security controlled and limited to staff.

This data helps The Diocese of Sheffield Academies Trust to do all it can to ensure that appointments are made on merit and to create a workforce representative of the community.

Surname/Family Name		Job Title:	
Forenames or Initials			

Gender	
Female	<input type="checkbox"/>
Male	<input type="checkbox"/>
Trans-Gender	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Sexual Orientation	
Bisexual	<input type="checkbox"/>
Gay Man	<input type="checkbox"/>
Gay Woman / Lesbian	<input type="checkbox"/>
Heterosexual	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Age Band	
16-24 years	<input type="checkbox"/>
25-34 years	<input type="checkbox"/>
35-49 years	<input type="checkbox"/>
50-54 years	<input type="checkbox"/>
55 and over years	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Do you consider yourself to have a disability?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not say	<input type="checkbox"/>

Where did you see post advertised?	
Council Website	<input type="checkbox"/>
TES	<input type="checkbox"/>
School Website	<input type="checkbox"/>
Newspaper	<input type="checkbox"/>
Other	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Ethnic Origin	
White	
• British	<input type="checkbox"/>
• Irish	<input type="checkbox"/>
• White Other	<input type="checkbox"/>
Asian or Asian British	
• Bangladeshi	<input type="checkbox"/>
• Indian	<input type="checkbox"/>
• Pakistani	<input type="checkbox"/>
• Any Other Asian	<input type="checkbox"/>
Black and Black British	
• African	<input type="checkbox"/>
• Caribbean	<input type="checkbox"/>
• Any Other Black	<input type="checkbox"/>
Mixed	
• White & Asian	<input type="checkbox"/>
• White & Black African	<input type="checkbox"/>
• White & Black Caribbean	<input type="checkbox"/>
• Any Other Mixed	<input type="checkbox"/>
Other	
• Chinese	<input type="checkbox"/>
• Any Other	<input type="checkbox"/>
• Prefer not say	<input type="checkbox"/>

Religion / Belief	
Buddhist	<input type="checkbox"/>
Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Other	<input type="checkbox"/>
None	<input type="checkbox"/>
Prefer not say	<input type="checkbox"/>