Application for Employment – Teaching & Leadership

We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.

**Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.**

|  |  |
| --- | --- |
| Post applied for:       | Job reference:       |
| School:       | Closing date:       |

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| First name/s:       | Last name:       |
| Address:       | Previous Name(s):       |
|         | NI Number:       |
|        | Telephone (Daytime):            |
|        | Telephone (Mobile):       |
| Postcode:       | Email address:       |
| Are you registered by the DfE as a Qualified Teacher? Yes / No | DfE Ref. No.:       |

**2. EMPLOYMENT HISTORY - Present or most recent employment**

|  |
| --- |
| Name of employer (School and LA) detailing age range and number on roll:       |
| Job title:       | Salary spine point (please also detail any allowances):       |
| Dates from / to:  |
| Subject / areas taught and any responsibilities:       |
| Key responsibilities:       |

Reason for seeking new position/leaving:

|  |
| --- |
|       |

NB. If you have more than one employment please provide the same information for each job, if necessary on a separate sheet.

**3. PREVIOUS EMPLOYMENT**

**Please start with the most recent** *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| Job title including, if applicable, subject and areas taught and any responsibilities | Employer/School and LA (if applicable) including age range and number on roll | DatesFrom - to(month & year) | Reason for leaving |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

Please account for any gaps in your employment history:

|  |
| --- |
|       |

**4. EDUCATION, TRAINING AND DEVELOPMENT**

**Secondary school/college/university/apprenticeship** *including current studies, with the most recent first.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of institution | DatesFrom – To(month & year) | Courses/subjects taken | Qualifications/grade |
|       |        |        |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

*NB. We reserve the right to contact employers or educational establishments to verify details given.*

**Details of any recent relevant professional development.** Please include dates.

|  |
| --- |
|        |

**Professional / Technical membership**

|  |  |
| --- | --- |
| Name of professional / technical body | Grade of membership |
|       |       |
|       |       |

**5. SUPPORTING STATEMENT**

Please read the job description and person specification.

Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.**

|  |
| --- |
| Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.      |

***Please continue on a separate sheet if necessary.***

**6. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted applicants will be required to undertake further checks, including references and a DBS check, and will be required to complete a disclosure form.**

It is an offence for an individual with certain criminal convictions to attempt to engage in regulated activity (working with children) and as a result, such individuals would be unable to carry out the advertised role.

As part of the application process (usually at the shortlisting stage), we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the Trust. The Trust is also required to carry out a DBS check in order to determine your suitability for the role.

**Rehabilitation of Offenders Act**

As the post for which you are applying is one that will give you substantial unsupervised access to children and young people it is covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Orders from time to time enacted and in force. You will therefore be required to disclose ’spent' as well as ’unspent' criminal convictions (which are not ‘protected’), cautions and any pending prosecutions against you.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf).

Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.

We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role.

We will provide you with a declaration form (which includes further details about which convictions, cautions and any pending prosecutions you are required to disclose) should you be shortlisted for interview.

**Other Sanctions**

Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the Teaching Regulation Agency (TRA) If there are none please write ‘none’:

|  |
| --- |
|       |

**7. ADDITIONAL INFORMATION**

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act defines a person as having a disability if he or she has,” a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”.

Do you have a disability? Yes ☐ No ☐

We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job.

Are you eligible to work in the UK? Yes ☐ No ☐

Do you require a work permit to work in the UK? Yes ☐ No ☐

Do you, your partner or family have any interests (financial, professional

or otherwise) that may conflict with your employment? Yes ☐ No ☐

(If yes, give details)

Are you related to any member of staff / governor / trustee within the Trust? Yes ☐ No ☐



|  |
| --- |
| If yes, give name and relationship:       |

**Note:** Soliciting support or information to give an unfair advantage may disqualify your application.

**8. REFERENCES**

Please give details of at least two referees, one of whom should be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university.

**As this post is subject to a DBS Disclosure, references must cover the previous five years of employment regardless of any previous DCC service.**

**If there has been a gap in employment then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable.**

Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

**References will be taken up before an interview or offer of employment.**

|  |  |
| --- | --- |
| Name:       | Name:       |
| Address:        | Address:        |
| Tel no:       | Tel no:       |
| Email:       | Email:       |
| Occupation/Relationship:       | Occupation/Relationship:       |
| How long have they known you?       | How long have they known you?       |

We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications.

We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns.

Please provide any details below of any issues, such as those described above that may be raised by any potential references. If there are none please write ‘none’:

|  |
| --- |
|       |

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police.

|  |  |
| --- | --- |
| Signature:        |  Date:       |

Where did you see the advertisement for this post?

|  |
| --- |
| **DATA PROTECTION** The Trust processes personal, special category data and criminal records data in accordance with Trust’s data privacy notice (a copy of which can be found on the Trust website [www.dartmoormat.org.uk](http://www.dartmoormat.org.uk) and in accordance with data protection laws.I authorise the Trust to check the information supplied and hold all such information in both paper and electronic formats. |

**YOUR COMPLETED APPLICATION SHOULD BE SENT TO THE ADDRESS/EMAIL ADDRESS AS SPECIFIED IN THE APPLICATION MATERIAL**.

|  |
| --- |
| **FOR SCHOOL / OFFICE USE ONLY** |
| Application received: |  / / 20 | Application acknowledged: |  / / 20 |
| Equal Opportunities questionnaire removed and recorded anonymously: / /20  |
| **Shortlisting** |
| Interview date: |  / / 20 |  |
| Shortlisted - Notified of interview date: |  / / 20 | Not shortlisted - Informed of decision: |  / / 20 |
| **Selection**  |
| Yes: offered employment: |  / / 20 | No: Informed of decision: |  / / 20 |
| **Employment checks** |
| Evidence of qualifications received: |  / / 20 | Evidence of eligibility to work in the UK received: |  / / 20 |
| References requested: |  / / 20 | References received: |  / / 20 |
| References satisfactory? | Y / N |  |  |
| Online DBS check: |  / / 20 | DBS check received: |  / / 20 |
| DBS check satisfactory? | Y / N |  |  |
| Medical check sent: |  / / 20 | Medical check received: |  / / 20 |
| Medical check satisfactory? | Y / N |  |  |
| **Appointment** |
| Start date: |  / / 20 | Statement of Particulars sent: |  / / 20 |

## Valuing Diversity

**Please complete the form that follows on the next page.**

We welcome and encourage applications regardless of age, gender, sexual orientation, race, religion or disability.

To make valuing diversity work we need to monitor the effectiveness of our policies. This is why we ask you to please complete the attached form.

**The form is not part of our selection process and will be separated from your application form.**

**Guidance Notes on Disability**

Under the Equality Act 2010 you are considered to have a disability if you have *‘a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities’.*

Progressive conditions, such as cancer, multiple sclerosis, muscular dystrophy and HIV infection, are covered by the Act automatically from the point of diagnosis.

**Physical and mental impairments** include sensory impairments, such as those affecting sight or hearing, learning disabilities, and mental illness if it has a substantial effect on normal day to day activity.

**Substantial adverse effect** is more than a minor or trivial effect and goes beyond the normal differences between people. Substantial effects of a disability, which has ceased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

**Long term effect** is one which has lasted, or is likely to last, 12 months or more.

**Normal day to day activities** are those which are carried our by most people on a fairly regular and frequent basis. An impairment has a substantial adverse effect if it affects:

* Mobility
* Ability to lift, carry or otherwise move everyday objects
* Manual dexterity
* Speech, hearing or eyesight (excluding those who wear glasses/contact lenses)
* Physical co-ordination
* Continence
* Memory or ability to concentrate, learn or understand
* Perception of the risk of physical danger.

Anyone who is certified as **blind or partially sighted** by a consultant ophthalmologist, or who is registered as such by a Local Authority, is deemed to be disabled within the meaning of the Equality Act 2010.

Further details are available from the Equality and Human Rights Commission at [www.equalityhumanrights.com](http://www.drc-gp.org), Phone: 0808 800 0082 or Textphone: 0808 800 0084

**Guaranteed Interview**

As a user of the disability symbol, we guarantee to interview all applicants with a disability who meet the essential elements of the person specification. Please indicate on the application form if you require adjustments for the interview. This will not affect your application.

You can be assured that this information will be treated in confidence and will not be available to shortlisting officers or interviewers.

**1. GENDER:** Male ☐ Female ☐

Trans or transgender ☐ Other (please describe, if you are happy to do so) ☐

…………………………………………………….

Prefer not to say ☐

**2. AGE:** 16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐

45-49 ☐ 50-54 ☐ 55-59 ☐ 60-64 ☐ 65+ ☐

**3. ETHNIC GROUP:**

To which of these groups do you consider that you belong? (tick appropriate box)

**Asian or Asian British Mixed**

Indian ☐ White and Black Caribbean ☐

Pakistani ☐ White and Black African ☐

Bangladeshi ☐ White and Asian ☐

Any Other Asian Background ☐ Any other Mixed background ☐

**Black or Black British White**

Caribbean ☐ British ☐

African ☐ Irish ☐

Any Other Black Background ☐ Any other White background ☐

**Chinese or Other Ethnic Group**

Chinese ☐ **If you have answered ‘any other’ in any group**

Any Other ☐ **please specify below**

 …………………………………………………….

**4. DISABILITY**

Do you consider yourself to have a disability? Yes ☐ No ☐

(Please see guidance on the previous page)

**For internal use only**

Job Title: ……………………………………………………..

Vacancy Ref: …………………………………………………….