

# Application for Teaching Post (Primary)

<b>Post applied for (and closing date)</b>	
<b>Academy</b>	

**Incomplete application forms will not be considered. CVs will only be considered as part of the additional information provided with a fully completed application form.**

## 1. Personal details

<b>Surname</b>		<b>Title</b>	
<b>Forename(s)</b>			
<b>Previous surname(s) (if applicable)</b>			
<b>Home address</b>	House number and street		
	Town/city		
	County		
	Postcode		
<b>Contact address (if different to above)</b>	House number and street		
	Town/city		
	County		
	Postcode		
<b>Telephone numbers (please only list numbers we can call to contact you)</b>	Home		
	Mobile		
	Work		
<b>Email address</b>			
<b>Date of birth</b>			
<b>National Insurance Number</b>			

## 2. Professional status

Do you hold Qualified Teacher Status (QTS)?	Yes / No (delete as appropriate)
In which year did you gain QTS?	
Teacher reference number	

## 3. Education and qualifications

(Please provide details in respect of all formal education above primary age)

Institution	Start/end dates (indicate if part time)	Qualifications attained (include details of subjects, grades and dates of awards)

## 4. Continuing professional and personal development

Short courses attended (during last 3 years)	
Date	Course title / details (include details of length of course and any formal awards/qualifications arising)

## 5. Current employment

<b>Current or most recent employer</b> (name and full address)	
<b>Job title and salary of current / most recent post</b>	
<b>Start/end date of above:</b>	
<b>Main duties:</b>	

## 6. Previous posts / employment

(provide details of all previous posts and employment in reverse chronological order continuing on supplementary sheets if required)

Employer (name and address)	Post	Start/end dates	Reason for leaving

## 7. Knowledge, experience and skills

**Using no more than 2 A4 pages, describe how you meet the requirements outlined in the Person Specification**

## 8. Other activities

(provide details in respect of all periods since secondary education that are not covered in sections 3, 5 and 6)

Start/end dates	Details of activities

## 9. References

<b>Please provide the contact details of at least two referees, one of whom should be your current/most recent employer</b> <i>(it is normally expected that between them your references will refer to your professional and/or other relevant experience over a minimum period of the last three years)</i>			
<b>Please tick the box if you would prefer that your referees are <u>not</u> contacted prior to interview</b>			
<b><u>Referee 1</u></b>		<b><u>Referee 2</u></b>	
<b>Name</b>		<b>Name</b>	
<b>Job title</b>		<b>Job title</b>	
<b>Organisation</b>		<b>Organisation</b>	
<b>Full address</b>		<b>Full address</b>	
<b>Telephone number</b>		<b>Telephone number</b>	
<b>Mobile number</b>		<b>Mobile number</b>	
<b>Email address</b>		<b>Email address</b>	
<b>Referee's relationship to you</b>		<b>Referee's relationship to you</b>	

## 10. Declarations

### a) Eligibility to work

(i) Are you a UK or EU / EEA Citizen? (delete as appropriate)	Yes	No
(ii) If you answered “No” to (i), please indicate if you would require a Certificate of Sponsorship in order to take up appointment (delete as appropriate)	Yes	No
(iii) If you answered “No” to (ii), please provide details of the basis on which you are eligible to work within the UK.		

### b) Information in respect of applicants declaring a disability

We welcome applications from people with disabilities and guarantee an interview for those with a declared disability should they meet the minimum criteria for the job. The Equality Act 2010 defines disability as “any physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day-to-day activities”.

(i) Do you consider yourself to have a disability that you wish to declare in making this application? (delete as appropriate)	Yes	No
(ii) If you answered “Yes” to (i), is there anything we need to know about your disability in order to provide you with any help you may need if you are invited to interview? (delete as appropriate)	Yes	No
(iii) If you answered “Yes” to (ii), please provide relevant details.		

### c) Criminal background information

The Aspirations Academies Trust (Aspirations) requires all prospective employees appointed to work in its academies or otherwise to undertake regulated activity to submit an enhanced Disclosure and Barring Service (DBS) certificate prior to taking up appointment.

You are required, before appointment, to disclose any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198).

Disclosure of a criminal background will not necessarily prevent your employment – consideration will be given to the nature of the offence(s) and when they occurred.

Please note that if you are appointed and subsequently it is found that you failed to disclose any required details this may lead to the offer of appointment being withdrawn or, if your employment has already commenced, to your employment with Aspirations being terminated.

**In relation to the above, you are required to complete the following:**

<p><b>Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198)? (delete as appropriate)</b></p> <p><i>If you answer “yes”, you are expected to submit relevant written details (e.g. description of offence, date of incident and date of conviction). These written details should be submitted at the same time as this application but in a separate letter posted to the Academy and marked “Strictly private and confidential for the attention of the Principal”. The letter should clearly indicate it is related to the job application.</i></p>	Yes	No
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**d) Children's barred list**

As an applicant for a post undertaking regulated activity in an Aspirations academy, if you are appointed a check will be undertaken to confirm whether or not you are identified on the DBS barred list of individuals who are unsuitable for working with children.

**In relation to the above, you are required to complete the following:**

<b>Are you identified on the DBS barred list of individuals who are unsuitable for working with children? (delete as appropriate)</b>	<b>Yes</b>	<b>No</b>
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**e) Prohibition order preventing a person from carrying out teaching work**

As an applicant for a teaching post in an Aspirations academy, if you are appointed a check will be undertaken to confirm whether or not you are subject to a prohibition order (or other relevant restriction order) issued by the Secretary of State.

**In relation to the above, you are required to complete the following:**

<b>Are you subject to an order issued by the Secretary of State prohibiting you from (or placing restriction on you) carrying out teaching work? (delete as appropriate)</b>	<b>Yes</b>	<b>No</b>
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**f) Childcare Disqualification in Schools**

You are advised that the DfE issued statutory guidance in October 2014 concerning childcare disqualification in schools. This guidance was issued with reference to the Childcare (Disqualification) Regulations 2009 and Childcare Act 2006. As at February 2015 the statutory guidance is under review. Depending on the outcome of that review, if appointed, you may be required to undertake a further declaration. This is most particularly expected to be the case if the post to which you are appointed involves working in a nursery or reception age classroom setting or undertaking educational activity outside the classroom with children of nursery or reception age children or managing educational provision for nursery or reception age children.

The further declaration which may be required could concern the following:

*Have any orders or other determinations related to childcare been made in respect of you?*

*Have any orders or other determinations related to childcare been made in respect of a child in your care?*

*Have any orders or other determinations been made which prevent you from being registered in relation to childcare, children's homes or fostering?*

*To your knowledge (without the need to make particular enquiries), is anyone in your household disqualified from working with children under the Childcare (Disqualification) Regulations 2009? This includes the person being subject to an order of restriction, as outlined in the questions above, or having been cautioned for or convicted of certain violent and sexual criminal offences against children and adults?*

If you have any queries concerning this potential requirement you are invited to raise these with the Aspirations Director of Human Resources (email: [johnreece@aspirationsacademies.org](mailto:johnreece@aspirationsacademies.org)).

**g) Personal relationships**

To ensure the appointment process is undertaken in accordance with guidance issued in respect of public service all candidates are asked to declare if they have a personal relationship with an existing employee, director or governor of the Aspirations Academies Trust. *Please note that any such relationship would not bar an individual from appointment.*

<b>Please declare if you have a family relationship or other close relationship with an existing Aspirations Academies Trust employee, director or governor. If so, please give details</b>

**h) Accuracy and completeness of information provided**

Please sign below or type your name to confirm that you have read, understood and agree with the following declaration.

<b>For the purposes of the Data Protection Act 1998, I consent to the information contained in this form and any information received by or on behalf of Aspirations Academies Trust relating to the subject matter of this form, being processed by them in administering the recruitment process.</b>	
<b>I declare that the information I have given on this form and attachments is correct and true and agree that this may be used for registered purposes under the Data Protection Act 1998. I also agree that, if appointed the information will form part of the basis of my engagement. I authorise Aspirations Academies Trust to check the information supplied and understand that providing misleading or false information or omitting any relevant information, could result in the withdrawal of any offer of appointment or my dismissal at any time in the future and possible criminal conviction.</b>	
<b>Signed</b>	
<b>Date</b>	