



Founded 1863

# De Aston School Academy Trust

Willingham Road • Market Rasen •  
Lincolnshire • LN8 3RF  
tel: 01673 843415  
email: enquiries@de-aston.lincs.sch.uk  
web: deastonschool.co.uk

## Application Form for Employment (Teaching and Support Staff)

Please complete all sections on this form. If any sections do not apply to you, please enter 'not applicable'. Please note CVs will only be considered when accompanied by a completed application form.

|                                    |  |
|------------------------------------|--|
| <b>Application for the post of</b> |  |
| <b>Position Ref No</b>             |  |

### Your details

|                  |  |
|------------------|--|
| Title            |  |
| Forename         |  |
| Surname          |  |
| Address          |  |
| Postcode         |  |
| Telephone number |  |
| Email address    |  |
| NI Number        |  |

### How would you like us to contact you about your application?

|          | Yes | No |
|----------|-----|----|
| By phone |     |    |
| By email |     |    |
| By post  |     |    |

### Eligibility to work in the UK

|  |                            |
|--|----------------------------|
| Are you eligible to work in the UK?                            | <b>Yes/No</b>              |
| Are you a Swiss/EEA citizen?                                   | <b>Yes/No</b>              |
| If "Yes" to the above, when did you become resident in the UK? | <b>Date:</b><br>(DD/MM/YY) |
| Do you require a work permit to work in the UK?                | <b>Yes/No</b>              |

**De Aston is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All postholders are subject to a satisfactory enhanced DBS check.**

Headteacher Mr S Porter Deputy Headteachers Mrs A Allenby • Mrs V Davies

Facebook/Twitter/Instagram: @deastonschool



## Teachers only

|  |               |
|--|---------------|
| Teaching Ref No  |               |
| Date of qualification  |               |
| Have you completed an induction year as a Newly Qualified Teacher? | <b>Yes/No</b> |

## Employment History

Starting with your most recent job role, please list all previous employment (whether paid or unpaid) providing all of the requested details. Please include periods of unemployment.

|  |                           |
|--|---------------------------|
| Name of Current/Last Employer:         | Start date of employment: |
| Address:                               | End date of employment:   |
|  | Job title:                |
|  | Salary / Grade:           |
| Period of Notice:                      | Reason for leaving:       |
| Brief description of responsibilities: |                           |

## Previous Employment

|                               |                           |
|-------------------------------|---------------------------|
| Name of Employer:<br>Address: | Start date of employment: |
|                               | End date of employment:   |
|                               | Job title:                |
|                               | Salary / Grade:           |
| Reason for leaving:           |                           |
| Name of Employer:<br>Address: | Start date of employment: |
|                               | End date of employment:   |
|                               | Job title:                |
|                               | Salary / Grade:           |
| Reason for leaving:           |                           |
| Name of Employer:<br>Address: | Start date of employment: |
|                               | End date of employment:   |
|                               | Job title:                |
|                               | Salary / Grade:           |
| Reason for leaving:           |                           |
| Name of Employer:<br>Address: | Start date of employment: |
|                               | End date of employment:   |
|                               | Job title:                |
|                               | Salary / Grade:           |
| Reason for leaving:           |                           |

## Qualifications and Training

| Secondary Education     |      |    |               |       |
|-------------------------|------|----|---------------|-------|
| Name of School/ College | From | To | Qualification | Grade |
|                         |      |    |               |       |
|                         |      |    |               |       |
|                         |      |    |               |       |
|                         |      |    |               |       |
|                         |      |    |               |       |

## Training and Development

Please give details of any qualifications or training that you have received, which support your application. Include any on the job training as well as formal courses.

| Name of College/ University/Other | From | To | Qualification/Grade obtained |
|-----------------------------------|------|----|------------------------------|
|                                   |      |    |                              |
|                                   |      |    |                              |
|                                   |      |    |                              |
|                                   |      |    |                              |
|                                   |      |    |                              |

## Professional Memberships/Qualifications

Please provide details of any professional qualifications and memberships of professional institutes that you hold.

| Name of Professional Body | Qualification/Membership and Date |
|---------------------------|-----------------------------------|
|                           |                                   |
|                           |                                   |
|                           |                                   |
|                           |                                   |

## **Supporting Statement and Achievements**

Please use the space below to tell us how you meet the criteria for this post – you will find it useful to refer to the Guidance Notes to help you complete this part of the application form. We need to have this information in order to consider your application. Please attach a separate sheet if you require more space.

## Referees

Please give details of two referees, one of whom must be your current and/or last employer and the other from a previous employer. Please see guidance notes for more information.

| <b>Referee one: This referee must either be your current or previous employer</b>               |        |
|---|--------|
| If you are invited for interview may we approach this referee without further reference to you? | Yes/No |
| Name  |        |
| Job title   |        |
| Email   |        |
| Address   |        |
| Post Code   |        |
| Relationship to you   |        |
| Telephone number  |        |
| Email address   |        |

| <b>Referee two:</b>   |        |
|---|--------|
| If you are invited for interview may we approach this referee without further reference to you? | Yes/No |
| Name  |        |
| Job title   |        |
| Email   |        |
| Address   |        |
| Post Code   |        |
| Relationship to you   |        |
| Telephone number  |        |
| Email address   |        |

The School may use internet searches, including social media searches to perform pre-employment checks on candidates in the course of recruitment. Where the School does this, it will act in accordance with its data protection and equal opportunities obligations.

## Disability

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.

|   |        |
|---|--------|
| Do you have a disability you wish us to know about at this stage? | Yes/No |
| If yes, please let us know what access requirements you may have  |        |

**Declaration**

|   |        |
|---|--------|
| Are you related to, or have a close personal relationship with any current employee or School Governor? | Yes/No |
|---|--------|

If yes, please state their name and the position they hold:

|          |  |
|----------|--|
| Name     |  |
| Position |  |

The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment.

The School must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

**Data Protection**

The School processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws.

I understand that providing misleading or false information/qualifications may affect any recruitment decision made relating to me or if appointed, may lead to disciplinary action and dismissal.

**I authorise De Aston to check the information supplied and hold all such information in both paper and electronic formats.**

If you are successful in your application you will be asked to sign this declaration

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# Guidance Notes

## 1. How to complete your application?

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

## 2. What are selection criteria.

Selection criteria are the skills, abilities, knowledge and perhaps qualifications necessary to do the job. These are shown in the person specification. They are based on the key responsibilities of the role, which are shown in the job description. The purpose of the selection criteria is to help us to recruit the best person for the job objectively and fairly. The selection criteria are an essential part of our recruitment process and will be used to decide who is invited for an interview, or, the next stage of the selection process. The person specification should help you to match your skills, abilities and Knowledge against the selection criteria.

## 3. Working in the UK.

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status, then you should contact the Home Office.

## 4. Current or most recent employment

We need you to provide us with your complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities. We may ask for references to cover a full three-year history, which may include time spent at school/further education. In addition to the standard reference questions the employer/organisation will be asked about disciplinary offences relating to children, including "spent ones" and where the applicant has been the subject of any child protection concerns and details of these. For this three-year history please provide full postal addresses, including postcodes.

References will be taken up for short-listed candidates.

## 5. Qualifications & Training

Please give details of your education, qualifications and training, starting with secondary school. If we have requested that you have a professional qualification for this job, you will need to provide us with the relevant original certificates/registration documents.

## 6. Supporting statement and achievements

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements.

Give examples of what you have done which prove your ability. If the person specification says, 'able to organise activities', you must do more than say, 'I am an organised person'. Give an example by describing something that you have done, which tells us about the skills you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

## 7. Declaration

We do not exclude people who are related to, or have a close personal relationship with our employees or school governors. We will make sure that they do not take part in the selection for this post.

Please make sure you read and sign/positively tick the declaration.

## Attached Documents

### 1. Declaration of Criminal Offences

Please see separate form enclosed and read the guidance notes to that declaration carefully prior to completing it.

The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.

More information on The Disclosure & Barring Service can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

### 2. Monitoring

Attached to this application form is an Equal Opportunities Monitoring Form that should be completed and provided to the school alongside your completed application form. This School has an Equal Opportunity and Diversity Policy, which we ensure that we monitor to ensure that our employees reflect the community we serve. The information provided will be treated in the strictest confidence and will only be used for monitoring purposes.

### Checklist

**Before you submit your application, please check that you have:**

|   |  |
|---|--|
| Read through the Job Description & Person Specification so that you know exactly what the job entails and the skills, knowledge, abilities and perhaps qualification required to do the job   | <input type="checkbox"/>                             |
| Read through your application form and make sure that you have filled out all the parts that we have asked you to   | <input type="checkbox"/>                             |
| Given clear, step-by-step examples of your skills, abilities, knowledge and experience  | <input type="checkbox"/>                             |
| Attached additional information if you have run out of space  | <input type="checkbox"/>                             |
| Kept a copy of your completed application form and Job Description and Person Specification   | <input type="checkbox"/>                             |
| Completed the following forms to be returned in separate envelopes as indicated in those forms: <ul style="list-style-type: none"><li>• Equal Opportunities Monitoring form</li><li>• Disclosure of Criminal Convictions Self-Disclosure Form</li></ul> | <input type="checkbox"/><br><input type="checkbox"/> |
| Made sure that your application form will be received by the closing date   | <input type="checkbox"/>                             |
| <b><i>NB if you are sending your form in the post, please ensure that you attach the right amount of postage</i></b>  | <input type="checkbox"/>                             |

### What happens next?

Your completed application form will be used to decide whether or not you are invited for an interview, or the next stage of the recruitment stage of the recruitment process. You will hear from us shortly after the closing date if your application is shortlisted

**Please post your completed application form, Equal Opportunities Monitoring Form and Disclosure of Criminal Convictions Self-Disclosure Form in separate envelopes to:**

Alice McNeill  
PA to the Headteacher  
De Aston School  
Willingham Road  
Market Rasen  
LN8 3RF