



**Application for Employment  
(Including Teachers, Deputy Head Teachers and Head Teachers)**

Please note that a high level of vetting is undertaken on candidates and that the definition of working with children and adults is widely drawn.  
The level of disclosure required for this post is given in the accompanying letter.

**Information for Applicants**

**CVs WILL NOT BE ACCEPTED.**

All sections of the form must be completed.

If you are not filling electronically, please complete in black pen to aid photocopying.

Please read the enclosed guidance notes for more information.

This form is available in large print, Braille, on tape or in electronic format.

Position applied for:	
Job Reference No:	Applicant No: (office use only)
School:	Closing date:
How did you find out about the vacancy:	

**Education** If offered a post you will be asked for original evidence of your qualifications on appointment and the council reserves the right to approach any number of education providers to verify qualifications stated. Please continue on a separate sheet if necessary.

**Education in Chronological Order From Age 16**

Full record of Secondary Schools, colleges or universities attended	Full (F) or Part Time (P)	From	To	Exams passed & qualifications gained, including subjects, grades, class or division

**Present Post** (Full details required if your present post is within teaching)

Date Commenced	Name of Employer/School (with telephone number) (if your present post is not within teaching please describe your work)	Type of School	Ages Taught	Number on Roll	Incentive Allowance/ School Group - (Head/ Deputies only)	Full/Part-Time (Please state % of week) or Supply	Responsibilities

How much notice do you need to give?

**Particulars of School Experience During Training** (To be completed by Newly Qualified Teachers only)

Name of School and Local Education Authority	Type of School	Age of Children Taught	Number on Roll	Did you have responsibility for a class or tutor group? If so please describe

**In-service Studies and other training** Undertaken during last 5 years relevant to the post for which you are applying.

Course	Duration of course	Date

**Teaching Experience (After Qualification)** (in chronological order)

Dates		Name of School and Local Education Authority	Type of School	Year Group of Children Taught	Number on Roll	Responsibility Points	Full/Part-Time (Please state % of week) or Supply	Special Responsibilities
From	To							

**Full record of all previous employment and other experience** (Non-teaching or unqualified teaching service)

Please state if full or part-time, voluntary or paid (if part-time state percentage of the week). All experience is valued and should be fully recorded. Please indicate if any previous employer, voluntary group involved with has closed down. Any dismissal or redundancy must be clearly stated.

Dates		Position Held (if any)	Employer or Organisation	Nature & brief summary of experience
From	To			

**Gaps in employment or training.** Please indicate and explain any gaps since first leaving secondary education. Continue on a separate sheet if necessary.

Dates from	Date to	Reason for gap

**ADDITIONAL INFORMATION.** Please indicate the ways in which your experience, skills developed and potential fit the post for which you have applied, and include a brief statement of your educational philosophy. Please ensure that you relate this to the job description and person specification. (Continue on a separate sheet if necessary.)

## Pensions

If you are full time you will automatically become a member of the Teachers Pension Scheme unless you choose to opt out.

Do you receive payments from a Teachers Pension Scheme pension? (See guidance notes).

Yes  No

Are you in receipt of an ill health retirement pension which commenced on or after 1 April 1997?

Yes  No

**Disabled applicants** who meet all the essential criteria on the employee specification will be invited for an interview.

Do you consider yourself to be a Disabled person?

Yes  No

## References

It is Learn@MAT practice to take up references **when applicants are invited for an interview**. Please give the name and address of two referees from whom Learn@MAT may seek information regarding your suitability for employment. If you are currently employed, one of the referees must be your current employer (see guidance notes). Otherwise it must be your most recent employer.

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted in relation to your employment history as part of the vetting process (this includes vetting of internal applicants). Checks will also be made on referees and their relationship to you. Family, ex/current partner, close friends are generally not acceptable referees.

Name: Address:  Tel no (incl area code): Fax: e-mail: Job title: Relationship to you:	Name: Address:  Tel no (incl area code): Fax: e-mail: Job title: Relationship to you:
If shortlisted for interview, please give any days or dates when you would NOT be available:	

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Learn@MAT "works to ensure that its workforce reflects the diversity of the city's communities through its employment practices. Learn@MAT will use all the power available to it, including the provisions of the Disability Discrimination Act 1995, Race Relations Act 1976, Sex Discrimination Act 1975 (1986) and European directives such as the EEC Equal Treatment Directive and subsequent case law to ensure this happens."

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**Criminal records, convictions, cautions, reprimands, final warnings, bans etc**  
Important Information: please read and sign the declaration at the end of this section

- 1 Learn@MAT meets the requirements in respect of "exempted questions" under the Rehabilitation of Offenders Act (1974) and is thereby a Registered Body with the Disclosure Service provided by the national Criminal Records Bureau. It conducts checks as necessary, with the applicant's permission, under the Criminal Record Bureau's Code of Practice.
- 2 Jobs working with children (ie all under-18s) or vulnerable adults are exempt under the Rehabilitation of Offenders Act (1974) by virtue of an amended Exceptions Order. This means that you cannot withhold information about any spent or unspent convictions in applying for this post. You are also asked not to withhold information about cautions, reprimands, final warnings, bans and other non-conviction information such as police enquiries and pending prosecutions.
- 3 Checks may also be made with Local Authority Child Protection Registers where you have lived in the past. In applying for this post you are giving permission for such Registers to be checked and for the local authorities concerned to share relevant information with Bristol City Council for the purpose of your application for employment. You are also giving permission for any number of past employers to be contacted regarding this application for employment.
- 4 "Front line" and certain other posts e.g. supervisory/management will require Disclosure checks at an Enhanced or Standard level; others may be at Basic level. The level of Disclosure for this post is shown in the accompanying letter.
- 5 Shortlisted applicants will be asked to bring proof of identity with them to their interview eg current passport, new style driving licence, plus at least one item of address-related evidence. The Chair of the panel will ask to see these documents and explain that, if successful, you would then be asked to apply for Disclosure. To apply you will be given a Disclosure Application Form to fill in and return under separate confidential cover to a designated person within the Department. Alternatively, you may prefer to ring the CRB for a form. The completed form will be seen only by those who need to see it as part of the selection process.
- 6 Before a final offer of appointment is made, Learn@MAT will countersign your Disclosure application form prior to it being sent to the CRB. You will receive your own copy of the results of the check directly from the Disclosure Service, and the local authority will receive its own copy of the results simultaneously.
  - a) Do you have a criminal record or have you ever been banned from working with children (up to age18) or vulnerable adults? Yes  No
  - b) Have you ever been the subject of any proven/unproven investigation(s), complaint(s) or the like in relation to your work with children or vulnerable adults, whether in a paid or voluntary capacity, or privately carried out? Yes  No

If your answer is yes to either of these questions and you are shortlisted, the panel will discuss this at interview. You may wish to provide documentation concerning these.

**Important:** In the event of answering yes to the above questions, it is important to note that your application will be treated on its merits. A criminal record is not necessarily a barrier to employment. It would be weighed according to relevance and the circumstances and background to your record. A copy of the Council's Policy re the recruitment of ex-offenders is available if you wish to see it.

Are you subject to a ban under either the Protection of Children Act 1999; Care Standards (Vulnerable Adults) Act 2001; Disqualification from Working with Children Regulations; or serving a Disqualification Order under the Criminal Justice and Court Services Act 2000? Yes  No

**Statement: I confirm that I have read and understand the above provisions. If filling this form electronically, you will be asked to sign a copy of this form if you attend an interview**

Signed..... Date.....

## Learn@MAT Application Form (Work with Vulnerable Adults/ Children)

### Personal Details: Do not detach this sheet from the rest of the form.

Learn@MAT is working towards recruiting a workforce that fairly represents all sections of the community. To help us do this, we will detach this sheet before it is sent to a shortlisting panel and applicants will be identified by an applicant number only. Information on this sheet is strictly confidential.

<b>Job reference no:</b>	<b>Applicant no:</b> (for office use only)
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Title: (Please tick)	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>	Other <input type="checkbox"/>
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Name:		
Other surnames previously known by, whether formally or informally. If offered a post, original evidence of identity and name changes will be required:		
Address:		
Post code:		
Telephone numbers (incl. Area code):	Home:	Daytime:
Mobile:	Textphone (Minicom)	
e-mail address:		

Are you applying for this job on a job share basis?	Yes <input type="checkbox"/>	No. <input type="checkbox"/>	
National Insurance No:	Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
DfES Number:			

Date of birth (applicants must be aged over 16 when they commence employment):
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Please state below if you are related to or have a personal relationship with any councillor/ employee:

Name(s)	Relationship:
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Have you previously been employed by Learn@MAT?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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'I declare that the information contained in every section of this application is correct and understand that any false or misleading information may make this application void. If employment has begun, I may be dismissed without notice and may be prosecuted under the Theft Act'. **If filling this document electronically, you will be asked to sign a paper copy at interview.**

Signed	Date
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Learn@MAT is working to ensure that its workforce reflects the city's diverse population. We can only judge our success in this area if we have full information regarding the gender, ethnicity and disability of all applicants. The information will be kept confidential and used only for monitoring purposes.

## Disability

With reference to the Disability Discrimination Act definition:

Do you consider yourself to be a Disabled person?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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## Ethnic origin

Please note that these categories reflect those used in the 2001 Census.

How would you describe your ethnic origin? (If you do not identify with any of the categories listed, please use one of the "other" categories.) Please tick one box.

White	WU	White British	<input type="checkbox"/>
	WI	White Irish	<input type="checkbox"/>
	WO	Other white	<input type="checkbox"/>
Mixed	MC	White and black Caribbean	<input type="checkbox"/>
	MA	White and black African	<input type="checkbox"/>
	MS	White and Asian	<input type="checkbox"/>
	MO	Other mixed	<input type="checkbox"/>
Asian or Asian British	AI	Indian	<input type="checkbox"/>
	AP	Pakistani	<input type="checkbox"/>
	AB	Bangladeshi	<input type="checkbox"/>
	AS	Other Asian	<input type="checkbox"/>
Black or Black British	AC	Caribbean	<input type="checkbox"/>
	AA	African	<input type="checkbox"/>
	AO	Other black	<input type="checkbox"/>
Chinese or other	AH	Chinese	<input type="checkbox"/>
	OE	Other ethnic group	<input type="checkbox"/>
	UU	Don't know/not sure	<input type="checkbox"/>
	RF	Would rather not state	<input type="checkbox"/>

## Religion/belief

How would you describe your religion/belief?		
C	Christian	<input type="checkbox"/>
B	Buddhist	<input type="checkbox"/>
H	Hindu	<input type="checkbox"/>
J	Jewish	<input type="checkbox"/>
M	Muslim	<input type="checkbox"/>
S	Sikh	<input type="checkbox"/>
O	Other	<input type="checkbox"/>
N	None	<input type="checkbox"/>
U	Don't know/not sure	<input type="checkbox"/>
R	Would rather not state	<input type="checkbox"/>

## Sexual orientation

How would you describe your sexual orientation?		
H	Heterosexual	<input type="checkbox"/>
G	Gay/lesbian	<input type="checkbox"/>
B	Bisexual	<input type="checkbox"/>
U	Don't know/not sure	<input type="checkbox"/>
R	Would rather not state	<input type="checkbox"/>

The collection of equalities information conforms with employment provisions in the Sex Discrimination Act (1975), the Race Relations Act (1976) and the Disability Discrimination Act (1995). This practice has been agreed with the trade unions and approved by elected members.

Please return the completed form to:

## **Guidelines on the application form**

**Thank you for your interest in applying for a job with Learn@MAT**

We've put the following notes together to help you understand how our processes work and how to fill in your application form as effectively as possible. You are advised to read them before you start.

**CVs will not be accepted.** All relevant information should be provided on the application form, although you may attach additional sheets if there is insufficient space on the relevant sections of the form. Selection will be made from this information only, so statements such as "see previous application" or "refer to personal file" [if an internal applicant] will not be acted upon.

### **Making your application**

#### **Understanding the job**

Information about the job can be found in the documentation:

The job advertisement gives brief details about the job

The job description gives the duties and accountabilities in more detail

The criteria on the employee specification show the knowledge, skills and experience you will require to do the job.

All this information should give you a clearer idea of what the job is about, and you can then decide whether you want to submit an application.

#### **The application form**

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to interview.

All applications, from both internal and external candidates, are considered against the criteria contained in the employee specification.

Applicants must meet at least all the essential criteria contained in the employee specification to be considered for interview for the job in question.

If there are a large number of applicants, the desirable and advantageous criteria will also be considered, so it's extremely important that you indicate how you meet all the essential criteria and as many of the other criteria as possible so we have a full picture of your skills, experience and abilities.

If you need to continue on a separate sheet for any of the sections please do so, making sure that the additional information for each section is clearly headed, eg "Training".

Please put your applicant number on any additional sheets so that they can always be linked to the main form - this can be found on the front page of the form.

Please explain any gaps in your employment history.

**Please send the completed application form to the address shown in the advertisement.**

## Convictions and Disclosure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences as they are deemed to be “spent”. However, for some jobs employers are allowed to ask about these offences.

Certain jobs, such as those working with children or vulnerable adults, will require a check on previous convictions [including those deemed to be spent], plus details of any cautions, reprimands or warnings. Where disclosure is appropriate, the application form will indicate the level required for the job in question.

Learn@MAT will follow the Criminal Records Bureau Code of Practice concerning the use of information gained from the Disclosure Service, which ensures that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

## Equality of opportunity

Learn@MAT is an equal opportunities employer and particularly welcomes applications from groups currently under-represented in the workforce. It is essential that we monitor the effectiveness of our policy, and to help us do this we appreciate your co-operation in completing all sections of the personal details form. This information will not be used when shortlisting, and all information will be treated in the strictest confidence.

Do not send information which includes your name or other personal details, and if you include additional sheets to give further information on any of the sections on the application form, use the applicant number on the front of the form rather than your name to identify them. Do not enclose references or pictures of yourself.

Learn@MAT is committed to making reasonable adjustments to make interviews and jobs more accessible to Disabled people. This includes travel costs for disabled people who are not able to use public transport.

## Equality of information

All applicants will receive the same information about the job, and if a contact officer is given, all applicants are invited to phone for an informal discussion about the job prior to applying for it. This may help you decide if you meet all the criteria and whether you want to proceed with an application.

## References

If you are in paid employment, your current employer should be named as someone we can approach for a reference. References will be taken up if you are offered an interview. **If you do not wish your referee to be approached at this stage you should request this in writing with reasons.** No appointment will be made without satisfactory references being received.

If you are related to a referee in any way - for example, if you have formally been employed by a member of your family - you should make this clear on the form.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative. A second referee can be a family friend who will provide a character reference, but the relationship should be stated.

You should ask permission from your proposed referees prior to naming them.

## **Canvassing**

Any sort of canvassing will lead to you automatically being disqualified. For example, you must not ask a Councilor or employee of the council to use their influence to help you get this job.

## **Elected members and politically restricted posts**

Elected members of local authorities cannot be appointed as officers of those authorities, for 12 months following their term of office. Officers in politically restricted posts cannot engage in political activity.

## **Right to work**

All employers must ensure that they only employ people who have a right to work in this country. Successful applicants not currently employed by the council will have to produce either a P45 from their last employer, a document from the Benefits Agency or Employment Services or any other appropriate official document before their first day of employment.

## **Late applications**

The completed application form must reach us by the stated closing date. Late applications may not be considered unless there are exceptional circumstances. Please note: It is your responsibility to ensure that this office receives your application by the closing date indicated on the covering letter.

## **Recruitment files**

Application forms and recruitment files are confidential documents and will normally be seen by those who need to see them in order to recruit and select. However, Learn@MAT audits its recruitment and selection processes, and we must therefore inform you that the Recruitment Auditor will have access to any files for auditing purposes.

## **Complaints procedure**

If you feel you have not been treated fairly you can write to the Chair of the Academy Committee, who will investigate your complaint in accordance with the employee procedures]. We will provide a written reply and if something has gone wrong we will say so and try to put it right. Such complaints should normally be made within three months of the incident arising.

Please note that complaints can only be raised about the application of the recruitment and selection policy, not about the appointment decision.

NB It may be useful to take a copy of the application form for future reference.

September 2017