

## **Guidance Notes — Job Application Form in Microsoft Word Format**

You are advised to save this form to your hard drive so it can be completed in your own time and at your own pace.

### **How to submit your job application form**

1. Please fill in the pages that follow. **Please complete all sections**

The form is designed for completion using Microsoft Word or a compatible word processing program.

Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post you are applying for and how you meet the requirements of the post and the person specification in the Statement in support of application section of this form.

Applicants should confine this to two sides of A4. An additional letter is not required.

Please help us to meet our statutory requirements by completing the Equal Opportunities section of the application form.

2. Save the document.

3. When you have finished, attach the document to an email, and return it to the email address given in the job information pack.

4. Alternatively you can print the completed document and send it by post to the address given in the information pack. **DO NOT** print this page. Choose 'custom print' and print page '2-' onwards.

Please note: we **DO NOT** accept unaccompanied CVs. We will only consider a CV as supplementary to a fully completed application form.

If you need to change your application after it has been submitted (for example, to change a referee's contact information) please contact us **before** sending a second copy of your application form.

**Please note:** our email is not encrypted. However, The Propeller Academy Trust ensures that only staff who have a business reason to look at your information or data can do so. Staff cannot look at your information or data for personal reasons or out of curiosity. We will comply with UK GDPR in connection with our obligations under the Terms. You should be aware that owing to the nature of email your data may pass through countries that do not have comparative data protection laws.

Please see The Propeller Academy Trust's GDPR and KCSIE section at [The Propeller Academy Trust - GDPR and KCSIE](#)

**CONFIDENTIAL**



Please leave this page blank

## Application Form

Please read the Guidance Notes above before completing this form

| Post details            |     |                          |     |                          |                     |
|-------------------------|-----|--------------------------|-----|--------------------------|---------------------|
| Post applied for        |     |                          |     | Reference                |                     |
| School name             |     |                          |     | Post location            |                     |
| Preferred working hours | F/T | <input type="checkbox"/> | P/T | <input type="checkbox"/> | If P/T no of hours? |

| Personal details          |                  |
|---------------------------|------------------|
| Title (Mr, Mrs, etc.)     | Please select... |
| First name                |                  |
| Middle name               |                  |
| Surname (family name)     |                  |
| All previous names        |                  |
| National Insurance number |                  |

| Address details   |                       |
|---|-----------------------|
| House name  |                       |
| House number & street   |                       |
| Address Line 2  |                       |
| Town  |                       |
| County  |                       |
| Postcode  |                       |
| Home phone  | Area code      number |
| Work phone  | Area code      number |
| Mobile phone  |                       |
| Email address (our main method of contacting you will be through the e-mail address you provide here) |                       |
| Preferred contact method  | Please select...      |

(form continues below)

| Current employment or occupation   |  |
|--|--|
| <b>Job Title</b> (or course details if currently a student)              |  |
| <b>Name of Employer</b>  |  |
| <b>Current salary</b> (if part-time include full-time equivalent salary) |  |
| <b>Brief description of responsibilities</b>                             |  |
| <b>Reason for Leaving</b>  |  |
| <b>Date started</b> (month/year)   |  |
| <b>Notice Period needed</b>  |  |
| <b>Date available to start</b>   |  |

**If you are currently working in a school, please complete the section below**

|                                      |  |
|--------------------------------------|--|
| <b>Type of School</b>                |  |
| <b>Local authority/Academy Trust</b> |  |
| <b>Number of pupils on roll</b>      |  |
| <b>Age group taught</b>              |  |

(form continues below)

**Previous employment or occupation**

Please give a **full history**, in chronological order, starting with your most recent occupation and ending with your first occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training please record details providing an explanation (e.g., looking for employment, travelling, or time taken out of paid employment due to childcare responsibilities etc.). Provide start and end dates for all occupations. If you have further periods, please place on a numbered continuation sheet. (Please note-for safer recruitment purposes you **MUST** provide your full employment history)

| Job title or Occupation | Employer's Name<br>(for Schools;<br>School Name, local authority<br>and type of school) | Number of pupils on roll<br>(schools only) | Age group taught<br>(schools only) | Salary | Date started<br>(month/year) | Date left<br>(month/year) | Reason for leaving |
|-------------------------|---|--|------------------------------------|--------|------------------------------|---------------------------|--------------------|
|                         |   |  |                                    |        |                              |                           |                    |
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Continue on separate sheet as necessary

(form continues below)

**Qualifications**

Please list **ALL** qualifications you have gained or are undertaking (e.g. **GCSEs, A-levels, Degree, NVQs**, professional qualifications, and memberships of professional institutes that you hold) which are relevant to the post which you are applying for. If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

If you need to add further qualifications, please put these in the *Relevant Skills and Experience* section.

|   |                  |
|---|------------------|
| <b>Do you have Qualified Teacher Status (QTS)?</b>  | Please select... |
| <b>Date of qualification</b>  |                  |
| <b>Have you completed an induction period as a Newly Qualified Teacher/Early Careers Teacher?</b> | Please select... |
| <b>Teacher reference number</b>   |                  |
| <b>Name at time of degree, qualification or PGCE (if different)</b>                               |                  |

| Name of qualification | Subjects and grades or results expected | School/ College/ University attended | Date awarded (month/ year) |
|-----------------------|---|--------------------------------------|----------------------------|
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(form continues below)

**Training**

Please list any additional training you have undertaken which is relevant to the post for which you are applying. If you need to add further items, please put these in the *Relevant Skills and Experience* section.

| Name of College/<br>University/Other | Name of course | Date completed<br>(month/ year) | Qualification/Grade<br>obtained | Awarding Body |
|--------------------------------------|----------------|---------------------------------|---------------------------------|---------------|
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(form continues below)

**Statement in support of application**

Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post you are applying for and how you meet the requirements of the post and the person specification.

**Applicants should confine this to two sides of A4. An additional letter is not required.**

This field will expand as necessary to contain your details. You can cut and paste information into this field, but formatting (bullet points, bold font, etc.) may be lost. It is advisable to save your work regularly.

**Statement in support of application**



**Referees**

Please give details of at least two referees who can confirm that you meet the selection criteria for the post. **Your referees should not be related to you in any way nor writing solely as a colleague or friend.**

If you are (or have recently been) employed, one **must** be your current or last employer i.e. Head of the Establishment.

If you are (or have recently been) a student, one should be a senior staff member from your place of study.

If you are not currently working with children or young people but have done so in the past, one referee must be from the Head of the Establishment.

Please note that, for school roles, we normally obtain references for all shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

| <b>Referees:</b>   | <b>Referee 1<br/>(Current or most recent line manager)</b> | <b>Referee 2</b> | <b>Referee 3</b> |
|--|--|------------------|------------------|
| <b>Title</b>   | Please select...   | Please select... | Please select... |
| <b>First name</b>  |  |                  |                  |
| <b>Surname (family name)</b>   |  |                  |                  |
| <b>Organisation name and position of referee, or relationship to you</b> |  |                  |                  |
| <b>Address</b>   |  |                  |                  |
| <b>Postcode</b>  |  |                  |                  |
| <b>Telephone (inc. area code)</b>  |  |                  |                  |
| <b>Email address</b>   |  |                  |                  |
| <b>May we contact this referee without further authority from you?</b>   | Please select...   | Please select... | Please select... |

(form continues below)

| Additional details  |                  |
|---|------------------|
| <p><b>Is anyone in your household or family an employee, school governor or member of the Propeller Academy Trust or one of its member schools?</b></p> <p>The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment.</p> <p>The Trust 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.</p> | Please select... |
| <p><b>If you have answered "Yes" to the question above, please provide details:</b></p>   |                  |
| <p><b>Are you eligible to work in the UK?</b></p>   | Please select... |
| <p><b>Do you require sponsorship to take up this position?</b></p>  | Please select... |
| <p><b>If you answered "Yes" to the question above, please provide details</b></p>   |                  |
| <p><b>Where did you see this post advertised? (Double click).</b></p> <p>Website <input type="checkbox"/></p> <p>Publication <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p> <p>Employee referral <input type="checkbox"/> <b>Please provide details/name of the employee who referred you</b></p>   |                  |

| Disability   |                  |
|--|------------------|
| <p>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.</p> |                  |
| <p><b>Do you have a disability you wish us to know about at this stage?</b></p>  | Please select... |
| <p><b>If yes, please let us know what access requirements you may have:</b></p>  |                  |

| Shortlisting and Pre-employment Checks  |  |
|---|--|
| Online Searches   |  |
| <p>As part of our safeguarding obligations, we will carry out online searches on you as part of our due diligence. In doing this, we will only be looking at information which might potentially impact your ability to carry out the role, and we recognise that there is a difference between your public and private life.</p> <p>We will carry out this search as part of the application process.</p> <p>If you have any comments regarding this process, please do note this below. We can then consider this as part of the process.</p> |  |
|   |  |

**Declaration of Offences**

Shortlisted candidates will be asked to complete a self-declaration, giving details of any relevant criminal record or information that would make them unsuitable to work with children and will be asked to bring this in a sealed envelope to interview.

We are asking you for this information because we have a duty to balance our commitment to help applicants with criminal records to find work with our need to protect the public and those in the Trust’s care who are receiving it's services. The Trust’s policy states clearly that only relevant convictions are taken into account.

Any information you provide at shortlisting stage will be completely confidential and will be considered only in relation to the job for which you are applying.

Please note that any conditional offer of employment will be subject to satisfactory enhanced disclosure certificate, including a Child/Adult’s Barred List check (where applicable to the role in question) from the Disclosure and Barring Service (DBS).

The 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).

A copy of the Trust’s Recruitment of Applicants with a Criminal Record Policy can be accessed via The Trust website [www.propellertrust.org](http://www.propellertrust.org)

|  |                  |
|--|------------------|
| <b>Are you currently member of the DBS Update Service?</b> | Please select... |
|--|------------------|

**Childcare Disqualification Requirements**

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

All shortlisted candidates for positions which will involve being responsible for the provision or management of such childcare (including teaching) shall be required to declare that they are not disqualified from undertaking such work.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:

Inclusion on the Children’s Barred List;

- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person’s care);
- Having registration refused or cancelled in relation to childcare or children’s homes or being disqualified from private fostering.

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

Should you need to, you can find out more about disqualification in the Department for Education’s guidance [HERE](#).

**Prohibition Checks**

Following successful interview, the Trust will carry out the necessary prohibition checks for all teaching staff, as well as for all candidates appointed within a classroom-based job role, irrespective of whether the role permits for unsupervised “teaching work” as defined by The Teachers’ Disciplinary (England)

Regulations 2012. This check will provide verification that the candidate has not been prohibited from teaching or carrying out teaching work by the Teaching Regulation Agency in the past.

**Safeguarding**

The Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment.

**Where the role for which you are applying involves engaging in regulated activity, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.**

A copy of the Trust’s Child Protection Policy and Safeguarding Policy can be accessed via each member schools website.

**Data Protection Statement**

The personal information you provide on this form is collected and processed by The Propeller Academy Trust. The Propeller Academy Trust is the data controller of your personal information. Please see The Propeller Academy Trust’s general privacy notice at [The Propeller Academy Trust - GDPR and KCSIE](#)

The Propeller Academy Trust processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws and will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees and from carrying out security or DBS checks (when such checks are relevant to the post), to assess your suitability for employment with us, for administration and management purposes and for statistical analysis.

We may disclose your information to our service providers and agents for these purposes and **by submitting this application form you are consenting to our processing this for the purposes above and understand that providing misleading or false information/qualifications may affect any recruitment decision made relating to or if appointed, may lead to disciplinary action and dismissal.**

If your application is unsuccessful, we will keep your information for 12 months in accordance with legal requirements and for administration purposes.

Under UK GDPR you have a right to access the information we hold about you, and you have a right to correct any inaccuracies in your information. Please contact the Chief Operations Officer (Trust DPO), **Propeller Registered Office: Fitzwaryn School, Denchworth Rd, Wantage, OX12 9ET**  
**T. 01235 764504**

**Declaration**

**You cannot sign this form on screen.** By submitting this form as an email attachment you undertake that the information you have provided is true and accurate to the best of your knowledge. You will be required to sign your application at a later stage of the selection process.

The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection statement contained in this document.

|               |  |             |  |
|---------------|--|-------------|--|
| <b>Signed</b> |  | <b>Date</b> |  |
|---------------|--|-------------|--|

(form continues below)

**Equal opportunities**

The Propeller Academy Trust is an equal opportunity employer and is committed to promoting equality and social inclusion. The Propeller Academy Trust operates an Equal Opportunity and Diversity Policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help the Trust monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.

The information provided will be treated in the strictest confidence and will only be used for monitoring purposes.

The recruitment monitoring section of the application form will be detached before the form reaches the selection panel or if on the online recruitment system this information will not be made available to them.

**Personal details**

|  |                            |
|--|----------------------------|
| <b>Surname (family name)</b>   |                            |
| <b>First name</b>  |                            |
| <b>Gender identity</b><br>(If you are undergoing gender reassignment, please use the gender identity you intend to acquire.)   | Please select...           |
| <b>Does your gender identity align with the gender assigned to you at birth?</b>   | Please select...           |
| <b>Sexual orientation</b>  | Please select...           |
| <b>Do you consider that you have a disability?</b><br>The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.<br><br>This information is used for monitoring purposes only. If you believe you may be disabled and may need any reasonable adjustments to be made in the recruitment process or as part of your employment, please discuss this with the recruiting manager. | Please select...           |
| <b>Religion or belief</b><br>The list below includes those religions that are most commonly found in Britain. They are listed in alphabetical order and not intended to signify rank in terms of importance. This list is not exhaustive; if your religion is not listed then we ask you not to take offence as none was intended.   | Please select...           |
| <b>To which of the following groups do you consider you belong?</b>  | White - Gypsy or Irish tra |
| <b>Marital status</b>  | Please select...           |
| <b>Age range (please tick the applicable box)</b>  | Please select...           |
| <b>Are you employed by The Propeller Academy Trust?</b>  | Please select...           |