Prime 7
Multi Academy Trust

CONFIDENTIAL

Application for post of –TEACHING STAFF

Please return this application form to the email or postal address as requested in the advertisement /recruitment pack

POST DETAILS		
Post Title:	School:	
Grade:		
What date are you available to begin a new post?		

PERSONAL DETAILS		
Surname/Family name	First Name(s)	
Previous Surname:		
Preferred Title (Mr/Mrs/Miss/Ms/Other)	Do you have the right to work in the UK? YES ☐ NO ☐	National Ins No
	Do you require a Certificate of Sponsorship? YES ☐ NO ☐	Visa Expiry Date
Permanent Private Address		
	Postcode	
Telephone (Day)	Telephone (Evening)	
Mobile	E-Mail	
Date of Birth		
Do you speak any other languages? - if so which?		

PRESENT EMPLOYMENT	
Name and address of employer	
Postcode	Telephone
Job Title	
Start Date	Leaving Date/Notice Required

Salary	Grade
Teacher Reference No.	GTC Reg No.

BRIEF DESCRIPTION OF DUTIES

Reason for leaving (if no longer employed)

EMPLOYMENT HISTORY Previous posts (please start with most recent)

Start Date	Leaving Date	Employer's Name & Address	Position Held	Salary on leaving

Please attach additional sheets if necessary

Please can you advise if you have had a gap in employment and if so give dates and an explanation:

EDUCATION

Secondary School/College/University

Please state qualifications gained for which you will need to provide evidence

Name and Address	Courses Taken/Subjects	Dates (From – to)	Full/ Part-time	Qualifications/ Grade

Please can you advise if you have had a gap in education and if so please provide an explanation:

Any other relevant qualifications or training

Including membership and status of any relevant professional or technical association.

IN SERVICE EDUCATION

Please give details of In-Service Education relevant to your application and undertaken in the last three years.

As a Participant

Dates of Course		Length of Course	Course Title	Qualification obtained and date of Award	Course Provider
From	To				

As a Course Leader					
Dates of Course		Length of Course	Course Title and brief outline of your contribution		
From	To				

ADDITIONAL TEACHING SKILLS AND SPECIAL INTERESTS

Please list additional teaching skills and special interests relevant to this application.

GENERAL EXPERIENCE AND FURTHER INFORMATION

Please use this section to tell us how you feel you meet the requirements of the Person Specification. Please ensure that you have read the job description and specification and give us as much information as necessary to demonstrate the skills, experience and knowledge you have gained. (Use additional sheet if required)

Letter of Application Give a brief statement about how you would be able to help us meet our aims within our schools.(Please continue on a separate sheet if needed)

ADDITIONAL INFORMATION	
Are you applying on a job share basis?	YES ☐ NO ☐
If yes are you applying with a job share partner?	YES ☐ NO ☐
If the job requires a driving licence: Have you a clean/full driving licence?	YES ☐ NO ☐
Type of licence?	
Where did you hear about this vacancy?	

DISCLOSURE OF CRIMINAL BACKGROUND

Because of the nature of the work for which you are applying, you are required to disclose any criminal convictions, cautions or bind-overs which you have incurred, including any that would be regarded as 'spent' under the Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Order 1986. If you are offered employment an Enhanced Disclosure will be sought from the Criminal Records Bureau before the appointment is confirmed. This will provide details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on your suitability for the post.

Disclosure of a criminal background will not necessarily exclude you from employment – this will depend upon the nature of the offence(s), frequency and when they occurred. Failure to declare a conviction, caution or bind-over may disqualify you from an appointment, or result in summary dismissal if the discrepancy comes to light

It is an offence to seek employment in regulated activity if you are on a barred list.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the Police of a criminal offence? **Yes** ☐ **No** ☐

If **YES**, please give brief details of the offence, including the date of the conviction.

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? **Yes** ☐ **No** ☐

If your answer is yes, you should provide brief details on a separate sheet, marked confidential. The information you will provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Do you have any criminal charges or summonses pending against you? **Yes** ☐ **No** ☐
If **YES** , please give details.

NB*: Prior to employment Prime7 MAT check your details provided in this application against the ISA 'Children's Barred' List (a list of individuals who are barred from working with children). Once an offer has been made we will then request an enhanced Disclosure and Barring Service check (DBS).*

If you have lived or worked outside of the UK in the last 10 years the Trust/School may require additional information in order to comply with 'safer recruitment' requirements.

Have you lived or worked outside of the UK in the last 10 years? **Yes** ☐ **No** ☐

Applicants should be aware that a general internet/social media search may be carried out pre interview.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

REFERENCES

REFERENCES (One of these should be your present/most recent employer)

Please note if you are currently working with children, one reference must be obtained from the employer relating to children. We reserve the right to contact your present/last employer if an offer is made and accepted. Once received, references will be reviewed. If there are any queries about the quality of the reference we will discuss with you.

NB: Please note that Prime7 MAT requires two references prior to employment commencing.

External Applicants: If you are selected for interview we will take up references. One referee should be a senior person in your present (or most recent) company or training provider who has knowledge of your work.

Internal Applicants: If you are selected for interview we will seek references from your current Head teacher/Line Manager.

Current/Most Recent Employer	
Address	
	Postcode
Telephone	E-mail
Relationship	How long have they known you?
Other Referee – Name:	
Address	
	Postcode
Telephone	E-mail
Relationship	How long have they known you?
Please advise if we can contact your referees prior to interview: YES ☐ NO ☐	

DECLARATION

- I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and qualifications, medical clearance.

- I understand that providing false or misleading information will disqualify me from appointment or if appointed will render me liable to summary dismissal.
- I declare that the information I have given is, to the best of my knowledge, true and complete.
- I agree that the information given may be used for registered purposes under the GDPR legislation.
- I understand I have the right to withdraw or change your consent at any time by giving Prime7 MAT written notice.

Signed	Date

(Please note if you are applying on the web you will be required to sign this declaration at interview)

Prime7 MAT are required under **GDPR (General Data Protection Regulation)** legislation to comply with essential good practice in respect of the information collected here and to manage it securely. Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You must give us your consent
- We must process it to comply with our legal obligations

You can find more information on how we use your personal data in our privacy notice for applicants, which is provided as an attachment with the job advert or can be provided upon request.

MONITORING INFORMATION

In order to monitor the effectiveness of Prime7 MAT's Equal Opportunities Policy, and to comply with the requirements of the Race Relations Amendment Act 2000 you are required to complete Section A.

Completion of Section B is voluntary, however completion will ensure all staff are treated fairly and equally.

Appointment of:

Monitoring Ethnic Origin

Please indicate your ethnic origin by ticking one of the five broad divisions shown below:

White ☐ British ☐ Irish Any other White background (please specify below)	**Black or Black British** ☐ African ☐ Caribbean Any other Black background (please specify below)
Asian or Asian British ☐ Bangladeshi ☐ Indian ☐ Pakistani Any other Asian background (please specify below)	**Dual or Multiple Heritage** ☐ White and Asian ☐ White and Black African ☐ White and Black Caribbean Any other dual or multiple heritage (please specify below)

Chinese or Other Ethnic Group

☐ Chinese Any other ethnic background (please specify) Do not wish to declare ☐

Monitoring Disability

Do you consider yourself to have a disability as defined* in the Disability Discrimination Act 1995. The Act defines disability as: "a physical or mental impairment which has substantial and long-term effect on a person's ability to carry out normal day to day activities".

YES ☐ NO ☐ Do not wish to declare ☐

Monitoring Gender

Please tick one box

Female ☐ Male ☐ Do not wish to declare ☐

Monitoring Media

(for response monitoring purposes only)

Name of media or how you knew about this job

SECTION B

To which one of the following age groups do you belong?

Under 20 ☐ 20-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60 and over ☐

What is your religion? ***Please tick one box only***

None ☐ Christian ☐ Buddhist ☐ Hindu ☐ Muslim ☐

Sikh ☐ Jewish ☐ Other ☐ If "other" please specify ☐ Do not wish to declare ☐

What is your Sexuality? ***Please tick one box only.***

Heterosexual ☐ Gay Man ☐ Bisexual ☐ Lesbian ☐ Do not wish to declare ☐