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Application for Employment – Teacher

We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.

**Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.**

|  |  |
| --- | --- |
| Post applied for: |  |
| School Name: |  |

1. PERSONAL DETAILS

|  |  |
| --- | --- |
| First name/s: | Last name: |
| Address: | Previous Name(s): |
|  | NI Number: |
|  | Telephone (Daytime): |
|  | Telephone (Mobile): |
| Postcode: | Email address: |
| Are you registered by the DfE as a Qualified Teacher?  Yes / No | DfE Ref. No.: |

2. EMPLOYMENT HISTORY - Present or most recent employment

[**Please click here to read our Safeguarding and Child Protection Policy before completing your application**](https://www.exeterlearningacademytrust.co.uk/policies/)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post Title** |  | | | **Number on Roll** |  |
| **Age Range** |  | Single sex school  Mixed School  F/T  P/T | | | |
| **Name of School/Academy**  **Address:**  **Post Code** | | | | | |
| **LA**  **Foundation**  **Independent**  **Trust**  **Academy**  **Other**  **(Please specify)** | | | | | |
| **Start Date** |  | | **Date left or**  **Notice required** |  | |
| **Reason for leaving:** |  | | | | |
| **Salary Present scale/Spinal point/Allowance:** | | | | | |
| **Brief Description of Duties -** NB. If you have more than one employment please provide the same information for each job, if necessary on a separate sheet | | | | | |

3. PREVIOUS EMPLOYMENT – **Dismissal or Redundancy must be stated**

*FULL HISTORY* ***Please provide a full history in chronological order (most recent appointment first) back to leaving secondary education.*** *This must include all periods of post-secondary education/training and part-time and voluntary work as well as full time employment, with start and end dates, reasons for leaving employment and explanations for periods not in employment or education/training.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job title including, if applicable, subject and areas taught and any responsibilities** | **Full or part time** | **Employer/School and LA (if applicable) including age range and number on roll** | **Dates**  **From - to**  **(month & year)** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please account for any gaps in your employment history:

|  |
| --- |
|  |

4. EDUCATION, TRAINING AND DEVELOPMENT

**Secondary school/college/university/apprenticeship** *including current studies, with the most recent first.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of institution** | **Dates**  **From – To**  **(month & year)** | **Courses/subjects taken** | **Qualifications/grade** |
|  |  |  |  |
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*NB. We reserve the right to contact employers or educational establishments to verify details given.*

**Details of any recent relevant professional development.** Please include dates.

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| --- |
|  |

**Professional / Technical membership**

|  |  |
| --- | --- |
| Name of professional / technical body | Grade of membership |
|  |  |
|  |  |

5. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet the requirements of the job description/person specification.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence. Please insert continuation sheets as required.

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***Please continue on a separate sheet if necessary.***

6. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

Please note –this role requires regulated activity with children. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Rehabilitation of Offenders Act

We will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with us.  As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

You are applying for a post which is eligible for a DBS Disclosure, and, by submitting this application you should be aware that if your application is successful, a DBS Disclosure will be sought which will detail any convictions, cautions, reprimands, final warnings or any other information held about you which would not be filtered in line with current guidance.

Other Sanctions

Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the Teaching Regulation Agency (TRA). If there are none please write ‘none’:

|  |
| --- |
|  |

**I confirm that I have read and understood the information contained in this section and have provided the relevant information where applicable**

7. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act defines a person as having a disability if he or she has,” a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”.

Do you have a disability? Yes ☐ No ☐



We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job. Please see the applicant guidance notes for further information.



Are you eligible to work in the UK? Yes ☐ No ☐



Do you require a work permit? Yes ☐ No ☐



Do you, your partner or family have any interests (financial, professional

or otherwise) that may conflict with your employment? Yes ☐ No ☐

(If yes, give details)



Are you related to any member of staff / governor at the academy Yes ☐ No ☐



|  |
| --- |
| If yes, give name and relationship: |

**Note:** Soliciting support or information to give an unfair advantage may disqualify your application.

8. REFERENCES

Please give details of at least two referees, one of whom must be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. References must cover a **minimum of three years** of employment.If there has been a gap in employment or where you do not have three years of employment, then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.Maintained headteachers should provide a local authority referee.

**References will be taken up on all short-listed candidates before interview.**

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Tel no: | Tel no: |
| Email: | Email: |
| Occupation/Relationship: | Occupation/Relationship: |
| How long have they known you? | How long have they known you? |
| Name: |
| Address: |
| Tel no: |
| Email: |
| Occupation/Relationship: |
| How long have they known you? |

We will seek references as detailed above and may ask previous employers for information about disciplinary offences relating to children or young people and whether you have been the subject of any child protection concerns. We may approach previous employers for information to verify particular experiences or qualifications.

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the academy under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

|  |  |
| --- | --- |
| Signature: | Date: |

**DATA PROTECTION ACT 2018.** INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE ACADEMY UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE ACADEMY. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 12 MONTHS.

**YOUR COMPLETED APPLICATION SHOULD BE SENT TO JOBS@ELATSCHOOLS.COM**

|  |  |  |  |
| --- | --- | --- | --- |
| **FOR SCHOOL / OFFICE USE ONLY** | | | |
| Application received: | / / 20 | Application acknowledged: | / / 20 |
| Equal Opportunities questionnaire removed and recorded anonymously: / /20 | | | |
| **Shortlisting** | | | |
| Interview date: | / / 20 |  | |
| Shortlisted - Notified of interview date: | / / 20 | Not shortlisted - Informed of decision: | / / 20 |
| **Selection** | | | |
| Yes: offered employment: | / / 20 | No: Informed of decision: | / / 20 |
| **Employment checks** | | | |
| Evidence of qualifications received: | / / 20 | Evidence of eligibility to work in the UK received: | / / 20 |
| References requested: | / / 20 | References received: | / / 20 |
| References satisfactory? | Y / N |  |  |
| Online DBS check: | / / 20 | DBS check received: | / / 20 |
| DBS check satisfactory? | Y / N |  |  |
| Medical check sent: | / / 20 | Medical check received: | / / 20 |
| Medical check satisfactory? | Y / N |  |  |
| **Appointment** | | | |
| Start date: | / / 20 | Statement of Particulars sent: | / / 20 |

Equality and Diversity Monitoring

**Please complete the form that follows.**

Freedom from discrimination and equality of opportunity are basic rights. Exeter Learning Academy Trust is committed to challenging inequality and celebrating diversity.

The information you provide on the form overleaf is not part of our selection process and will be separated from your application form and only used for monitoring purposes to ensure that people are treated fairly and according to their needs. It will only be accessible to the administration team, who will record the data in anonymous format for monitoring purposes. The appointing officer(s) and/or the shortlisting panel will not have access to the information it contains.

**The form is not part of our selection process and will be separated from your application form.**

**Guidance Notes on Disability**

Under the Equality Act 2010 you are considered to have a disability if you have *‘a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities’.*

**Physical and mental impairments** include sensory impairments and Deaf Sign Language users. Mental illness is included if it has a substantial effect on normal day to day activity. Past conditions are included. Progressive conditions, such as cancer, multiple sclerosis, muscular dystrophy and HIV infection, are covered from the point of diagnosis. Severe disfigurements are included.

**Substantial adverse effect** is more than a minor or trivial effect. Substantial effects of a disability, which has ceased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

**Long term effect** is one which has lasted, or is likely to last, 12 months or more.

**Normal day to day activities** are those which are carried our by most people on a fairly regular and frequent basis.

## Full definitions of disability are available from <https://www.gov.uk/definition-of-disability-under-equality-act-2010>.

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**Guaranteed Interview** As a user of the disability symbol, we guarantee to interview all applicants with a disability who meet the essential elements of the person specification. Please indicate on the application form if you require adjustments for the interview. This will not affect your application.

**First Name(s):**…………………………………………………

**Surname:** …………………………………………………..

**1. GENDER:** Male  Female  Other/Non-Binary

**2. AGE:** 16-24  25-29  30-34  35-39  40-44

45-49  50-54  55-59  60-64  65+

**3. ETHNIC GROUP:**

To which of these groups do you consider that you belong? (tick appropriate box)

Asian / British Asian  Mixed Heritage

Black / Black British  White British

Chinese / British Chinese  White Other

Gypsy / Traveller / Roma  Other

**If you have answered ‘any other’ in any group please specify below**

**4. DISABILITY**

Do you consider yourself to have a disability? Yes  No

(Please see guidance on the previous page)

**For internal use only**

Job Title: ……………………………………………………..

Vacancy Ref: …………………………………………………….