



(For office use only - remove front sheet on receipt of application)

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**Application for a Teaching Post**

**Please read the attached information to candidates sheets before completing this form**

|  |  |  |
| --- | --- | --- |
| Post Title: |  |  |
|  | | |
|  | | |
| **Academy Details**  Farringdon Community Academy, Allendale Road, Farringdon Sunderland SR3 3EL Telephone: 0191 917 1500 or Email [enquiries@farringdonca.net](mailto:enquiries@farringdonca.net)  As this application may be photocopied, please complete the form in black ink or type. Please note C.V.’s will not be considered.  **Data Protection Notice**  Throughout this form we ask for some personal data about you. We’ll 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 have given us your consent  • We must process it to comply with our legal obligations  **Equal Opportunities and Monitoring**  The information requested in Part A of this form will be used for monitoring and administration purposes only, and is not seen by the recruitment panel. The information requested on Part C, is used for checking convictions, and is also not seen by the recruitment panel. Part B is separated when we receive your application form, and given to the recruitment panel for shortlisting. This is done to reduce the possibility of unfair and unlawful discrimination. | | |

**Part A**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | |
| First Name/s |  |  | | | |
|  | | | | | |
| Surname/Last Name |  |  | | | |
|  | | | | | |
| All Previous Names |  |  | | | |
|  | | | | | |
| Address |  |  | | | |
|  | | | | | |
|  | | | | Post Code |  |
|  | | | | | |
| Telephone No. (Home or mobile) | | |  | | |
|  | | | | | |
| Telephone No. (Work) - if convenient | | |  | | |
|  | | | | | |
| e-mail address | | |  | | |

**1**

**Equal Opportunities Monitoring**

Gender Male Female

Date of Birth

**Disability**

The Equality Act 2010 states that “a person has a disability for the purpose of this Act if he/she has a physical or mental impairment which has a substantial and long term negative effect on his/her ability to carry out normal day to day activities”.

Do you consider yourself disabled?

Yes No

**Ethnic Origin**

Please tick **one** of the boxes below, choosing the category which you think best describes your ethnic origin. Please note that we are asking about the broad ethnic group you are in and not your nationality, place of birth or citizenship. United Kingdom citizens can belong to any of the categories shown.

**White**

British Irish Any other white background

(please write in)

**Black or Black British**

Caribbean African Any other black background

(please write in)

**Chinese or other ethnic group**

Chinese Any other ethnic group

(please write in)

**Asian or Asian British**

Indian Pakistani Bangladeshi Any other black background

(please write in)

**Mixed**

White and Black Caribbean White and Black African White and Asian

Any other black background

(please write in)

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Where did you see this job advertised?

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that all of the information given on this form is correct and complete. | | | |
| Signed: |  | Date: |  |

**Note: If you provide false information on any part of this form, you will be disqualified from appointment and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.**

**Part B**

**Applicant’s**

**Reference No.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Post Title: (same as first page) | | |  | | | | | |
|  | | | | | | | | |
| **Educational Achievements** | | | | | | | | |
| Please include A-Level, Further/Higher Education and any other relevant study in chronological order. | | | | | | | | |
| **Date** | **Educational Establishment**  (Name & Address) | | | | | **Qualification** | | **Subject & Grade** |
|  |  | | | | |  | |  |
|  | | | | | | | | |
| Date recognised as a Qualified Teacher: | | | | |  | | | |
| Teacher reference number: | | | | |  | | | |
| If you qualified after 7th May 1999 please indicate whether your Induction Year is ongoing or completed? | | | | |  | | | |
|  | | | | | | | | |
| **Present Job** | | | | | | | | |
|  | | | | | | | | |
| Name and type of school: | |  | | | | | | |
|  | | | | | | | | |
| LA: | |  | | | | | Title of Post: |  |
|  | | | | | | | | |
| Salary/Grade: | |  | | | | | Date Commenced: |  |
|  | | | | | | | | |
| To whom do you report (Job Title) | | | |  | | | | |
|  | | | | | | | | |
| What staff (if any) report to you | | | |  | | | | |
|  | | | | | | | | |
| Brief outline of duties (including responsibility, age range and subjects taught) | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |

**Previous Employers** (most recent first)

**(a) In a school** (please outline in chronological order any relevant experience as a qualified teacher, instructor or technician and teaching practice etc).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LA** | **Name and**  **Type of School** | **Title of Post** (including responsibility, age range and subjects taught) | **Grade**  (if applicable) | **Date of**  **Employment**  From To | **Reason for**  **Leaving** |
|  |  |  |  |  |  |

**(b) Other** (please include any gaps in employment, career breaks or other full-time commitments)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of**  **Employer** | **Nature of Employment, post title held and main responsibilities** | **Date of**  **Employment**  **From & To** | **Reason for**  **Leaving** |
|  |  |  |  |

**Applicant’s**

**Reference No.**

**Professional Development**

Please detail below the commitment to professional development within your career that is relevant to your application for this post.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Subject/Focus** | **Provider/Course Organiser** | **Duration** |
|  |  |  |  |

**References** (one must be from your current employer)

Please see the attached Information to Candidates sheets for information on this section

1.

Name:

Job title:

Address:

e-mail:

Phone:

Name:

Job title:

Address:

e-mail:

Phone:

2.

Can your referees be contacted without any further authorisation from yourself? Yes No

As the job you are applying for may involve access to children, we reserve the right to contact any of your previous employers for a reference (including your most recent employer even if you have not selected them as a referee) and to verify particular experience or qualifications.

Note: We also reserve the right to ask your current employer (if you are currently working with children) or a previous employer (where you worked with children) about disciplinary issues relating to children. This would include any in which the penalty is time expired and whether you have been the subject of any child protection concerns including the outcome of any investigation or disciplinary procedure. Please be aware that providing false information is an offence and could result in your application being rejected, or a summary dismissal if you have been appointed, and a possible referral to the police.

**How you meet the essential requirements**

Please state clearly how you meet all of the essential requirements listed on the Person Specification. Please see the attached Information to Candidate sheets for advice on how best to complete this section.

Please continue on a separate sheet if necessary

**Disability - Reasonable Adjustments**

Do you require us to make any reasonable adjustments that will help you to demonstrate your full potential in the recruitment process? If yes, please give details

**Declaration of Relationship**

If you have any relationship with any Director or Governor of Farringdon Community Academy, please state the name(s) and nature of relationship(s)

**Note:** If you canvas any Director or Governor of Farringdon Community Academy, directly or indirectly for this appointment, or if you fail to disclose a relationship, you will be disqualified from appointment and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that all of the information given on this form is correct and complete. | | | |
| Signed: |  | Date: |  |

**Note: If you provide false information on any part of this form, you will be disqualified from appointment and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.**

**Part C Applications Reference No.**

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| **Disclosure and Barring Services** |
| Farringdon Community Academy is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) will not appear on a DBS certificate. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020 and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.  For posts in regulated activity, the DBS check will include a barred list check.  **It is an offence to seek employment in regulated activity if you are on a barred list.**  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Farringdon Community Academy’s privacy notice.  **Do you have a DBS certificate?:** ☐Yes ☐No Date of check:  If you’ve lived or worked outside of the UK in the last, the Farringdon Community Academy may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?** ☐Yes ☐No  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  We will not ask for any criminal records information until we’ve received the results of a DBS check.  Any convictions listed on a DBS check will be considered on a case-by-case basis by the Headteacher and HR partners. |

|  |
| --- |
| **Right to Work in the UK** |
| Farringdon Community Academy will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested.  **Signed: Date:** |

**Information to Candidates**

Thank you for applying for a job with Farringdon Community Academy.

This information is to help you to understand how our recruitment process works and how to best fill in your application form.

**About the information you have received**

A Job Description: Outlines the purpose of the job and the main duties involved.

A Person Specification: Lists the essential criteria an applicant needs to meet. It is this document that applicants are measured against during recruitment.

An Application Form: A standard form on which we collect information about you. We use this, instead of a C.V., to be more consistent.

Other information: You may have received other specific information about the job, and the stages of your recruitment process.

**How our recruitment process works**

A selection panel is formed, made up of at least two people. Next, they agree the content of the Job Description and the essential criteria for the Person Specification. A job advert is then written.

When we receive application forms, we separate Part A, Part B and Part C. The Equal Opportunities Monitoring information is collected from Part A and Part C. Only Part B is given to the recruitment panel. The panel does not see personal information about you. This is designed to reduce the chances of unfair discrimination.

Each panel member then compares the information on Part B of your Application Form with the criteria on the Person Specification. They each read all of the forms and then record their views. Next, they discuss and agree who will go through to the next stage. If there are a lot of applicants who meet the requirements, the panel will consider the successful pile again, keeping only those who best meet the requirements. References are then requested and will be considered by the selection panel.

Shortlisted applicants may then have an interview or may be asked to take part in other selection activities, eg. work tests, occupational tests etc. You will always be told about these activities in advance.

**What do we value on Application Forms?**

We are only looking for the things we have listed on the Person Specification.

**Qualifications or Experience?**

We strongly value the achievement of, and progress towards, academic, professional and vocational qualifications. We also believe, however, that there are extremely talented people in the jobs market. People who, for one reason or another, have not developed their skills and abilities through an academic route and gained a qualification. So, we also value other things such as previous job experience, research projects or personal study, work placements, voluntary work, social experience or personal life experience.

Obviously for some posts, a professional qualification is essential. In this case we will ask for the relevant qualification. (e.g. a teacher must have a nationally recognised Teaching Qualification) You will be asked to provide certificates to verify your qualification.

**How to best fill in your Application form**

The panel are looking for those candidates who can give real examples of how they meet the essential criteria on the Person Specification. It is quality, not quantity that is important.

Do not enclose a C.V., we only want information on the application form. C.V.’s will not be considered.

Here are some helpful hints when completing the form, and remember to have the Person Specification at hand throughout:

1. Use a spare sheet of paper to make notes first.

2. Prepare answers to all questions but leave the ‘How you meet the essential requirements’ until last, most candidates find this the hardest part to complete.

3. If a box is not relevant to your personal circumstances, mark it ‘not applicable’.

4. Give details of your employment history. If you have a gap in your employment, you are required to give an explanation for this.

5. Give full contact details, name and job title of any referees who we can ask for information about you. (We only ask for factual information, not that person’s opinion about you. If you are employed, include details of your current employer. If you are unemployed, you must give details of a previous employer. If you have never been employed, please give details of a school, college or university tutor, or put a line through the box.

6. Now focus on the ‘How you meet the essential requirements’. Take each of the criteria on the Person Specification in turn. Take time to think about all of your previous experience and give examples of where you have best displayed the things that are asked for. Simply stating that you have each requirement will not be considered as suitable evidence. Remember you can use examples from your work life, study, personal life, voluntary work, social experience and vocational training etc.

7. Answer the points in the same order as on the Person Specification. You can present this as a list and use numbering if you wish. Remember - Quality over Quantity.

**How we acknowledge receipt of your Application Form**

E-mail confirmation will be sent acknowledging receipt of a submitted application. If no confirmation is received contact Miss A Parker before the closing date.

We are fully committed to providing a fair recruitment process for all. To do this, we need to know if you feel anything may prevent you from demonstrating your full potential. We will make any reasonable adjustment or arrangement to any part of the recruitment process.

**Access to Employment for Disabled People**

We are committed to an equal opportunity in employment for disabled people. This means that we will not unfairly discriminate against a candidate with a disability, or an employee that becomes disabled whilst working for us.

**Complaints about the Recruitment Process**

If you feel you have been treated unfairly or are unhappy with any part of the recruitment process, we want to know about it! You can make a complaint by contacting Miss A Parker explaining that you wish to make a complaint. Please see your Application Pack for contact details.

**Data Protection**

The information you provide on the application form will be used to assess your suitability for the post and will be viewed only by those involved in the recruitment process. If you are appointed, the information will be used to create your employment record. If you are not appointed, it will be destroyed after 6 months, except in the event of a dispute.

Personal information that you provide in the ‘Equal Opportunities Monitoring’ section of the form will only be used for the purpose of equal opportunities monitoring and statistical analysis. This helps us to continually improve our equal opportunities policies and practices.

By submitting this form, you are consenting to the recording and use of the information for the purposes mentioned above.

**Any other questions**

If you have any questions or comments about any aspect of the recruitment process, please contact:  
Farringdon Community Academy, Allendale Road, Farringdon, Sunderland SR3 3EL  
Telephone: 0191 917 1500, extension: 206 Email: [enquiries@farringdonca.net](mailto:enquiries@farringdonca.net)