**Application Form – Teaching Staff**

1. **Acknowledgement**

Thank you for choosing to apply to The Park Federation Academy Trust. If you have not heard from us within two weeks of the closing date you should assume that you are unsuccessful.

1. **Guidance on making the most of your application**

You should have already viewed the job description (which lists the main duties and tasks of the job) and the person specification (which lists the skills and experience you need to do the job).

The information you provide on this application form in the ‘personal statement’ section must show how you meet the requirements listed in the person specification. Please ensure you address each point in the person specification and ensure your responses directly relate to it.

If you wish to apply for a full time post as a part time employee, please clearly state this on your application form under ‘other relevant Information’. Such requests will be considered sympathetically but if we are unable to accommodate your stated requirements, you will not be short-listed for this position.

1. **Applicants with disabilities**

Applicants with a disability may request and return the application on tape or large print. If you have a disability (as defined by the Disability Discrimination Act) you will be invited for interview if you meet the essential criteria in the person specification.

If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

1. **Disclosure & Barring Service Check (DBS)**

A DBS check is required for all positions at the Trust. Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position at the Trust and each case will be considered on its merits.

It is illegal for anyone barred from working with children by the DBS, to work or apply to work with children.

1. **Equal opportunities monitoring form**

Monitoring of equality information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes and throughout our workforce. All applicants are required to complete the equal opportunities monitoring form.

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| **STRICTLY PRIVATE & CONFIDENTIAL** | | | **Office Use Only** | | |
| **Job Ref:** | |  |
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| **APPLICATION FORM**  **Teaching Staff** | | | | | |
| Please complete in black ink/print.  An application form must be completed for each vacancy. CVs will not be accepted.  The completed form should be returned to **recruitment@theparkfederation.org** or posted to the **HR Department, James Elliman Academy, Elliman Avenue, Slough SL2 5BA** by the closing date.  Application forms that are incomplete and/or received after the closing date will not be considered. | | | | | |
| **Position applied for:** | |  | | | |
| **Academy:** |  | | | | |
| **Where did you hear about the vacancy:** | | | |  | |
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| **Personal Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Title** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **First name** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Middle name(s)** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Surname** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Address**  **including postcode** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Contact number(s)** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Email address** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Do you have right to work in the UK?** | | | | | | Yes | | | | | | | | / | | | | | | | | No | | | | | | | | |
| **Are you a member of a professional institute?** | | | | | | | | | | Yes | | | | | / | | | | | | | No | | | | | | | | |
| **If yes, please provide the institute name and your membership number:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Are any employees of the Academy, Trust or a member of the Governing Body known to you?** | | | | | | | | | | | | | | | | | | Yes | | | | | | | / | | | No | | |
| **If yes, in what capacity:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Since the age of 18, have you lived or worked outside the UK for a period of 3 months or more?** | | | | | | | | | | | | | | | | | | Yes | | | | | | | / | | | No | | |
| **If yes, please provide location and dates:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Teacher Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Do you hold QTS?** | | | | Yes | | | | | / | | | | | | | | | | No | | | | | | | | | | | |
| **If yes, please provide TRN and date awarded:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Are you registered as an instructor with the GTC?** | | | | | | | | | | | | | Yes | | | / | | | | | | | | | | No | | | | |
| **If yes, please provide TRN and date awarded:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Please provide details of special areas of teaching interest:** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Convictions & Sanctions** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975: The amendments to the Exceptions Order 1975 (as amended in 2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.    Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the “Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)”?** | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | / | | | No |
| **If yes, you are required to provide details of the offence(s) to Kimberly Richards, HR & Training Manager, by email at krichards@theparkfederation.org or by post at James Elliman Academy, Elliman Avenue, Slough, Berkshire, SL2 5BA. Please mark all communications as confidential.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Are you barred from working with children or young people under the provisions of the Safeguarding Vulnerable Groups Act 2006?** | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | / | | | No |
| **Have you ever had any sanctions and/or warnings imposed by the GTCE?** | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | / | | | No |
| **If yes, please provide details including dates of expiry:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Have you ever had any sanctions and/or warnings imposed by the DfE?** | | | | | | | | | | | | | | | | | | | | | Yes | | | | | / | | | No | |
| **If yes, please provide details including dates of expiry:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Present Employment** (if unemployed, provide details of last employment) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name of employer/establishment** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Your job title** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Address**  **including postcode** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name of LEA/employing body** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Employment dates** | | | | | From: | |  | | | | | | | | | | To: | | |  | | | | | | | | | | |
| **Age range taught** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Pay scale** | |  | | | | | | | | **Spine/scale point** | | | | | | | |  | | | | | | | | | | | | |
| **Annual basic salary** | |  | | | | | | | | **Weekly hours** | | | | | | | |  | | | | | | | | | | | | |
| **Did you receive any other payments/allowances?** | | | | | | | | | | | Yes | | | | | / | | | | | | | | No | | | | | | |
| **If yes, please provide details:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Reason for leaving** | |  | | | | | | | | | | **Notice period** | | | | | |  | | | | | | | | | | | | |
| **Please provide a brief description of your duties:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Previous Employment** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Start with the most recent employment first. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Employment dates** | | | **Employer’s name & address** | | | | | **Position & brief job description** | | | | | | | | | | | | | | | **Salary at leaving date** | | | | | | | |
| **From** | **To** | |
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| ***Please continue details on a separate sheet if further space is required*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **Gaps** |
| Please provide details of any periods within the last 5 years where you were not working or studying e.g. travelling, raising family, unemployed etc: |

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|  | **Period Details** | | | | **Period Details** | | | |
| **Reason for gap** |  | | | |  | | | |
| **Dates** | From: |  | To: |  | From: |  | To: |  |

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| ***Please continue details on a separate sheet if further space is required*** | | | |
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| **Education & Qualifications** | | | |
| Please provide details of your education and qualifications, including any current studies. Proof of qualification(s) will be required if it is a prerequisite of the position. | | | |
| **Awarding body** | **Date gained** | **Examinations passed/qualification** | **Grade achieved** |
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| ***Please continue details on a separate sheet if further space is required*** | | | |
| **References** | | | |
| Please note that as part of our commitment to safeguarding the welfare of children and young people, and in line with our policy, we may obtain references prior to interview. | | | |
| **Employment** | | | |
| Please provide one referee for each employment from the last 5 years – the referee should be your Head Teacher or a suitable manager who can appropriately complete the reference request: | | | |

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|  | **Referee 1** | | | | **Referee 2** | | | |
| **Company name** |  | | | |  | | | |
| **Your job title** |  | | | |  | | | |
| **Employment dates** | From: |  | To: |  | From: |  | To: |  |
| **Reason for leaving** |  | | | |  | | | |
| **Contact name** |  | | | |  | | | |
| **Contact job title** |  | | | |  | | | |
| **Address**  **including postcode** |  | | | |  | | | |
| **Telephone number** |  | | | |  | | | |
| **Email address** |  | | | |  | | | |
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|  | **Referee 3** | | | | **Referee 4** | | | |
| **Company name** |  | | | |  | | | |
| **Your job title** |  | | | |  | | | |
| **Employment dates** | From: |  | To: |  | From: |  | To: |  |
| **Reason for leaving** |  | | | |  | | | |
| **Contact name** |  | | | |  | | | |
| **Contact job title** |  | | | |  | | | |
| **Address**  **including postcode** |  | | | |  | | | |
| **Telephone number** |  | | | |  | | | |
| **Email address** |  | | | |  | | | |
| ***Please continue details on a separate sheet if further space is required*** | | | | | | | | |

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| **Study & Education** |
| Please provide one referee for each course undertaken in the last 5 years: |

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|  | **Referee 1** | | | | **Referee 2** | | | |
| **Establishment** |  | | | |  | | | |
| **Course studied** |  | | | |  | | | |
| **Course dates** | From: |  | To: |  | From: |  | To: |  |
| **Contact name** |  | | | |  | | | |
| **Address**  **including postcode** |  | | | |  | | | |
| **Telephone number** |  | | | |  | | | |
| **Email address** |  | | | |  | | | |
| ***Please continue details on a separate sheet if further space is required*** | | | | | | | | |
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| **Personal** | | | | | | | | |
| Please provide details of two personal referees who have known you for at least 5 years. Those named cannot be a family member, a current employee of The Park Federation Academy Trust or a representative of a previous employer: | | | | | | | | |

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|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Relationship to you** |  |  |
| **Years known** |  |  |
| **Address**  **including postcode** |  |  |
| **Telephone number** |  |  |
| **Email address** |  |  |

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| **Personal Statement** |
| Please provide any information you consider relevant, including your reason for applying for the role and why you believe yourself to be suitable. |
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| ***Please continue details on a separate sheet if further space is required*** |

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| **Other relevant information** |
| Please provide any other information you feel is relevant to your application, i.e. career achievements, sports achievements, voluntary work, hobbies and interests, any special needs and/or support required as a result of having a disability, or if you wish to apply for a full time position as a part time employee. |
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| **Declaration** |
| I confirm that all the information provided is true and accurate and I understand that any false statement or omission may invalidate an offer of employment or lead to the termination of my employment.  I have not canvassed either directly or indirectly any member of the Governing Body or The Park Federation Academy Trust in connection with this appointment. I understand false or withheld information may lead to disciplinary action and/or the termination of my employment.  I consent to the Trust obtaining references from the point of interview invite onwards.  I acknowledge and agree to have the above information processed in accordance with the Data protection Act 2018. |

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| **Signature** |  | **Date** |  |