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|  | **Equitas Academies Trust**  **Aston Manor Academy  &  Chilwell Croft Academy** |  |

**Teaching Staff – Job Application Form**

Equitas Academies Trust is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin or national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age.  
This form is an opportunity for you to tell us as much as possible about yourself and will help us to make a fair decision in the selection process. Please ensure you complete all sections of the application form. Please do not include Curriculum Vitae with your application, but try to include all relevant information on the form itself using, additional sheets if necessary

**\*Please refer to the attached Guidance Notes before completing this Application**

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| **1. Vacancy Details** | | | |
| Position applied for: |  | | |
| Academy applying to: | Aston Manor Academy  Chilwell Croft Academy | | |
| Main subject: |  | Subsidiary Subject: |  |
| Other Subject interests:  e.g. Sport, Music, Drama etc. |  | | |
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| **2. Personal Details** | | | | | | |
| First name(s) |  | Last name: |  | | Title: |  |
| Address |  | | | | | |
|  |  | | | | | |
|  |  | Postcode: |  | | | |
| Daytime Tel No: |  | Evening Tel No: |  | | | |
| Mobile Tel No: |  | Email: |  | | | |
| Teacher Reference  Number: | | National Insurance  Number: | | | | |
| Do you have the Right to Work in the UK**?** Yes  No  Do you require a work permit? Yes  No | | | | | | |
| Please note: [Original identification documents verifying your right to work in the UK](https://www.gov.uk/government/publications/right-to-work-checklist) will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act. We are unable to employ anyone who does not have the right to work in the UK legally. Please explain the basis upon which you believe you will be able to live and work in the UK legally on the commencement date of your role: | | | | | | |
| Do you have QTS, including the numeracy and literacy skills test if qualified post 2004 | | | | Yes  No | | |

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| **3. General Information** | | | | | |
| Are you related to an employee or Trustee of Equitas Academies Trust? Yes  No | | | | | |
| If yes, please tick as applicable and provide details: | | | | | |
| Equitas Academies Trust Trustee | | Equitas Academies Trust Employee | | | |
| Name: |  | | |  | |
| Relationship: |  | | |  | |
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| **4. Retirement and Dismissal** | | | | | |
| Are you in receipt of a Teachers’ Pension? Yes  No | | | | | |
| If yes, from what date did it take effect and what type  of pension are you receiving? i.e. Actuarially Reduced  Benefits, Premature Retirement, Ill Health | | |  | | |
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| Have you ever been dismissed from employment for a reason other than redundancy? | | | | | Yes  No |
| Please attach full details of the reason for the dismissal in a sealed envelope marked ‘Private and Confidential’ and return with your application. | | | | | |
| Please be assured that providing this information will not necessarily bar you from employment. | | | | | |

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| **5. Induction** | | | |
| Did you qualify as a teacher after May 1999? Yes  No | | | |
| If yes, where was the induction served? |  | | |
| Between what dates did you serve your induction? | | |  |
| Did you pass the induction? Yes  No | | | |
| Do you have any period left to serve on your induction? Yes  No | | | |
| If yes, how much longer have you got to serve? | |  | |
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**If not complete, please attach copies of your induction reports for the period served.**

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| **6. Education Details** Please start with secondary education (including overseas) | | | | | | |
| **From** | **To** | **Name of School/College** | **Subjects** | **Type of Exam** | **Grades** | **Date Gained** |
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| **7. Education Details** Further/Higher Education – Earliest First (including overseas) | | | | | |
| **From** | **To** | **Institution(s)**  **Attended** | **Certificate, Diploma Degree, Higher Degree** | **Class/Div Obtained** | **Date Gained/**  **Expected** |
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| **8. Experience – previous career and other** | | | | | | | | |
| Please complete the following, in full chronological order, starting with your current employment and include all employment including non-teaching. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18, including any part time or voluntary work. Failure to provide the correct and accurate information may result in an incorrect salary assessment. If you have passed threshold you will need to supply a copy of your letter of confirmation with this form. Please continue on a separate sheet If necessary.  When giving details of school employment please include the age range, the approximate school roll number and school type i.e. Maintained, Independent, Foundation or Academy. | | | | | | | | |
| **From (DD/MM/YYYY)** | **To**  **(DD/MM/YYYY)** | **Employer’s Name** | **Employer’s Address** | **Position Held** | **Salary of current or most recent teaching position** | **Full Time / Part Time** | **Responsibilities (Please indicate type and size of school, subjects and ages taught)** | **Reason for Leaving/Reason for break in employment** |
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| **9.** **In Service Training/Professional Development** (Earliest First) | | | | |
| **Date(s)** | | **Organising Body** | **Course Title** | **Length of Course** |
| **From** | **To** |
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| **10. Arrangements for Interview** |
| If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise? Yes  No |
| If yes, please specify, e.g. ground floor venue, sign language interpreter, audiotape etc. |

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| **11. References**  Please give the name of two referees, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.  Written references will not be accepted from relatives or people writing solely in the capacity of friends. Please provide all business contact details including an email address, a home personal email address is unacceptable. You should contact your referees to let them know they may be required to provide a reference. | |

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| Name: |  | | | | |
| Address: |  | | | | |
|  | | Postcode: | |  | |
| Tel No: |  | Fax No: |  | | |
|  |  | Email: |  | | |
| Job Title: |  | Relationship to you: | | |  |
| \*Please indicate if you do not want us to take up references at this stage by ticking the box and provide a reason | | | | | |
| Name: |  | | | | |
| Address: |  | | | | |
|  | | Postcode: | |  | |
| Tel No: |  | Fax No: |  | | |
|  |  | Email: |  | | |
| Job Title: |  | Relationship to you: | | |  |
| \*Please indicate if you do not want us to take up references at this stage by ticking the box and provide a reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *\*To comply with* [***Keeping Children Safe in Education***](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf)***,*** *we will seek and scrutinise references prior to interviews. Referees will be contacted to provide further clarification if needed. All information provided by referees will be compared for consistency against the information disclosed in your application form, and you will be asked about any discrepancies at interview.* | | | | | |
| **12. Other Information in Support of your Application**  Please continue on a separate sheet(s) if necessary | | | | | |
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| **13. Data Protection Act 1998 – Consent and Certification of Details** |
| The information collected in the form will be used in compliance with the Data Protection Act 1998. The information is being collected by the Personnel and Equalities Division for the purpose of administering the employment and training of employees of the Education Service. The information may be disclosed, as appropriate, within the Education Service, to school governors, to Occupational Health, to the Department for Education, to the Teachers Pensions Agency, to the Department for Education and Skills, to the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies.  You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.  Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job. |

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| **14. Disclosure** |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)? Y/N  If you do have any convictions or; before signing this section of the application form, you must check the [filtering rules](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards) to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.  **Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered.**  Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.  Please tick one of the following statements:  I confirm that I have NO criminal convictions or cautions which would not be filtered in line with current guidance. I am not barred or disqualified from working with children, or subject to a prohibition order. **☐**  I confirm that I DO have criminal convictions or cautions which would not be filtered in line with current guidance or are barred or disqualified from working with children, or subject to a prohibition order. I enclose full details in a sealed envelope or submit full details via email in a separate document, marked ‘Private and Confidential’ **☐** |

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| **Confirmation of details** | |
| I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police. | |
| Signature: | Date: |

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| **Return address** | **Academy Contact Details** |
| Aston Manor Academy  Phillips Street  Aston  Birmingham  B6 4PZ | **Aston Manor Academy**  Email: jobs@equitasacademiestrust.com |
| Telephone: 0121 359 8108 |
| Website: [www.astonmanoracademy.com](http://www.astonmanoracademy.com) |
|  |  |
| Chilwell Croft Academy  Chilwell Croft  Newtown  Birmingham  B19 2QH | **Chilwell Croft Academy**  Email: jobs@equitasacademiestrust.com |
| Telephone: 0121 464 3402 |
| Website: [www.chilwellcroftacademy.com](http://www.chilwellcroftacademy.com) |

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| **The Application Form** |

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is therefore most important that you complete ALL sections of the application form which are relevant to you as clearly and fully as possible.

Please **do not** include a Curriculum Vitae with your application, but try to include all relevant information on the form itself, using additional sheets if necessary.

If you are unable to complete the form, you may ask someone to do it on your behalf. If you have a disability and would prefer to submit your application on tape – you may do so. Your recording should follow the format of the application form.

The following notes will explain the application form and give some useful advice on how to complete it. Please use BLACK ink or type since it will be necessary to photocopy your form.

**Section 1: Vacancy Details**

Please check that all the details are complete and correct. Please refer to the job advertisement to fill in this section.

**Section 2: Personal Details**

Please enter your personal details fully and clearly so that we may contact you about your application.

**Teacher reference number:** This should be completed as it will be used to verify Qualified Teacher Status and ensure you are not barred from teaching or subject to an interim prohibition order. If you are a NQT we recognise that you may not have received your teacher reference number at the time of application.

**National Insurance number:** If you do not currently have a National Insurance number, please leave this blank.

**Right to work in the UK:** Original identification documents verifying your right to work in the UK will be requested checked and a photocopy will be taken. If you application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

**Section 3: General Information**

If you are related to an employee or governor of Equitas Academies Trust we ask you to tell us so that we can make sure all applicants are treated fairly. Please note canvassing any employee or Trustee of Equitas Academies Trust (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

**Section 4: Retirement and Dismissal**

You should refer to the Teachers’ Pensions website to find out about returning to work after receiving pension benefits. Please go to [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk). This will guide you in relation to any action you need to take following a new period of teaching employment. You should also advise your former employer of your re-employment if you are in receipt of compensation following premature retirement. You will also re-enter the pension scheme unless you choose to opt out of scheme membership. Opt out election is available from the Teachers’ Pensions website.

**Section 5: Induction**

If you are a Newly Qualified Teacher and you have served a period of induction you need to confirm where the induction was served and when. If you have not completed the full period of induction, you are asked to provide copies of your induction report(s) for the period of induction served and these should be enclosed with your application.

**Sections 6 & 7: Education Details (Secondary/Further Education)**

We are interested in ANY form of education you are involved with or have followed, including any courses which did not lead to an examination or qualification.

Successful candidates will be required to provide proof of their qualifications.

**Section 8: Experience – previous career and other**

It is ESSENTIAL that you give full details in chronological order, starting with the most recent first, of all employment and other experience since leaving secondary education. This should include any breaks or unpaid activities such as voluntary work, child rearing, travel abroad, etc. Please ensure there are no gaps in your completed service history before returning your form as this could result in your form being rejected.

We require information on all past or present employment. If you have recently left university, college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work. Please include your current job title and where applicable school and Local Authority.

If you have passed through the threshold and you are successful in your application you will be required to produce a copy of your letter of confirmation. This will assist in ensuring you receive the correct salary.

**Section 9: In Service Training/Professional Development**

Please include any training you have undertaken which you feel is relevant to the job you are applying for.

We do of course recognise that not everybody has had access to training opportunities.

**Section 10: Arrangements for Interview**

If you have a disability, please complete this section so that suitable arrangements can be made if you are called for an interview and/or a work based exercise.

**Section 11: References**

Please give the names and addresses, both postal (and e-mail if available) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this should be your Headteacher.

If you are not currently working with children, but have done so previously, one of your referees should be from your most recent employer, where you were employed to work with children.

**Newly Qualified Teachers:** NQTs should name a college principal as their first referee and an appropriate representative at the school where they undertook their final or most recent teaching practice as their second referee.

Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is ‘time expired’. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with ‘Safeguarding Children and Safer Recruitment in Education’, written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

**Section 12: Other Information in Support of Your Application**

Pick out those aspects of your experience or skills that are RELEVANT to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy, where set out in the **person specification** (where provided). Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include important issues particularly related to the school, e.g. the curriculum on offer, the ethos of the school etc.

**Section 13: Data Protection Act 1998 – Consent and Certification of Details**

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated the relevant areas of your application form to confirm that your details are correct and complete. Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed, and possible referral to the police.

Refer to the closing date and ensure your application is sent to the return address on the form in plenty of time. Your application will need to be received by the specified closing date. It is advisable to keep a copy of your application form. All applications are treated confidentially.

In carrying out the recruitment processes the Trust:

(a) will comply with the requirements of Data Protection Legislation (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018).

### (c) our Data Protection Policy sets out how we will comply with Data Protection Legislation.

### (d) will comply with the requirements of the Equality Act (2010) and are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

**Section 14: Disclosure**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

If you do have any convictions or; before signing section 14 of the application form, you must check the [filtering rules](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards) to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.

**Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered.** Any information given, either when returning this application form or at interview will be entirely confidential and only considered in relation to this application.

Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

It is essential that you declare details of any relevant offences in a separate document to your application and marked “Private and Confidential”.

Please be assured that any declaration will be treated in the strictest confidence and full consideration will be given to:

* Whether the information is relevant to this position

A copy of the DBS’s Code of Practice is available at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

Or NACRO can offer advice on disclosing convictions and can be contacted on 020 7582 6500

**Recruitment Monitoring:**

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunity in Employment Policy. To do this we need to know:

* your ethnic origin
* your gender
* your age
* whether you have a disability
* your employment status
* how you first found out about the job

Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals, but will only be used to measure how we are progressing. This information will not be used by those in the selection process and is for statistical purposes only.

We look forward to receiving your application.