**Vacancy Application Form**

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**Thank you for your interest in the Beyond Schools Trust. Please complete the below application in full and return as outlined in the accompanying candidate pack.**

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| **VACANCY INFORMATION** | | | | |
| **Position applied for** | | |  | |
| **School** | | |  | |
| **Where did you first learn of this vacancy?** | | |  | |
| **Have you been referred to this vacancy by an existing member of staff? If so, please give their name and School.** | | |  | |
| 1. Personal Details | | |  | |
| **Forename(s)** |  | **Surname** | |  |
| **Preferred title** |  | **Previous surname** | |  |
| **National Insurance number** | |  | | |
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| **CONTACT DETAILS** | | | | |
| **Address** |  | **Contact telephone No.** | |  |
| **Email address** | |  |

2. Employment history

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| **current or most recent employment details** | | | | | | |
| **Employer’s**  **Name** | **Position held** | **Dates of**  **employment**  **From/To** | **Summary of responsibilities** | **Age Range**  **(teaching)** | **Reason for leaving** | **Notice Period** |
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| **previous employment details –** Please provide details of all previous employment since leaving school, including education and voluntary work. List the most recent employment first. | | | | |
| **Employer’s**  **Name** | **Position held** | **Dates of employment from/To** | **Summary of responsibilities** | **Reason for leaving** |
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| **EMPLOYMENT GAPS –** Please provide details of any employment gaps since leaving school and provide a reason for the gap | | |
| **Start date** | **End date** | **Reason for employment gap** |
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**3. Education and training**

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| **education and qualifications –** Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications. | | |
| **Teacher Training Institute (if applicable)** | **Dates attended (MM/YY)** | **Qualifications obtained**  **Subject/Level** |
|  |  |  |
| **Name of University/College attended** | **Dates attended (MM/YY)** | **Qualifications obtained**  **Subject/Level** |
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| **Name of School/College of FE attended** | **Dates attended (MM/YY)** | **Qualifications obtained**  **Subject/Level** |
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| **training and professional development** - please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application | | |
| **Course Title** | **Qualification obtained** | **Dates attended (MM/YY)** |
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**4. Candidate Statement of Application**

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| **Based on the job description and person specification, explain how your experience, skills and knowledge meet the criteria for this position. Provide examples of those aspects of your experience and skills that are relevant to this position. Remember to consider experience in previous employment and relevant experience outside of paid work in support of your application.** |
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| **Additional SKILLS -** Please provide any additional information relevant to this application. You may wish to discuss additional relevant skills, interests & hobbies. |
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| **teaching posItions only** | | | |
| **Teacher reference No.** |  | | |
| **Do you have QTS?** | Yes  No | **Date QTS awarded** |  |
| **Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?** | | Yes  No | |
| **Are you subject to a General Teaching Council sanction or restriction?** | | Yes  No | |

1. **References**

Please give the names of two people who are able to comment on your suitability for this post. One must be your current or last employer. If you have not previously been employed, please provide details of another suitable referee. The Trust reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you have listed them as a referee, and to expect a request for a reference should you be shortlisted.

If either of your referees knows you by a different name, please state:

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| **NAME, ADDRESS & POSTCODE** | **EMAIL ADDRESS** | **CONTACT PHONE NUMBER** | **RELATIONSHIP TO YOU** | **IS THIS YOUR CURRENT EMPLOYER** | **MAY WE CONTACT BEFORE INTERVIEW** |
|  |  |  |  | Yes  No | Yes  No |
|  |  |  |  | Yes  No | Yes  No |

1. **Declarations**

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| **SafeguarDinG commitment** |
| The **Beyond School Trust** is committed to safeguarding and promoting the welfare of all staff and students. Any offer of appointment will be subject to satisfactory references, an enhanced DBS with children’s barred list and online check will be required for all successful applicants. |

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| **Data protection notice** |
| 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 have given us your consent * We must process it to comply with our legal obligations   Further information on how we use your personal data can be found in our privacy notice for job applicants [Our Vacancies | Beyond Schools Trust](https://www.beyondschools.co.uk/vacancies) |

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| **Disclosure and barring and recruitment checks** |
| The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments. 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 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a Children’s barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.  We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy notice.  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. |

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| **right to work in uk** |
| Do you have the right to work in the UK?  Yes  No  The Trust 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. |

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| **Time spent living and/or working overseas** | | |
| If you have lived or worked outside of the UK for more than 3 months in the last 5 years, the Trust will undertake further checks to comply with ‘safer recruitment’ requirements.  Have you spent time living and/or working outside of the UK?  Yes  No | | |
| **If yes, please give details, including countries and relevant dates:** | | |
| **relationship to the school/trust** | | |
| Please list any personal relationships that exist between you and any of the following members of the  School/Trust community:  Staff  Pupils & Ex Pupils  Trustees  Local Governors  If you have a relationship with any of the above, this does not necessarily prevent them from acting as a referee for you. | | |
| **Name** | **Relationship** | **Role at School/Trust** |
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| **disability and accessibility** |
| The Trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  **If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require**: |

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| **declaration** |
| I hereby confirm that the information provided within this application form is true and correct to the best of my knowledge. I understand that if it is subsequently discovered that any statement if false or misleading, or I have withheld relevant information or canvassed my application it may lead to disqualification or, if I have been appointed, I may be dismissed.  **Signed**  **Print Name**  **Date** |

1. **Equalities monitoring**

We are bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective and whether we are complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

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| **Full name** | |  | |
| **Position applied for** | |  | |
| **School** | |  | |
| **What is your date of birth** | |  | |
| **What is your nationality?** | |  | |
| **What gender are you?** | | Male Female Other  Prefer not to say | |
| **Do you identify as the gender you were assigned at birth?** | | Yes  No  Prefer not to say | |
| **How would you describe your ethnic origin?** | | | |
| **White**  British  Irish  Gypsy or Irish Traveller  Any other White background  **Asian or British Asian**  Bangladeshi  Indian  Pakistani  Chinese | **Black or Black British**  African  Caribbean  Any other Black background  **Mixed**  White and Asian  White and Black African  White and Black Caribbean  Any other mixed background | | **Other Ethnic groups**  Arab  Any other ethnic group  Prefer not to say |
| **Which of the following best describes your sexual orientation?** | | | |
| Bisexual  Heterosexual/straight  Homosexual  Other  Prefer not to say | | | |
| **What is your religion or belief?** | | | |
| Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  Other  No religion  Prefer not to say | | | |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | | | |
| Yes  No  Prefer not to say | | | |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other.’** | | | |
| Physical impairment  Sensory impairment  Learning disability/difficulty  Long-standing illness  Mental health condition  Developmental condition  Other | | | |