**St. Aidan’s Church of England High School**

Part of Yorkshire Causeway Schools Trust

Oatlands Drive, Harrogate, HG2 8JR

Tel: 01423 885814

recruitment@staidans.co.uk www.staidans.co.uk

**APPLICATION FORM – TEACHING STAFF**

Please write in capital letters in black ink or type.

Please do not send your C.V.

Completed forms may be returned by post or email to the addresses above.

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| --- | --- |
| **Application for the post of:** |  |

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| --- |
| **PERSONAL DETAILS** |
| Surname: | Forename(s): |
| Former Surname(s): |
| Address:Postcode: |
| Email: | Home Phone: |
| NI Number: | Mobile: |
| Do you have a full driving licence? | Work Phone: |
| Teacher (DFES) Reference Number: |
| Date QTS awarded: |
| Date of qualification as teacher OR nature and date of alternative qualification:  |
| **Please answer ‘Yes’ or ‘No’ to the following questions and provide details if required:** | **Yes** | **No** |
| Have you completed your induction period? If yes, please confirm date below. If no, please tick the appropriate option below: Yes (provide date):Not yet started Stage 1 completed Stage 2 completed |  |  |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?If yes, provide details: |  |  |
| **Please answer ‘Yes’ or ‘No’ to the following questions and provide details if required:** | **Yes** | **No** |
| If you are successful in your application, would you require a work permit prior to taking up employment?If yes, provide any relevant details and dates of permit: |  |  |
| Have you ever lived and/or worked outside the UK?If yes, provide details: |  |  |
| If applicable, do you hold a letter of professional standing for any countries where you have worked as a teacher?If yes, provide the country and date of issue: |  |  |
| **CURRENT OR MOST RECENT EMPLOYMENT**  |
| LEA or employer: |  |
| Name and type of school: |  |
| Post title: |  |
| Nature of responsibility and TLR (if appropriate): |  |
| Age range of pupils: | Number on roll: | Boys/Girl/Mixed: |
| Date appointed: | Notice required or date left: | Present gross salary: |
| Reason for leaving (if appropriate): |  |
| Please give a brief description of your current duties: |
| **DETAILS OF PREVIOUS TEACHING INTEREST, EXPERIENCE AND EMPLOYMENT** |
| Please list in chronological order, starting with the most recent first, including work/voluntary experience and any periods of unemployment continuing on a separate sheet if necessary. Please ensure there are **NO GAPS** in this record. |
| Date | Post held and Salary | Name and type of school | LEA or employer | Reason for leaving |
| From | To |
|  |  |  |  |  |  |
| **EDUCATION AND TRAINING** (Please continue on separate sheet if necessary) |
| School, college or university | Date | Subject(s) studied | Result/grade achieved |
| From | To |
|  |  |  |  |  |
| **OTHER TRAINING** |
| Nature of course | Date(s) attended | Duration of course |
|  |  |  |
| **FURTHER INFORMATION** |
| Please give details of how, in your opinion, your training, experience, knowledge and interests make you a suitable candidate for this post, specifically in relation to the job description and person specification. Continue on a separate sheet if necessary: |
| **REFERENCES** |
| Please give the name and address of two referees (not relatives), one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed full time education, one referee should be from your school, college or university. |
| Name: | Name: |
| Address:Postcode: | Address:Postcode: |
| Position: | Position: |
| Email: | Email: |
| Telephone: | Telephone: |
| Relationship to you: | Relationship to you: |
| May your referee be approached prior to interview? Yes No  | May your referee be approached prior to interview? Yes No  |
| **DECLARATIONS** |
| Please state where you heard of this vacancy: |
| Please answer ‘Yes’ or ‘No’ to the following questions and provide details if you have answered ‘Yes’ to any question: | Yes | No |
| Are you, to your knowledge, related to any member of the Trust board or any holder of senior office in a Trust school?If yes, provide details of person(s) and relationship(s): |  |  |
| Have you ever been the subject of formal disciplinary proceedings?If yes, provide details including dates: |  |  |
| Have any safeguarding allegations been made against you?If yes, provide how these have been catergorised:*Any disciplinary sanctions relating to safeguarding must be declared, including those which have expired for disciplinary purposes.* |  |  |
| Are you registered with an Employment Agency?If yes, provide details: |  |  |
| This post is subject to medical clearance and to national procedures for the disclosure of criminal background of those with access to children, which will be checked by the Disclosing and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986. You are not entitled to withhold information about a previous conviction on the grounds that it is for other purposes spent under the act. Should you be shortlisted, you will be asked to disclose details of your criminal history, in line with DBS filtering rules, prior to interview. In the event of employment, any failure to disclose such convictions will normally result in dismissal. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies. A criminal conviction does not preclude consideration for employment. |
| * I understand that if I return the application form by email and am subsequently invited to interview, I will be required to sign a printed copy of my form.
* I declare that to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action will be taken which may include dismissal from the post.
* I confirm that I have a legal right of work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.
* I understand that it is an offence to apply for this role if I am barred from engaging in regulated activity relevant to children.
* I consent to the recording and processing of information detailed in the application. Yorkshire Causeway Schools Trust will comply with their obligation under the Data Protection Act 2018.
 |
| Signature: | Date: |

**THE REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) (ROA1) (AMENDMENTS) ORDER 1986**

The position for which you are applying is exempt from the provisions of Section 4(2) of the rehabilitation of Offenders Act 1974, (being a function giving substantial access in the course of normal duties to children, young people under the age of 18 or to vulnerable adults since it is carried out wholly or partly on premises where these persons are provided with accommodation, care, leisure and recreational facilities, social services, supervision or training).

Due to the nature of the work for which you have applied, it is therefore a condition of appointment that you inform the Governing Body of any convictions, including those “spent” under the provisions of the 1974 Act. Failure to disclose convictions when applying will result in withdrawal of any offer made or (if late in coming to light), dismissal in the case of a non-employee and either dismissal or disciplinary action in the case of an employee. Any information given will be completely confidential and will be considered only in relation to suitability to the post.

Details of successful candidates for positions with substantial access to children, young people or vulnerable adults will be submitted for clearance to the Disclosure and Barring Service before an appointment is confirmed. Any Disclosures of information received as a result of this exercise will be destroyed as soon as the responsible person has decided upon its relevance to the task, in line with Home Office criteria. However, a note will be made that checks have been undertaken. Refusal to inform the Governors and Council of convictions or to complete the declaration below will disqualify the applicant from the position in question.

**Equality and Diversity Monitoring Form**

We have a legal duty to monitor information on equality and diversity in our recruitment process. We also want to make sure that our Equality and Diversity in Employment policy is working, so we need you to complete this form to help us to do this. The information you provide on this monitoring form is strictly confidential and will not be taken into account when deciding upon your suitability for the post you have applied for. Please tick as appropriate.

|  |
| --- |
| **GENDER** |
| Male |  | Female |  | Prefer not to say |  |  |
| **ETHNIC/CULTURAL ORIGIN** |
| **Black or Black British** |
| Caribbean |  |  African |  |  |
| Any other black background (please specify): |
| **White** |
| British |  |  Irish |  |  |
| Any other white background (please specify): |
| **Asian or Asian British** |
| Indian |  |  Pakistani |  |  |
| Bangladeshi |  |  Sri Lankan |  |  |
| Any other Asian background (please specify): |
| **Mixed** |
| White and Black Caribbean |  |  White and Black African |  |  |
| White and Asian |  |  White and Arab/Middle Eastern |  |  |
| Any other mixed backgrounds (please specify): |
| **Chinese** |
| Chinese |  | Any other Chinese background (please specify): |
| **Arabic or Middle Eastern or Any Other Ethnic Group** |
| Arab |  |  Iranian |  |  |
| Any other Arabic or Middle Eastern group (please specify): |
| Any other ethnic group (please specify): |
| **DISABILITY** |
| Do you consider yourself to have a disability as described in the Equality Act 2010?*You are disabled under the Equality Act if you have a physical or mental impairment that has a ‘substantial’ or ‘long term’ negative effect on your ability to do normal daily activities. Further information is available here:* [*Definition of disability under the Equality Act 2010 – GOV.UK*](https://www.gov.uk/definition-of-disability-under-equality-act-2010) | Yes |  | No |  |  |

Thank you for taking the time to complete this form.