

**Application Form**

**for a**

**Teaching Post**

 Applicant’s name

 Title of post applied for

 At (name of MLP School)

 Closing date

***Safeguarding***

*Wyvern St. Edmund’s are restlessly focussed on safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

Please note that under Safeguarding Children and Safer Recruitment in Education Guidance, we reserve the right to contact any of your previous employers for a reference. We will also seek details of any disciplinary procedures you may have been subject to involving issues relating to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired.

***Equal Opportunities***

*Wyvern St. Edmunds is an equal opportunities employer and confirms its commitment to equality of opportunity in all areas.*

Wyvern St Edmund’s School is part of Magna Learning Partnership



Magna Learning Partnership is the employing body.

New staff joining any Magna Learning Partnership school may be offered the opportunity to work in more than one school as the need arises. Candidates’ interest and readiness for this may be discussed at interview.

**Guidance for Completion of this Form**

1. This application form is an essential part of our selection process and the information you give will assist in selecting a shortlist of candidates for interview. It is therefore important that you complete the application in full. If you wish to complete by hand, please use black ink.
2. Read through the information you have been sent and study the advertisement, job description and person specification (where applicable).
3. Complete the form as fully as possible. If any information requested is not applicable to you, then please state this in the relevant section. If the form offers insufficient room for information you need to include, please include this on a separate page.
4. Please do not enclose a CV.
5. **Please include a letter of application (no more than two sides of A4), outlining your reasons for applying.**
6. Returning this form: we make every effort to ensure confidentiality but please be aware that sending your application by email does carry a risk. If this concerns you, then please use another method, such as secure post or confidential fax.

Email applications to: See job application pack

Post applications to: See job application pack.

**If you email your application form, please telephone if you have not received an email acknowledgement within 24 hours.**

1. Shortlisted candidates will be required to bring with them to interview the following:
* signed copy of the application form;
* original certificates (degree and evidence of teaching qualification);
* passport and/or driving licence for photographic ID;
* evidence of permanent address (utility or mobile ‘phone bill acceptable).

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| First name/s        | SURNAME       |
| Previous surname/s       |
| Preferred title (Mr, Mrs etc)       | Known as       |
| Home address                       Postcode       | Home telephone number      |
| Mobile telephone number      |
| Work telephone number       |
| Term time Address (if different to the above)                             Postcode       | Email address *(Please be aware that if disclosed, this email address may be used for correspondence relating to this application)*      |
| Teacher Number      | DfE Number      |

**2. NEWLY QUALIFIED TEACHERS – post May 1999**

 Please give details of your induction year and whether this was completed in full. (If not applicable, please go to Section 3.)

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| --- |
|       |

**3. SUBJECTS TAUGHT**

|  |  |
| --- | --- |
| Main Teaching Subject |       |
| Second Teaching Subject(s) |       |

**4. CURRENT OR MOST RECENT APPOINTMENT**

A reference will be sought from your Headteacher. If you are a Headteacher a reference will be sought from your Local Authority/Trust.

|  |  |  |  |
| --- | --- | --- | --- |
| Name, address& telephone numberof school | Type of school number and sex of pupils | Title of post | Subjects taught at this school  |
|        Tel:       |        |        |        |
| Year group of pupils taught | Full time, part time or supply | Dates | Name and email of Headteacher: |
| From | To |
|       |       |       |       |        |

**Level of current post** (insert as appropriate)

|  |  |
| --- | --- |
| Spinal point on main grade or upper pay spine | Additional allowances |
|       |       |
| Headteacher, Deputy or Assistant Headteacher | ISR or group range | Spinal point |
|        |       |       |

**5. EDUCATION AND QUALIFICATIONS OBTAINED**

Please include all public examinations passed, including GCSE, NVQ/GNVQ and ‘A’ Levels (or equivalents). For degrees, please specify class and division and whether honours. For professional teaching qualifications please state age-range/subject(s) trained to teach. If qualified teaching status was gained overseas please indicate whether this qualification is recognised in the UK. Continue on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name, type and location of institute | Dates |  Qualification  | Main subjects  | Grade/class |
| From | To |
|                                                                       |                                                                    |                                                                     |                                                                    |                                                                     |                                                                    |
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**6. OTHER AWARDS AND COURSES ATTENDED IN LAST FOUR YEARS**

* Please include evidence of continuing professional development.
* If you wish to list further details than the form allows, please list these on a separate sheet.

|  |  |  |
| --- | --- | --- |
| College, education centre or institution | Dates | Award/course title and qualification |
| From | To |
|                                                         |                                                         |                                                          |                                                          |

**7. PREVIOUS TEACHING EXPERIENCE (most recent appointment first)**

 **If your employment history has gaps, it is essential that you provide information about your occupation during those periods (in this table/on a separate sheet).**

 References will be sought from the Headteacher. If you are a Headteacher a reference will be sought from the appropriate Local Authority/Trust.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| School name and LA | Type of school number and sex of pupils | Spinal point on main pay spine | F/T, P/T or supply | Title of post and subjects taught | Year group of pupils taught | Dates | Name of Headteacher | Reason for Leaving |
| From  | To |
|        |        |        |        |        |        |        |        |        |        |
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**8. ADDITIONAL EXPERIENCE OUTSIDE TEACHING (FULL OR PART TIME)**

 A reference may be sought from your previous employer prior to interview.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer (with address and contact name for reference purposes)  | Dates | Salary and grade | Job title and main duties | Reason for leaving |
|  | From | To |  |  |  |
|              |            |            |            |            |            |

**9. ADDITIONAL INFORMATION (optional)**

Please use this section to provide any additional material which you feel might be relevant. For example, you may wish to describe interests, hobbies, caring duties, voluntary work, etc.

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| --- |
|       |

**10. REFEREE**

References will be sought from your current and previous employer(s) when available. A minimum of two professional references will be requested. However, when these are not available, or when you have a limited employment history, we may seek a reference from another professional referee (such as a former line manager or university tutor). For this purpose, please state the name and address of a person who may be approached for a reference prior to interview. This person should be able to give an objective reference and comment on your suitability for this post. **Please do not give the name of a relative, close friend, employer or someone employed by your current employer. It is important that you make this person aware of the possibility that they will be asked to supply a reference.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and position/profession | Address | Tel. number andemail address | Capacity in which you are known to this person |
| Name     Position/profession      |                                  |         |        |

**11. CONVICTIONS**

Please give details of any conviction, including the date of conviction and the sentence imposed (a criminal record will not necessarily be a bar to obtaining a position with Magna Learning Partnership).

N.B.

 i) Road traffic offences should be included.

 ii) Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment any failure to disclose such convictions or cautions or bind-over orders could result in dismissal or disciplinary action by Magna Learning Partnership. All convictions or cautions or bind-over orders must, therefore, be disclosed.

|  |  |  |
| --- | --- | --- |
| Conviction | Sentence | Date |
|        |        |  |
|  Are your details held on List 99? Yes [ ]  No [ ] Are you disqualified from working with children? Yes [ ]  No [ ] Are you subject to sanctions imposed by a regulatory body, e.g. GTC? Yes [ ]  No [ ] (If yes, please give details:       |

**Disclosure & Barring Service**

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application. This will take place before your appointment is confirmed. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed.

 **12. PEOPLE WITH DISABILITIES**

Whilst you do not have to declare a disability here, Magna Learning Partnership is committed to promoting employment opportunities for disabled people, who can face additional challenges to gaining employment. We offer a guaranteed interview to any disabled person who applies for a position and meets the minimum of essential criteria.

Do you consider yourself to have a disability? Yes [ ]  No [ ]

(please see below)

Please indicate if you need any particular arrangements or modifications to assist you in

attending the interview.

**Our Commitment to Disabled People**

1. Disabled applicants can face additional challenges to gaining employment and we are committed to promoting employment opportunities for people with disabilities.
2. We offer a guaranteed interview to any disabled person who applies for a position, declares their disability and meets the minimum criteria of the person specification.
3. Support and assistance: We also aim to ensure that our recruitment process is flexible and supportive to individual needs so please contact Rachel Ure, Operations Manager (01722 328565) or email rure@wyvernsteds.org if you need assistance in completing the application form, or if you need information in an alternative format.
4. If you are invited for interview, you can indicate if you need any assistance or reasonable adjustments in order to be able to attend and wherever possible we will make the necessary arrangements. Examples could include:
	* a car parking space for interview
	* ensuring that the interview is held in an accessible room or building
	* arranging for assistance with communication at interview
	* facility to be accompanied by a carer, assistant or other person.
5. Before any interview, we will let you know:
* the location, date and time of the selection process.
* the way we will conduct the selection process, e.g. use of tests, presentations, group discussions.This will give you a chance to contact us to discuss any adjustments or assistance.
1. Definition of disability: Under the Disability Discrimination Act 1995 a person has a disability if “she/he has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day- to-day activities”.
* Impairment: This includes mental illness, learning disabilities, deaf and hard of hearing, sight impairments, diabetes, dyslexia, heart conditions, etc.
* Substantial: This is something more than minor or trivial and beyond normal differences in ability which may exist among people.
* Long-term adverse effect: The effect must be a detrimental one and is long-term if it has lasted or is likely to last for at least 12 months or for the rest of a person’s life. If the effect is likely to recur beyond 12 months it is treated as long term.
* Normal day-to-day activities: These are activities carried out by most people on a fairly regular and frequent basis. They do not include specialised activities which are normal only for a particular person or a group of people.
* An impairment has a substantial adverse effect if it affects:
* Mobility;
* ability to lift, carry or move everyday objects;
* manual dexterity;
* speech, hearing or eyesight (excludes the wearing of spectacles);
* physical co-ordination;
* continence;
* memory, or the ability to concentrate, learn or understand;
* the perception of the risk of physical danger.
* Progressive illnesses and past disabilities: Progressive conditions are covered where impairments are likely to become substantial. Examples include cancer, multiple sclerosis, muscular dystrophy and HIV. The Act covers people from the time of the onset of the illness, even though at that time the effect on normal day-to-day activities may not be substantial. The Act also covers people who have had a disability in the past.

**13. DECLARATIONS**

a) Do you have regular access to the use of a car,

if required for this post? Yes [ ]  No [ ]  N/A [ ]

b) Do you require a work permit? Yes [ ]  No [ ]

c) Are you related to or closely acquainted with any

employees of Magna Learning Partnership schools? Yes [ ]  No [ ]

(If Yes give details)

d) The working time regulations place a maximum limit on weekly

hours worked. Will you continue in any other employment, Yes [ ]  No [ ]

should you be offered this appointment?

If Yes, how many hours per week?

Please note:

* Deliberate omission or falsification of information could lead to the disqualification of your application or later dismissal, if appointed.
* Canvassing of members of staff of Magna Learning Partnership schools, directly or indirectly, will disqualify your application.
* The appointment is subject to satisfactory evidence of your medical fitness, and clearance from the Disclosure and Barring Service, where applicable.
* The information that you supply will be used by Magna Learning Partnership for the purpose of administration in relation to prospective, current and past staff. If your application is successful, some of the information will be used to compile your personal file. It may be used and shared with other designated bodies administering public funds, for the prevention and detection of fraud.
* **Data Protection Statement – Data Protection Act 1998** Magna Learning Partnership has a duty to protect personal information and will process this information in accordance with the Data Protection Act 1998. This information will be stored on computer and manual files.
* Completion and submission of this form is taken as consent to process the information that you have provided.

|  |  |
| --- | --- |
| Signature:       | Date:       |

**NOTE:**

* **Applications submitted via email do not require signatures.**
* **Applicants who are shortlisted for interview must, however, bring with them a signed copy of the form, which they should hand in.**

**Please also complete and return the Equality & Diversity Monitoring Form on the final page.**

**Thank you for your application.**

This page is intentionally left blank.

See next page for Equality Form.

**Equality and Diversity Monitoring Form**

Magna Learning Partnership is committed to the principles of equality and diversity. In order to help us monitor our HR policies and practices, we require information from applicants about gender, ethnic origin, age and disability. The information gathered will be used only for this purpose; it will be separated from the job application and will be treated in strict confidence. **Completion and submission of this form is taken as consent to process the information you have provided.**

Name:

Date of birth:       Age:

Title of post applied for:       at (name of school)

Gender Male [ ]  Female [ ]

 **Disability** Do you consider yourself to have a disability? Yes [ ]  No [ ]

**Ethnic Origin**

I would describe my ethnic origin as (please indicate in the appropriate box)

|  |  |
| --- | --- |
| **White**– British [ ]  – Irish [ ]  – Other white (please specify) [ ]         | **Black or black British**– Caribbean [ ] – African [ ] – Other black (please specify) [ ]        |
| **Asian or Asian British**– Indian [ ] – Pakistani [ ] – Bangladeshi [ ] – Other Asian (please specify) [ ]        | **Mixed**– White and black Caribbean [ ] – White and black African [ ] – White and Asian [ ] Other mixed (please specify)      |
| **Chinese or other ethnic group**Chinese [ ]  – Other ethnic group (please specify) [ ]        |  |

**Where did you see the vacancy advertised?**

(Please indicate in the appropriate box)

TES [ ]

Department for Education Jobs [ ]

School Website [ ]

Wiltshire Careers [ ]

Facebook [ ]

Twitter [ ]

Local radio station [ ]

Local newspaper [ ]

National newspaper [ ]

Professional Journal [ ]

Job Centre [ ]

Word of mouth [ ]

Other (please detail below) [ ]

**Are you already employed by a Magna Learning Partnership school and applying for promotion?** (Please ✓ the appropriate box. If you intend to remain in your existing post as well as taking up this appointment please answer ‘No’.)

Yes [ ]  No [ ]

Name of school you are working at: