

**TEACHING STAFF APPLICATION FORM**

<b>Position Applied For:</b>	<b>School Applied For:</b>

**1: Personal Details**

<b>Title</b>		<b>Surname</b>																					
<b>Forename(s)</b>		<b>Previous Name(s) / NA</b>																					
<b>Address</b>		<b>Date of Birth</b>																					
		<b>Home Telephone</b>																					
		<b>Work Telephone</b>																					
		<b>Mobile</b>																					
<b>Post Code</b>		<b>Email</b>																					
<b>Teacher Reference Number</b>		<b>National Insurance No</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				

**2: Current (or Most Recent) Employment**

<b>Post Held</b>		<b>Date Appointed</b>	
<b>Employer's Name</b>		<b>Current Scale/Salary</b>	
<b>Employer's Address</b>		<b>Allowances</b>	
		<b>Type of School</b>	
		<b>Age Range Taught</b>	
		<b>Number on Roll</b>	
<b>Date of Leaving</b> <i>(if applicable)</i>		<b>Notice Required</b> <i>(if necessary)</i>	
<b>Reason for Leaving</b> <i>(if applicable)</i>			

**Please Provide a Brief Description of Duties of the Post** *(please continue on separate sheet if required).*

**3: Previous Employment (starting with most recent)**

Beginning with the most recent, all periods since leaving full-time education should be accounted for e.g. unemployment, voluntary work, raising a family or any part-time work undertaken whilst in education.  
(Please continue on separate sheet if required).

Name of Employer (For schools – please include type, age range and number on roll)	Period of Service		Position / Role / Main Responsibilities	Salary/ Scale	Reason for Leaving
	From mm/yy	To mm/yy			

Please give details and an explanation of any gaps in your employment history.

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## 6: Membership of Professional Bodies

Please list any professional bodies of which you are a member:

Name of Professional Body	Level of Membership	Membership Number	Date Achieved (mm/yyyy)

## 7: Letter of Application / Personal Statement

In support of your application you are invited to attach a letter or personal statement no longer than 2 slides of A4 outlining the following:

- How your recent and relevant experience has prepared you for this post
- How the impact of your work to date is an appropriate foundation for you to undertake this role

*Alternatively please type in the section below:*

## 8: References

Please give names, addresses and status of two referees who have given permission for their names to be used and to whom The Mercian Trust may refer as to your suitability for the post. If possible, at least one reference should be from your current or most recent employer. If you have recently left full-time education, please ensure you include a Head Teacher/College/University Principal (or their representative) as one of your references.

### **\*\* IMPORTANT \*\***

**In all instances where an applicant currently works in a school or educational setting, a reference will always be sought from the Headteacher (or Chair of Governors for Headteacher appointments) of that establishment.**

#### Current of most recent employer – First Referee

Title		Name	
Organisation		Position Held	
Address		Capacity	
		Email Address	
		Contact Number(s)	
		May contact before interview	Yes <input type="checkbox"/> No <input type="checkbox"/>

#### Second Referee

Title		Name	
Organisation		Position Held	
Address		Capacity	
		Email Address	
		Contact Number(s)	
		May contact before interview	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 9: Right to Work in the UK

The Mercian 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.

Have you a right to work in the United Kingdom?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is this subject to a Work Permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## 10: Disclosure of Relationship

Are you related to anyone within The Mercian Trust?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, who and the relationship, please provide details below:		

## 11: Other Information

Have you lived or worked outside the UK for more than three months in the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Do you hold a valid driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have daily use of a vehicle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any penalty points on your licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## 12: Self Declaration of Criminal Record

This post involves working in a school and is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You will therefore be required to declare whether you have any criminal convictions (or cautions, reprimands or warnings) including those which are 'spent'. 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. Details of the filtering rules can be found on [www.gov.uk/dbs](http://www.gov.uk/dbs)

As the post involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from doing so.

All shortlisted candidates will be asked to complete a safeguarding/ criminal records self disclosure form prior to interview. You will be asked to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

We will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions. As posts in schools are 'Regulated Activity' the barred list for children will also be checked.

Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in withdrawal from any job offer.

The academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

## 13: Data Protection Act

The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of The Data Protection Act 1998 the information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and / or electronically and if unsuccessful your application will be disposed of after 6 months.

## 14: Declaration

I hereby certify that all the information given on this form is correct to the best of my knowledge and that all the 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 render my application invalid or after appointment could lead to disciplinary action or dismissal.

I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

<b>Signature</b>		<b>Date:</b>	
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**The Mercian Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

**Please return the completed form to: [st-ody-dd@qmhs.org.uk](mailto:st-ody-dd@qmhs.org.uk)**

## Equal Opportunities Monitoring Form

The Mercian Trust is committed to a policy of equal opportunities and it is our approach to select the right person irrespective of sex, sexual orientation, age, race, ethnic origin, disability or gender reassignment

In order that The Mercian Trust can monitor the effectiveness of our advertising strategies and recruitment programmes to ensure they are open to all sections of the community please complete this form. The completion of the form is voluntary, however please note that any information you provide will be strictly confidential and used for monitoring and statistical purposes only within the requirements of the Data Protection Act 1998.

**PLEASE NOTE THIS FORM WILL BE REMOVED FOR MONITORING PRIOR TO THE SELECTION PROCESS.**

<b>Title</b>		<b>Surname</b>	
<b>Forename(s)</b>		<b>Previous Name(s) / NA</b>	
<b>Position Applied For</b>		<b>School</b>	

<b>Ethnicity</b>	<b>Workforce census code</b>		<b>Please tick</b>
White	WBRI	British English Welsh Northern Irish Scottish	<input type="checkbox"/>
	WIRI	Irish	<input type="checkbox"/>
	WOTH	Any other White background	<input type="checkbox"/>
Mixed	MWBC	White and Black Caribbean	<input type="checkbox"/>
	MWBA	White and Black African	<input type="checkbox"/>
	MWAS	White and Asian	<input type="checkbox"/>
	MOTH	Any other Mixed background	<input type="checkbox"/>
Asian or Asian British	AIND	Indian	<input type="checkbox"/>
	APKN	Pakistani	<input type="checkbox"/>
	ABAN	Bangladeshi	<input type="checkbox"/>
	AOTH	Any other Asian background	<input type="checkbox"/>
Black or Black British	BCRB	Black – Caribbean	<input type="checkbox"/>
	BAFR	Black – African	<input type="checkbox"/>
	BOTH	Any other Black background	<input type="checkbox"/>
Other ethnic group	ARAB	Arab	<input type="checkbox"/>
	CHNE	Chinese	<input type="checkbox"/>
	OOTH	Any other ethnic group	<input type="checkbox"/>
<b>Other Ethnic Group - please confirm:</b>			

<b>Age range:</b>	<b>Please tick</b>
Below 25	<input type="checkbox"/>
25 - 34	<input type="checkbox"/>
35 - 44	<input type="checkbox"/>
45 - 54	<input type="checkbox"/>
55 - 65	<input type="checkbox"/>
65+	<input type="checkbox"/>

<b>Are you:</b>	<b>Please tick</b>
Female	<input type="checkbox"/>
Male	<input type="checkbox"/>

<b>Are you:</b>	<b>Please tick</b>
Married	<input type="checkbox"/>
Single	<input type="checkbox"/>

<b>Have you any special requirements for interview (e.g. sign language, interpreter, wheelchair access)?</b>

<b>Where did you see this position advertised?</b>