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| **Application Form** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Please complete all sections in this form in black ink or type. Applications will be accepted only if this form is completed in full. A personal curriculum vitae will not be accepted as a replacement for any part of this form. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment. Please see our website for our policies including the Child Protection Policy [www.mayflowerspecialistacademies.co.uk/trust-policies/](http://www.mayflowerspecialistacademies.co.uk/trust-policies/) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **\*** ***For non-teaching posts you can disregard the boxes shaded in green if these are not relevant to you.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Please return this form to Mrs K Smith, HR and Facilities Lead, by email:** [**hr@msat.education**](mailto:hr@msat.education) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *If you have not been invited for an interview within 4 weeks of the closing date, please assume that your application has not been successful on this occasion*. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Details of Position | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Post applied for** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **EYFS/Key Stage or specialism preference** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Where did you see this vacancy advertised?  *(Please be specific e.g. Indeed, DfE Teaching Vacancies, websites, word of mouth or other)* | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| Personal Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Title** *(optional)* |  | | **First name(s)** | | | | | |  | | | | | | | | | | | | | | | **Surname** | | | |  | | | | | | |
| **Previous names** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Address** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Postcode** | | |  | | | | | | | | **Email address** | | | | | | | | |  | | | | | | | | | | | | | | |
| **Mobile phone number** | | |  | | | | | | | | | | | | | **Home phone number** | | | | | | | | | | | |  | | | | | | |
| **Work phone number** *(optional)* | | |  | | | | | | | | | | | | | **NI number** | | | | | | |  | | | | | | | | | | | |
| \* Teacher Reference Number | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| Referees | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please give details of two referees. If you are, or have recently been employed, one must be your current or last employer. If you have worked with children in the past, one of your referees must be able to make reference to your work with children. If your current or last employment is/was within a school, one referee must be the Headteacher. If you are a student, one should be a senior staff member from your place of study. Your referees must not be a relative or partner. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Do you confirm you consent to Mayflower Specialist School Academy Trust contacting your references after shortlisting and before interview?** | | | | | | | | | | | | | | | | Yes | | | | | |  | | | | | | | | | No | |  | |
| **1) Current Employer** | | |  | | **Last Employer** | | | | | | | | |  | | **2) Current Employer** | | | | | | | | | | |  | | | | | **Last Employer** | |  |
| **Name** |  | | | | | | | | | | | | | | | **Name** | | | | | | | |  | | | | | | | | | | |
| **Organisation and address** |  | | | | | | | | | | | | | | | **Organisation and address** | | | | | | | |  | | | | | | | | | | |
| **Job Title** |  | | | | | | | | | | | | | | | **Job Title** | | | | | | | |  | | | | | | | | | | |
| **Daytime phone number** | | |  | | | | | | | | | | | | | **Daytime phone number** | | | | | | | | | | | | |  | | | | | |
| **Email** |  | | | | | | | | | | | | | | | **Email** | | | | | | | |  | | | | | | | | | | |
| **Relationship to applicant** | | |  | | | | | | | | | | | | | **Relationship to applicant** | | | | | | | | | | | | | | |  | | | |
| We may request additional referees. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current or last employment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *If you have more than one post, please provide details of the most relevant post here and include your other post/s under 'Previous Employments’.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Current School or Organisation** | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current Job Title | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Start date | |  | | | | | | | | | | | **End date (if applicable)** | | | | | | | | | | |  | | | | | | | | | | | |
| Current salary | |  | | | | | | | | | | | **Scale Point/TLR** | | | | | | | | | | |  | | | | | | | | | | | |
| Part-time / Job Share *(mark with an X)* | | | | | | | | **Yes** | | | |  | | | **No** | | |  | | | **Notice required** | | | | | | | | |  | | | | | |
| Type of school *(e.g. Primary/Secondary / Single/Mixed Sex) (if applicable)* | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| Address of workplace | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Telephone number | | | |  | | | | | | | | | | | | | LEA *(if applicable)* | | | | | | | | |  | | | | | | | | | |
| Number on roll | |  | | | | | Age range taught | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Key duties and responsibilities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Reason for wanting to leave | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **Previous Teaching/Leadership Posts**  Please list in chronological order. Be explicit about the type of school or college and the length of time that the post was held. | | | | | | | | | |
| **Name of Local Authority** | | **Name, contact details and type of school/college and whether single/mixed sex** | | | **Approx. number on roll** | **Age range taught** | **Post Title, Grade or Scale,**  **Full- or Part-time** | **Dates (month and year)** | **Reason for leaving** |
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| *If necessary, please continue on a separate sheet.* | | | | | | | | | |
| Previous Employments (other than teaching)  Please detail all jobs you have had since you left full-time education, including any voluntary work. | | | | | | | | | |
| **Name and contact details of previous employers** | | | **Position and responsibilities** | | | | | **Dates (month and year)** | **Reason for leaving** |
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| *If necessary, please continue on a separate sheet.* | | | | | | | | | |
| **Employment Gaps**  Please provide details of any employment gaps since leaving school. | | | | | | | | | |
| **Start date** | **End date** | | | **Reason for employment gap** | | | | | |
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| *If necessary, please continue on a separate sheet.* | | | | | | | | | |

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| Education, Training, Qualifications and Professional Memberships  Please list in chronological order. Documentary evidence of relevant qualifications/memberships must be presented at interview; these must be originals. | | | | |
| **Secondary, Higher and Further Education / Organising Body / Professional Association** | **Qualification or course name**  If relevant, include key stage training, subject specialism specialist training or special studies (publications or research dissertations) | **Level and Grade** | **Date from *(month and year)*** | **Date  to  *(month and  year)*** |
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| *If necessary, please continue on a separate sheet.* | | | | |

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| Age group for which trained  (mark with an X in the relevant box) | **Pre KS1** |  | **KS1** |  | **KS2** |  | **KS3** |  | **KS4** |  | **KS5** |  |

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| **LA where probation/induction was completed** |  |

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| Personal Statement  *While referring to the Job Description and Person Specification, explain how you would relate your education, training and experiences (including those not related to employment) to the requirements of the post for which you are applying.* |
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| *If necessary, please continue on a separate sheet.* |

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| Declarations | | | | | | | | | |
| Can you provide evidence of your legal right to work in the UK?  *(You will be required to produce this evidence at interview.)* | | | | Yes | |  | | No |  |
| Have you spent time living and/or working outside of the UK in the last 5 years? | | | | Yes | |  | | No |  |
| If ‘yes’ above, please give details, including countries and relevant dates | | | | | | | | | |
| **Do you have any family or close relationships with any of the staff, pupils, members, governors or trustees within the Trust? If ‘yes’, please provide details below.** | | | | | **Yes** | |  | **No** |  |
| *A candidate who fails to disclose their relationship to a member of the Senior Staff or Trust Board of Mayflower Specialist School Academy Trust may have their application rejected. If appointed, they may be subject to disciplinary action or dismissal.* | | | | | | | | | |
| **Name** |  | **Position** |  | | | | | | |
| **Relationship** |  | | | | | | | | |

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| Disability, Support and Accessibility | | | | | | | | | | | |
| Mayflower Specialist School Academy Trust welcomes applications from disabled people. We are committed to ensure that disabled people are supported and treated fairly at every stage of their selection, employment and career development.  We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for. Please tick the box below if you consider yourself to have a disability\*.  In addition, please advise us of any reasonable adjustments which are needed to ensure the interview is accessible to you.  *\*For this purpose, disability is defined as any physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-term means the effect of the impairment has lasted at least 12 months, is likely to last for 12 months, or is likely to last for the rest of a person's life.* | | | | | | | | | | | |
| **Do you consider yourself to have a disability?** | | | | | | **Yes** | |  | **No** | |  |
| **Do you have any special requirements in relation to your interview arrangements?**  ***If ‘yes’, please give details below*** | | | | | | **Yes** | |  | **No** | |  |
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| Teacher Status  A pre-recruitment check will be completed on the Teaching Regulation Agency for successful candidates to ensure we employ teachers who are not prohibited from teaching and are appropriately qualified for their role. | | | | | | | | | | | |
| Do you have QTS? | | Yes |  | | | | No | | |  | |
| If ‘yes’ above, please provide QTS certificate number | |  | | | | | | | | | |
| Date of qualification | |  | | | | | | | | | |
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| Disclosure and Barring and Recruitment checks  We are legally obliged to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. If you are already on the update service which remains valid, please confirm this below. For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. We will use the checks to ensure we comply with Childcare Disqualification Regulations. | | | | | | | | | | | |
| Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that could 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. | | | | | | | | | | | |
| Are you currently on the DBS update service? | | Yes |  | | | | No | | |  | |
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| Declaration | | | | | | | | | | | |
| **The information I have given on this form is true and accurate to the best of my knowledge**.   * I have read or had explained to me and understand all the questions on this form. * I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post. * I understand that satisfactory references, DBS disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made. | | | | | | | | | | | |
| **Signed** |  | | | **Date** |  | | | | | | |
| *If submitting this form via email, you are declaring that the information stated is true and accurate. You will be asked to physically sign this form if you are invited to an interview.* | | | | | | | | | | | |
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| **Data Protection Notice** | | | | | | | | | | | |
| *All information provided on this form will be used only in line with data protection legislation and processed for either or both of the following reasons permitted by law: You have given us your consent, and/or we must process it to comply with our legal obligations.*  *This information may be computerised and used for administrative purposes within Mayflower Specialist School Academy Trust. All personal information computerised by the Trust has to be registered and may be used and disclosed only as described in the Data Protection Register.*  *You can find more information on how we use your personal data in our Privacy Notice. See our websites for further details.* | | | | | | | | | | | |

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| Continuation Sheet |
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| Equal Opportunities and Recruitment Monitoring | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Mayflower Specialist School Academy Trust is committed to achieving fairness and equality in employment as contained within the Trust’s Equality Policy. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form, you will be supporting the Trust in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone.*  ***This information will not be used during the selection process; it will be used for monitoring purposes only.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Title** |  | | | **Surname** | | | |  | | | | | | | | | | | | **First name(s)** | | |  | | | | | | |
| **Nationality** | | | |  | | | | | | | | | | | | | | | | **Date of Birth** | | |  | | | | | | |
| **To which age band do you belong?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16-19 | |  | | | 20-24 | |  | | | | 25-29 | | |  | 30-34 | | | |  | | | 35-39 |  | Prefer not to say | | | |  | |
| 40-44 | |  | | | 45-49 | |  | | | | 50-54 | | |  | 55-59 | | | |  | | | 60+ |  |
| **Gender** | | | | Male | | |  | | | | | Female | | |  | | | | | Other | | |  | Prefer not to say | | | |  | |
| **Do you identify as the gender with which you were registered at birth?** | | | | | | | | | | | | Yes | | |  | | | | | No | | |  | Prefer not to say | | | |  | |
| **Do you consider yourself to have a disability or health condition that has a substantial and long-term effect lasting or expected to last at least 12 months?** | | | | | | | | | | | | Yes | | |  | | | | | No | | |  | Prefer not to say | | | |  | |
| If ‘yes’ above, please give details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **How would you describe your sexual orientation?** | | | | | | | | | Heterosexual | | | | | |  | | | Gay | | | | |  | | Lesbian | | |  | |
| Bisexual | | | | | |  | | | Asexual | | | | |  | | Pansexual | | |  | |
| Undecided | | | | | |  | | | Other | | | | |  | | Prefer not to say | | |  | |
| **How would you describe your ethnic origin?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **White** | | | | | | | | | | | | | | |  | | **Black or Black British** | | | | | | | | | | | |  |
| British | | | | | | | | | | | | | | |  | | African | | | | | | | | | | | |  |
| Irish | | | | | | | | | | | | | | |  | | Caribbean | | | | | | | | | | | |  |
| Gypsy or Irish Traveller | | | | | | | | | | | | | | |  | | Any other Black background, please state below | | | | | | | | | | | |  |
| Any other White background, please state below | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | |
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| **Mixed** | | | | | | | | | | | | | | |  | | **Asian or British Asian** | | | | | | | | | | | |  |
| White and Black Caribbean | | | | | | | | | | | | | | |  | | Bangladeshi | | | | | | | | | | | |  |
| White and Black African | | | | | | | | | | | | | | |  | | Indian | | | | | | | | | | | |  |
| White and Asian | | | | | | | | | | | | | | |  | | Pakistani | | | | | | | | | | | |  |
| Any other mixed background, please state below | | | | | | | | | | | | | | |  | | Chinese | | | | | | | | | | | |  |
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| **Other Ethnic groups** | | | | | | | | | | | | | | |  | | **Prefer not to say** | | | | | | | | | | | |  |
| Arab | | | | | | | | | | | | | | |  | |
| Any other ethnic group, please state below | | | | | | | | | | | | | | |  | |
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| **What is your religion or belief?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agnostic | | |  | | | Christian | | | |  | | | Jewish | | |  | | | | | Other (please specify) | | | | |  | | | |
| Atheist | | |  | | | Hindu | | | |  | | | Muslim | | |  | | | | | Pagan | |  | | | Prefer not to say |  | | |
| Buddhist | | |  | | | Jain | | | |  | | | No religion | | |  | | | | | Sikh | |  | | |