**Thorpe St Andrew School and Sixth Form** 

Internal use only

Reference no:

Date received:

# Employment Application Form: Teacher

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **all** sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

|  |  |
| --- | --- |
| Vacancy Job Title |  |

## Part 1: Information for Shortlisting and Interviewing

Title and Forename Surname or Family Name

1. Current/Most Recent Employment: If Teaching

|  |  |
| --- | --- |
| Name, address and telephone number of school | Name  Address  Telephone Number |
| Type of school | Boys Girls Mixed Age Range Number on Roll  🗌 🗌 🗌 |
| Type of school *Community, Academy, Independent, etc.* |  |
| Job title *Please enclose a copy of the job description* |  |
| Subjects/age groups taught |  |
| Date appointed to this post |  |
| Salary |  |
| Date available to begin new job |  |
| Are you related to any  Trustee/Member/Governor/member of staff within  the Trust? If yes, please state full name |  |
| Where did you hear of the vacancy? |  |

1. Current/Most Recent Employment: If Non-Teaching

|  |  |
| --- | --- |
| Name, address and telephone number of employer | Name  Address  Telephone Number |
| Job title *Please enclose a copy of the job description* |  |
| Date appointed to this post |  |
| Salary |  |
| Date available to begin new job |  |

1. Full Chronological History

Please provide a full history in date order with the most recent since leaving secondary education first, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Please give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Job title  or positon | Name and address of school,  other employer, or  description of activity | Number on  roll and  type of  school, if  applicable | Full or  part-time | Dates | (DD/MM/YYYY) | Reason  for  leaving |
| From | To |
|  |  |  |  |  |  |  |
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Please enclose a continuation sheet if necessary.

1. Secondary Education and Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school/college | From | To | Qualifications gained with date |
|  |  |  |  |

1. Further or Higher Education

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name and address of university, college and/or university education department | Dates | | Full or  part-time | Courses/subjects taken and passed | Date of examination and qualifications obtained | Age groups for which trained |
| From | To |
|  |  |  |  |  |  |  |

1. Professional Courses Attended as a Teacher

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Organising body | Date(s) | Duration |
|  |  |  |  |

1. Other Relevant Experience, Interests and Skills

|  |
| --- |
|  |

|  |
| --- |
| 1. Supporting Information |
| It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the Role Profile/Person Specification. It is only information contained in this application which will decide whether you are short listed for interview.  *Tell us about things you have been responsible for or involved in, what you have achieved and any feedback given. Include examples from paid or unpaid work or other activities you have undertaken in your personal life that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say.*  ***Please continue on a separate sheet if necessary*** |

1. Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children, please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

**It is normal practice to take up references on shortlisted candidates prior to interview.** This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

**First Referee**

|  |  |
| --- | --- |
| Title and name |  |
| Address and post code |  |
| Telephone number |  |
| Email address |  |
| Job title |  |
| Relationship to applicant |  |

I consent to this reference being requested before interview.

Yes No

**Second Referee**

|  |  |
| --- | --- |
| Title and name |  |
| Address and post code |  |
| Telephone number |  |
| Email address |  |
| Job title |  |
| Relationship to applicant |  |

I consent to this reference being requested before interview.

Yes No

## Part 2 Internal Ref. No.

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

1. Personal Information

|  |  |
| --- | --- |
| 1. Surname or family name |  |
| 1. All forenames |  |
| 1. Title |  |
| 1. Current address including post code |  |
| 1. Date of Birth |  |
| 1. National Insurance Number |  |
| 1. Home telephone number |  |
| 1. Mobile telephone number |  |
| 1. Email address |  |
| 1. DfE reference number |  |
| 1. Do you have a current full clean driving licence? *Only applicable for posts that require driving* | Yes No |
| 1. Do you require sponsorship (previously a work permit)? | Yes No  If YES please provide details under separate cover. |

1. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the Trust’s policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child’s fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration.

Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice and Courts Services Act 2000.

1. Prohibition from Teaching

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

1. Data Protection

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice and Data Retention Policy which can be found on the Trust’s website.

If you have any questions relating to our handling of your data, please contact the Data Protection Officer at The Yare Education Trust on 01603 497712.

The information you have provided on this form will be retained in accordance with our Data Retention Policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact the Trust’s Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their [website](https://ico.org.uk/) .

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

1. Notes

(a) Under the Criminal Justice and Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.

(b) Canvassing, directly or indirectly, an employee, Governor or Trustee will disqualify the application.

(c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

(d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

1. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of Applicant:

Print Name:

Date:

Part 3: Equality and Diversity Monitoring

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and/or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

|  |  |  |  |
| --- | --- | --- | --- |
| Ethnicity | Workforce census code | | Please tick |
| White | WBRI | British English Welsh Northern Irish Scottish |  |
|  | WIRI | Irish |  |
|  | WIRT | Traveller of Irish Heritage |  |
|  | WROM | Gypsy / Roma |  |
|  | WOTH | Any other White background |  |
| Mixed | MWBC | White and Black Caribbean |  |
|  | MWBA | White and Black African |  |
|  | MWAS | White and Asian |  |
|  | MOTH | Any other Mixed background |  |
| Asian or Asian British | AIND | Indian |  |
|  | APKN | Pakistani |  |
|  | ABAN | Bangladeshi |  |
|  | CHNE | Chinese |  |
|  | AOTH | Any other Asian background |  |
| Black or Black British | BCRB | Black – Caribbean |  |
|  | BAFR | Black – African |  |
|  | BOTH | Any other Black background |  |
| Other ethnic group | ARAB | Arab |  |
| CHNE | Chinese |  |
| REFU | Refused/Prefer Not to Say |  |
| OOTH | Any other ethnic group |  |

|  |  |
| --- | --- |
| Sexual orientation | Please  tick |
| Bi-sexual |  |
| Gay Man |  |
| Gay Woman |  |
| Heterosexual |  |
| Other |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Gender | Please  tick |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Personal relationship | Please  tick |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Religion or belief | Please tick |
| No religion |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion (Write in) |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Disability  *Do you consider that you have a disability?* | Please tick |
| Yes - Please complete the grid below |  |
| No |  |
| Prefer not to say |  |
|  |  |
| My disability is: |  |
| Physical Impairment |  |
| Sensory Impairment |  |
| Mental Health Condition |  |
| Learning Disability/ Difficulty |  |
| Long standing illness |  |
| Other |  |
| Prefer not to say |  |