

We welcome applications from everyone regardless of age, race, colour, sex, marital status, religious belief, ethnic origin, nationality, disability, gender preference or sexual orientation

It is the Trust's policy to interview disabled candidates who meet all the essential criteria. Reasonable adjustments will be made to facilitate disabilities.

Please remember to include any specific projects or areas of responsibility that you have held or are holding.

FOR OFFICE USE ONLY

Applicant

SL

not SL

Code

Candidate

Appointed

not Appointed

Code



Application for Employment as a Head Teacher / Deputy Head Teacher / Assistant Head Teacher / Teacher

Post Title:

Location:

Personal details

Last Name:

Former Names [if any]:

First Name/s:

Email address:

Address:

National Insurance Number:

or Proof of Right to Work in the UK:

Postcode:

Telephone [please tick preferred contact details]

Home: (inc STD code)

Work: (inc STD code)

Mobile:

Do you hold Qualified Teacher status? Yes No

If 'Yes', please give date of award:

Are you registered with the GTC? Yes No

What is your GTC Teacher Reference Number?

Have you successfully completed a period of induction as a qualified teacher in this country where the DFE required this? Yes No

If 'Yes', please give date of completion:

If you are already a Shire Multi Academy Trust employee, are you 'at risk'? Yes No

Do you consider yourself to be disabled? Yes No

Do you want to be considered for Job Share? Yes No

Please tell us if there are any dates when you will not be available for interview:

Employment

Please tell us about your present employment or last job if you are currently unemployed.

Post Title:

Employing Authority/Employer:

Name, Address and Type of School:

Please describe in brief your duties and responsibilities [and key achievements where relevant]:

Date Employment started:

Date Employment Ended:
[if applicable]

Reason for Leaving [if applicable]:

NOR:

Notice Required [if applicable]:

Wage/Salary/Grade:

TLR Payments:

Additional Payments

[inc. salary safeguarding]:

Previous Employers

Starting with the most recent, please list all previous employers in chronological order since leaving secondary school. Continue on a separate sheet if necessary.

If you use extra pages for your previous employment please:

1. Tick the box below and follow the same format as this application form



2. Remember to put your name on the top of the page and number the pages

Please Tell us about all your previous employment [paid and unpaid].

Name of employer:

Main Duties / Responsibilities:

Job Title:

Name, Address and Type of School / Establishment:

Reason for Leaving:

NOR:

From:

To:

Name of employer:

Main Duties / Responsibilities:

Job Title:

Name, Address and Type of School / Establishment:

Reason for Leaving:

NOR:

From:

To:

Name of employer:

Main Duties / Responsibilities:

Job Title:

Name, Address and Type of School / Establishment:

Reason for Leaving:

NOR:

From:

To:

Name of employer:

Main Duties / Responsibilities:

Job Title:

Name, Address and Type of School / Establishment:

Reason for Leaving:

NOR:

From:

To:

Name of employer:

Main Duties / Responsibilities:

Job Title:

Name, Address and Type of School / Establishment:

Reason for Leaving:

NOR:

From:

To:

Please do not send in a C.V.

If you use extra pages please:

1. Tick the box below and follow the same format as this application form

2. Remember to put your name on the top of the page and number the pages

Name of employer:

Main Duties / Responsibilities:

Job Title:

Name, Address and Type of School / Establishment:

Reason for Leaving:

NOR:

From:

To:

Have you had any breaks in your employment?

Yes No

If 'Yes', please give details:

Education and Qualifications

School(s) / Colleges / Universities attended

Subjects taken, with grades obtained where appropriate

Period of Study
Please indicate Full/Part time

Degree or Qualifications obtained

Awarding Body & Date of award

Please do not
send in a C.V.

Information supporting your application for this post

Please write a letter in support of your application either in the box below, or attach as a separate document. Use clear, identifiable examples, to demonstrate how you meet the criteria indicated on the Employee Specification.

If you use
extra pages
for supporting
your
application
please:

1. Tick the box
below and
follow the same
format as this
application form

2. Remember
to put your
name on the
top of the page
and number the
pages

In Service Training

Please give details of any courses relevant to this post attended in the last 3 years

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Additional Information (if applicable) Membership of Professional Bodies

Professional Body	Registration Number	Type of registration: e.g. Full / provisional	Renewal Date

If you have previously retired from employment on the grounds of ill health you will be medically examined by the Trust's Occupational Health Unit

One of the two referees must be your present or last employer, if previously employed. NQTs should nominate Course Tutor and Headteacher of last School experience.

Please note that we do not accept references from relatives or from people writing solely in the capacity of friends.

Pension / early retirement (if applicable)

If you are in receipt of a pension under the Teacher's Pension Regulations, following early retirement, please indicate the grounds on which you retired (please tick as appropriate)

In the interest of efficiency redundancy ill health supported early retirement actuarially reduced

Date of retirement

Name of Authority

References

Name

Job Title

Address

Postcode

Relationship

Telephone Number (inc STD code)

E-mail address

Name

Job Title

Address

Postcode

Relationship

Telephone Number (inc STD code)

E-mail address

Data Protection Act 1998

The information you have provided on this application form will be processed by computer. This data will also be used to produce statistics for equal opportunity and recruitment monitoring.

Canvassing will disqualify

Are you related to any employee of the Trust? Are you related to a Governor, the Executive Headteacher, Head of School or Teacher at the school? Yes No

Please give details:

Name:

Relationship:

Position:

I declare that the information contained in this application is complete and correct. I understand that if I have knowingly provided false information, or directly or indirectly canvassed a School Governor, Executive Headteacher, Head of School or Teacher in support of my application, I may be disqualified from consideration from the post or face disciplinary action after appointment.

Signed

Date

Date of Part Time Election for Superannuation purposes:

Failure to disclose information concerning previous convictions may lead to dismissal or disciplinary action by the Trust

If necessary, please use a separate sheet of paper to give full details and place them in a sealed envelope marked 'confidential'.

If you use extra pages for details of convictions, cautions or bind-overs tick the box below and follow the same format as this application form.

Disclosure of Criminal Background of those with Access to Vulnerable Groups

You have applied for a post that is an exempt position under the provisions of the Rehabilitation of Offenders Act 1974. Therefore the statement "that after a certain period of time, convictions need not be disclosed and those convictions be treated as if they never took place" **does not apply**.

You must therefore, declare any pending prosecutions, any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance.

The DBS filtering guidance is available on the DBS website at www.gov.uk/government/publications/dbs-filtering-guidance. It contains full details of the filtering rules and a list of offences which will never be filtered, which has been derived from legislation.

If the duties of the post you have applied for also involves carrying out Regulated Activity for Children or Adults, then you will also be required to apply for a Disclosure of Criminal Conviction and/or record to the Disclosure and Barring Service should your application be successful and before an appointment is confirmed. The possession of a criminal or other record will not however necessarily bar you from employment. Each case will be judged on its merits.

Please note that through the Protection of Freedoms Act 2012, the Home Office has introduced a process enabling those with historic convictions for consensual sex (in England and Wales) to apply to have them disregarded or deleted from their criminal records. If approved, such convictions will not appear on future criminal record checks. This was a commitment made by Government in the Coalition Agreement, and met through the Protection of Freedoms Act 2012. These new provisions commenced on the 1 October and further details about the process can be found using the following link:

<http://www.homeoffice.gov.uk/publications/crime/decriminalised-sexual-offences/guidance-application?view=Binary>.

Queries and applications can be sent to this address:

Chapter4applications@homeoffice.gsi.gov.uk

Safeguarding Children and Vulnerable Adults

If you are applying for a job where you will be carrying out Regulated Activity for Children or Adults, you will be asked for details of: any previous convictions, whether you are subject to sanctions from a regulatory body, and whether or not you are listed on the Disclosure and Barring Service (DBS) Children's Barred List or the DBS Vulnerable Adults' Barred List.

The two regulatory bodies mentioned are GSCC and the GTC; these are the General Social Care Council and the General Teaching Council for England.

The lists mentioned are:

DBS Vulnerable Adults' Barred List

DBS Children's Barred List

The DBS is responsible for the decision making and maintenance of the above barred lists for England and Wales and Northern Ireland covering the children's and vulnerable adults' sectors. The new Barred Lists have replaced the Protection of Children Act (PoCA) List, List 99 and the Protection of Vulnerable Adults (PoVA) List in England and Wales, and the Disqualification from Working with Children (DWC) List, the Unsuitable Persons List (UP List) and the Disqualification from Working with Vulnerable Adults (DWVA) List in Northern Ireland as well as the current system of Disqualification Orders, which is operated by the Criminal Justice System.

Date	Details of Convictions, Cautions or Bind-overs	Penalty

Are there any matters pending? Yes No

Are you disqualified from working with children or vulnerable adults? Yes No

Are you on either of the DBS barred lists (previously List 99/POCA/POVA list)? Yes No

Are you subject to sanctions from a regulatory body? (eg GSCC/GTC) Yes No

If you have answered 'Yes' to any of the above, please give details below:

If you are currently living overseas or have lived overseas in the last five years please be aware, if you are the preferred candidate for the post, you will be required to apply for an overseas criminal records check from the country/countries you have resided in.

Declaration

I declare that the particulars given are correct and that I have not withheld any facts which might unfavourably affect my application. I am aware that to withhold or falsify information could result in my application being rejected, dismissal or disciplinary action, or possible referral to the police.

Signed

Date

Equality Monitoring

We are committed to Equality of Opportunity in Employment. By collecting this information, we are able to ensure that our policies and systems are objective and fair. Please help us by completing this form. The shortlisting/ interviewing panel will not see this information.

Post Title: Location:

Name: Date of Birth:

Are you currently employed by The Trust? Yes No

For ethnicity, choose ONE section from A to E, then tick the appropriate box to indicate your cultural background. If you tick an "Other" box, please specify as shown.

Ethnicity Prefer not to say

A White

British

Irish

European

Gypsy/Traveller

Irish

Other White* - Please state:

B Mixed

White and Black Caribbean

White and Black African

White and Asian

Other Mixed* - Please State:

C Asian or Asian British

Indian

Pakistani

Bangladeshi

Other Asian* - Please state:

D Black or Black British

Caribbean

African

Other Black* - Please state:

E Chinese, Chinese British, or Other Ethnic Group

Chinese

Other Chinese* - Please state:

*If 'Other' please specify

Religion Prefer not to say

Christian (including all Christian denominations) Buddhist Hindu Rastafarian

Muslim Sikh Jewish None Other* Prefer not to say

If 'Other' please specify

Gender

Male Female

Disabled

Do you consider yourself to be disabled? Prefer not to say Yes No

Age Group

0 - 16 16-20 21-30 31-40 41-50 51-60 61-70 71-80 80+

Sexual Orientation

Bisexual Gay Man Heterosexual/straight Lesbian Prefer not to say

Are you open about your sexual orientation at work? Yes No

Thank you for your help

For Office Use Only	Candidate Shortlisted	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Candidate Appointed	Yes <input type="checkbox"/>	No <input type="checkbox"/>