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 **CONFIDENTIAL**

**APPLICATION FORM FOR APPOINTMENT TO A POST IN**

**WEST GRANTHAM C OF E SECONDARY ACADEMY**

Please complete clearly in black ink or typescript. Applications will only be accepted if completed in full. A CV 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 expect all staff and volunteers to share this commitment.**

Support staff can disregard the shaded boxes if these are not relevant to you.

Please return this form to the academy to which you are applying. If you have not been invited for an interview within 4 weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

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| **Post Details** |
| Post Applied for:       |
| at: West Grantham C of E Secondary Academy |

**Data Protection Notice**

Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

* You have given us your consent
* We must process it to comply with our legal obligations
* We need to process it for our legitimate interests

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| **Personal Details** |
| Your title: (optional)       | Date of Birth:       /       /       |
| First Name(s):       |
| Surname:       |
| Previous names known by:       |
| Address and postcode:       |
| Home phone number:       | Work phone number (optional):       |
| Mobile phone number:       | E-mail:       |
| Teacher Reference Number:       | NI Number:                               |
| (Formerly DfES/DFEE) | If you do not have an NI number please give details on a separate sheet. |
| Continuous Service Date:      *(please note, your contract may be delayed if you do not provide this information).*  |
| Date QTS achieved (if applicable):      |

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| **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 was within a school, one referee **must** be the head teacher. 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. |
| 1. Name:       | 2. Name:       |
|  Job Title:       |  Job Title:       |
|  Address:       |  Address:       |
|  Daytime phone number:       |  Daytime phone number:       |
|  E-mail:       |  E-mail:       |
|  Capacity in which known to you:       |  Capacity in which known to you:       |
| **Referees will be taken up after shortlisting and before interview. We may request additional referees.****If you do not wish us to contact your referees without your prior agreement, please tick this box** |

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| **Present 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.’ |
| 1. Present Post Title:       |
| 2. Name and Address of workplace:       |
| 3. Salary, Point and any additional responsibility points or allowances:       |
| 4. Date Appointed:       /       /       Full time/Part time Permanent/Temporary |
| 5. Type of School including Single/Mixed Sex:       |
| 6. Number on Roll:       |
| 7. Age Range Taught:       |
| **Key Duties and Responsibilities** |

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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. Please give reasons and duration for any gaps when you have not been in employment. |
| Name of Employer and Local Education 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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Continue on a separate sheet if necessary and attach it securely to your application form.

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| **Previous Employments (other than teaching)** |
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| Name and contact details of previous employers | Position and Responsibilities | Dates (month and year) | Reason for leaving |
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Continue on a separate sheet if necessary and attach it securely to your application form.

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| **Gaps in employment***Please use the space below to explain any gaps in your employment* |
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| **Education, Training, Qualifications and Professional Members** |
| 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 Achieved | Level and Grade | From / To (month and year)Full or Part Time |
| If relevant include key stage training, subject specialisms, specialist training or special studies (publications or research dissertations) |
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Continue on a separate sheet if necessary and attach it securely to your application form.

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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. |
| If you are applying for a Principal post describe:* Your educational philosophy
* The extent of your experience with respect to staff, curriculum and financial management
* Your professional attitude towards
	+ Staff appointments
	+ The professional development of teachers
	+ The school governors, parents and the local community
	+ The management of change
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| **Right to work in the UK** |
| The 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. |
| (You will be required to produce this documentation at Interview) |

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| **Disability and accessibility** |
| The Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you’re called for an interview, please state the arrangements you require: |
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| **Relationship with a member of Academy/Trust** |
| Please list any personal relationships that exist between you and any of the following members of the trust community:* Governor/Director
* Staff
* Pupils

If you have a relationship with a governor/director or employee, this does not necessarily prevent them from acting as a reference for you. Failure to disclose a relationship may have their application rejected. If appointed they may be subject to disciplinary action or dismissal.  |
| **Name** | **Relationship** | **Role within the Trust** |
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| **Disclosure and Barring and childcare disqualification** |
| The Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren’t “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. We’ll use the DBS check to ensure we comply with the Childcare Disqualification RegulationsAny data processed as part of the DBS check will be processed in accordance with data protection regulations and The Trust’s privacy statement.**Do you have a DBS certificate?:** ☐Yes ☐No Date of check: If you’ve lived or worked outside of the UK in the last 5 years the trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.**Have you lived or worked outside of the UK in the last 5 years?:** ☐Yes ☐No  |

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| **The Department for Education and Teaching Regulation Agency** |
| You need to be aware that if appointed to a teaching post a check will be carried out by the Trust with the DfE to ensure that you hold qualified teacher status. Checks will also be made on any disciplinary sanctions that may have been imposed by The Department for Education and Teaching Regulation Agency (formally the National College for Teaching and Leadership) in respect of an individual teacher through their own disciplinary process.  |

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| **Where did you see this vacancy advertised?** |
| (Please be specific, e.g. Lincline / TES / JobCentre Plus / Word of mouth)  |
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| **Declaration** |
| 1. | The information I have given on this form is true and accurate to the best of my knowledge. |
| 2. | I have read or had explained to me and understand all the questions on this form. |
| 3. | I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post. |
| 4. | I understand that evidence of my qualifications will be required during the selection interview process. |
| 5. | 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 sign this form if you are invited to an interview.** |

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| **Recruitment Monitoring** |
| The Trust is committed to achieving fairness and equality in employment as contained within the Trust’s Equality and Diversity 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 page will be detached from your application form, stored securely and confidentially and will not be taken into account when making the appointment. |
| Surname:       | Title (Optional):       | First Name(s):       |
| Nationality:       | Date of Birth:       |
| Are you: Male [ ]  Female [ ]  Prefer not to say [ ]  |
| Post Applied For:       | Post Ref No:       |
| Location:       | Full Time/Part Time:       |

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| **What is your ethnic group?** |
| Choose ONE section from A to F, then tick the appropriate box to indicate your cultural background. |
| **a) White** | **d) Black, Black British** |
| [ ]  | British | [ ]  | Caribbean |
| [ ]  | Irish | [ ]  | African |
| [ ]  | Any other White background, please write in      | [ ]  | Any other Black background, please write in      |
| **b) Mixed** | **e) Chinese, Chinese British** |
| [ ]  | White and Black Caribbean | [ ]  | Chinese |
| [ ]  | White and Black African | [ ]  | Any other background, please write in      |
| [ ]  | White and Asian |
| [ ]  | Any other Mixed background, please write in      |  |  |
| **c) Asian, Asian British** | **f) Gypsy / Traveller** |
| [ ]  | Indian | [ ]  | Romany Gypsy |
| [ ]  | Pakistani | [ ]  | Irish Traveller |
| [ ]  | Bangladeshi | [ ]  | Any other Traveller background, please write in      |
| [ ]  | Any other Asian background, please write in      |
| [ ]  I prefer not to disclose |

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| To which age band do you belong? | 16-19 [ ]  | 20-24 [ ]  | 25-29 [ ]  | 30-34 [ ]  | 35-39 [ ]  |
|  | 40-44 [ ]  | 45-49 [ ]  | 50-54 [ ]  | 55-59 [ ]  | 60+ [ ]  |

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| **The Disability Discrimination Act 1995 defines disability as:** |
| A 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 twelve months, is likely to last for twelve months, or is likely to last for the rest of a person’s life. |
| Do you consider yourself to have a disability? |
| [ ]  Yes  |
| [ ]  No  |
| [ ]  I prefer not to disclose |
| If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’. |
| ☐Physical impairment☐Sensory impairment☐Learning disability/difficulty☐Long-standing illness☐Mental health condition☐Developmental condition☐Other |

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| **Religion / Belief** |
| Christian (all denominations) [ ]  | Buddhist [ ]  | Hindu [ ]  | Jewish [ ]  | Muslim [ ]  | Sikh [ ]  |
| None [ ]  | Other please specify:       |
| [ ]  I prefer not to disclose |