

**APPLICATION FORM (Teaching)**

**We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.**

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| **Which post are you applying for?** |  |

**1. PERSONAL DETAILS**

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| First name/s: | Last name: |
| Date of Birth: | Previous or other name(s): |
| Address: | Contact telephone numbers: |
|  | Daytime: |
|  | Evening: |
|  | Mobile: |
|  | Email address: |
| Postcode: | National Insurance Number: |

**2. EMPLOYMENT HISTORY - Present or most recent employment**

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| --- | --- | --- | --- |
| School and LEA (if applicable): | | Age range and number on roll: | |
| Job title: | | | |
| Subject and areas taught and any responsibilities: | | | |
| Dates from/to: | | | |
| Salary spine point: |  | Salary amount: | £ |
| TLRs: |  | Amount: | £ |
| SEN: |  | Amount: | £ |
| Recruitment & Retention payment: | | Amount: | £ |
| Salary safeguarding: | | Amount: | £ |
| *(\*delete as appropriate)* | | Total: | £ |
| Reasons for leaving: | | | |

NB. If you have more than one current employment please provide the same information for each job, if necessary on a separate sheet.

**3. PREVIOUS EMPLOYMENT**

**Please start with the most recent** *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

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| --- | --- | --- | --- |
| Job title including, if applicable, subject and areas taught and any responsibilities | Employer/School and LEA (if applicable) including age range and number on roll | Dates  From - to  (month & year) | Reason for leaving |
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Please give details and an explanation for any gaps in your employment history:

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**4. EDUCATION, TRAINING AND DEVELOPMENT**

**Secondary school/college/university/apprenticeship** *including current studies, with the most recent first.*

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| --- | --- | --- | --- |
| Name of institution | Dates  From - to  (month & year) | Courses/subjects taken | Qualifications/grade |
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NB. We will require sight of original certificates relating to academic qualifications.

We reserve the right to contact employers or educational establishments to verify details given.

**Details of any recent relevant professional development (non-award bearing).**Please include dates

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**Professional membership**

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| --- | --- |
| Name of professional / technical body | Grade of membership |
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**5. SUPPORTING STATEMENT**

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

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*Please continue on a separate sheet if necessary.*

**6. ADDITIONAL INFORMATION**

**Equality Act**

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act defines a person as having a disability if he or she has, ‘a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities’.

Do you have a disability? Yes  No

We will make reasonable adjustments to help a person with a disability through the application and selection process and, if successful, to assist you in carrying out the duties of your job. If you require assistance, please contact us or provide details below:



**Permit to Work**

In order to prove evidence of your eligibility to work in the UK, as required by the Immigration and Asylum Act, you will be required to provide two of the following documents if you are shortlisted for this post: Birth Certificate or Extract, Passport, evidence of National Insurance Number, Driving License. If applicable you will also be required to produce your Work Permit.

Are you eligible to work in the UK? Yes  No

Do you require a work permit? Yes  No



**Affiliations**

A candidate for any appointment with the Trust who knows he or she is related or has a close relationship to any member of staff of the Trust or Governor of the School is required to disclose that relationship when submitting an application. In educational establishments, this includes Headteachers, Principals, Directors, Vice-Principals and Heads of Department. Please note that soliciting support or information to give an unfair advantage may disqualify your application.

Are you, your partner or family related, have a close relationship or have any interests (financial, professional or otherwise) that may conflict with your employment?

Yes  No

If yes, please provide details below:

**7. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the CRB.

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| **Rehabilitation of Offenders Act**  This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared. Please use the space below to give details of any convictions, cautions and bind-overs, including those regarded as ‘spent’. If there are none please write ‘none’: |
| **DBS Children’s Barred List**  Are your details included on DBS Children’s Barred List? Yes  No |
| **Other Sanctions**  Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC). If there are none, please write ‘none’: |

**References**

Please give details of two referees, one of whom should be your most recent employer. If you are currently working or have worked with children on either a paid or voluntary basis, the employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired and whether you have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post. If a post requires additional references this will be detailed in the application pack.

**References may be taken up before an interview or offer of employment, unless you request otherwise.**

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Tel no: | Tel no: |
| Email: | Email: |
| Occupation/Relationship: | Occupation/Relationship: |
| How long have they known you? | How long have they known you? |
| I agree to this reference being taken up before an interview  or offer of employment being made: Yes  No | I agree to this reference being taken up before an interview  or offer of employment being made: Yes  No |

We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. If there are none, please write ‘none’:

**8. DECLARATION**

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by Cornerstone Academy Trust under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice and possible referral to the police.

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| --- | --- |
| Signature: | Date: |

**Where did you see the advertisement for this post?**

**DATA PROTECTION ACT 1998.** INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY CORNERSTONE ACADEMY TRUST UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE ACADMEY TRUST. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS.

**DIVERSITY MONITORING**

CORNERSTONE ACADEMY TRUST BELIEVES IN VALUING DIVERSITY. WE WELCOME AND ENCOURAGE APPLICATIONS REGARDLESS OF AGE, GENDER, SEXUAL ORIENTATION, RACE, RELIGION OR DISABILITY. TO HELP US MONITOR THE EFFECTIVENESS OF OUR POLICIES WE WOULD ASK YOU TO ASK YOU TO COMPLETE THE DIVERSITY MONITORING INFORMATION FORM SENT WITH THIS APPLICATION.

## SUBMIT YOUR APPLICATION

TO COMPLETE YOUR APPLICATION PLEASE SAVE THE APPLICATION TO YOUR COMPUTER AND UPON COMPLETION EMAIL IT TO

[vacancy@tcat.education](mailto:vacancies@bcps.org.uk)