

ATWOOD PRIMARY ACADEMY

Teachers' Application Form

Confidential



Atwood Primary Academy is committed to the safeguarding and promotion of welfare of all children and young people.

The information requested in this form is important in assessing your application. Please complete this form in full. Unless stated otherwise, CVs are not acceptable. Please complete this form in type or black or blue ink. Please ensure that you save this document before sending, otherwise all data may be lost.

Job details	
Post applied for:	
Job reference:	
Do you wish to apply for the post on a part time or job share basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If part time/job share, please state preferred working arrangements:	
If appointed when can you start:	

Personal details	
Title:	
First name(s):	
Family Name / Surname:	
Maiden or previous name(s):	
Home address, including postcode:	
Correspondence address (if different from above):	
Email address:	
Daytime telephone number:	
Home telephone number:	
Mobile telephone number:	
National Insurance number:	
DfE/Teacher Reference number:	

Education & Qualifications – you may insert extra rows if necessary

(NB: Shortlisted candidates will be required to produced qualification certificates at interview)

GCSE or equivalent	Grades	Dates From/To
'A' OR AS level	Grades	Dates From/To
Higher Education		
University:		Dates From/To:
Degree/Subject:		Class/Division:
Subject(s) studied	Class/Division	Dates

Additional Education & Qualifications – Initial Teacher Training

University / College / Designated Recommending Body (DRB):			
Qualification gained:		Dates From/To:	
Date Qualified Teacher Status obtained:			
Age range(s) for which trained:			
Principal Subject:			
Subsidiary subject(s):			

Further Qualifications & Further Training

(Including one year and one term courses and any recent short courses (e.g. NPQH))

University, College or Organising Body	Subjects & Course Title	Qualifications Obtained	Length of courses & Dates

Current or Most Recent Teaching Post

Name & Address of school / establishment	
Name of Local Authority:	
Type of school:	
Number on roll:	
Telephone no:	
Position title:	
Date appointed:	
Working hours:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (please specify hours per week)
Pay Scale:	<input type="checkbox"/> Main <input type="checkbox"/> Upper <input type="checkbox"/> Leadership
Spinal Column Point or Salary:	
Additional allowances (Please specify type and value)	
Are you still employed by this establishment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date and reason for leaving (if applicable)	

Previous Teaching Experience

(Please give the fraction of full-time where the post is / was part-time)

Name of School & Local Authority	Type of School & Number on Roll	Post held/ Ages taught & Salary or Point	Period of service From/To Month/Year	Reason for leaving

Non-teaching employment experience

Employer	Position / Nature of work	From / To	Reason for leaving

Other History

(Please ensure that you provide a complete chronological history by listing below any periods not covered above in your employment history, e.g. travel, unemployment, sabbatical, carer responsibilities etc.)

From	To	Reason

Declaration by Applicant

Other employment

In order to ensure compliance with the Working Time Regulations and the relevant pensions legislation, you must tell us about any other employment you hold that you intend to continue with should you be appointed. We also need to know which, if any, pension scheme you are an active member of in respect of these posts.

Job title, hours per week and employer	Active pension scheme membership
<i>e.g. Teacher, 0.5FTE, Kent County Council</i>	<i>Teachers Pension Scheme</i>

Pension

Are you in receipt of a pension awarded through the teachers' ill health retirement arrangement? Yes No

If 'YES', give details below: (including the date pension arrangements took effect)

(Please note that if you were awarded an ill-health pension on or after 01 April 1997, you are not eligible for future employment as a teacher)

Safety and Welfare of children

Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated? Yes No

If you have answered 'YES' to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.

I have attached details as requested. Yes No

Disciplinary Record

Are you (or have you ever been) dismissed from a teaching post for alleged misconduct or incompetence or resigned in the face of such allegations? Yes No

If 'YES', please give details:

Have you ever received a final warning for misconduct or incompetence or have you received a lesser warning which has not time expired at the point of making this applications? Yes No

If 'YES', please give details:

Have you ever been barred from working with children? Yes No

If 'YES', please give details:

Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006

Under the Rehabilitation of Offenders Act (ROA) job applicants are only required to declare criminal convictions which are not considered "spent" under the Act. Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, all roles in schools are now classified as "regulated". This means that they are all exceptions to the ROA and therefore you are required to declare any convictions (including bind over and cautions) regardless of whether or not they would be considered spent in other circumstances.

Please read the guidance notes before completing this section.

Have you ever been convicted of a criminal offence?

Yes No

Are there any alleged offences outstanding against you?

Yes No

If 'YES' to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.

Asylum and Immigration Act 1996

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have a right of abode in the UK. You will be required to provide evidence prior to appointment of a National Insurance Number, passport or other document on the approved list to satisfy the County Council that the asylum and Immigration Act 1996 is being complied with.

Do you require a work permit?

Yes No

Letter of Application – Experience, Knowledge, Skills & Qualities

The information you provide in this section is essential for assessing your application. State your reasons for applying for the post, relating your skills, experience and personal qualities to the requirements of the job, using the criteria listed in the person specification for the post.

Describe how you fill the criteria by giving clear examples from your professional, academic or personal life, or from voluntary work. If you do not make this clear in your application form, it is unlikely that you will be shortlisted for interview.

Please use the space below, and continue typing, or use additional A4 sheets, if necessary. If you use additional sheets, make sure they are clearly marked with your name and the job title.

References

Please give the name, address - including postcode - and contact number of two employers who can provide us with an assessment of your suitability for this post. One of the referees should be your current employer or most recent employer if you are unemployed.

The other should be a previous employer unless you have had no previous employment, in which case, a character reference will be needed.

If you are a trainee teacher, or have recently qualified, please provide the name and address of your course tutor from your teacher training college. References will not be accepted from relatives or from people writing solely in the capacity of friends.

1) Present/most recent employer

Name:			
Address including postcode:			
Job title:			
Work relationship:			
Telephone no.		Fax no.	
Email address:			

2) Previous employer

Name:			
Address including postcode:			
Job title:			
Work relationship:			
Telephone no.		Fax no.	
Email address:			

3) Course tutor (trainee teachers only)

Name:			
Address including postcode:			
Job title:			
Work relationship:			
Telephone no.		Fax no.	
Email address:			

NOTE: References will be taken up if you are called for interview. In view of the nature of the job, no offer of employment can be made without these. We also reserve the right to take up employment references from previous employers listed in "Previous Employment" on page 2 of this form. If, for any reason, you feel unable to give your present or most recent employer as a referee, please send a covering letter explaining why.

Canvassing

You are required to declare any personal or family relationships with anyone likely to be involved in the selection process for this post, such as a school governor or senior member of staff, as canvassing, whether direct or indirect, will invalidate your application.

Are you related to any person likely to be involved in the selection process?

Yes No

If 'YES', please give details (stating department and job title)

Declaration

I declare that the information given in this application is to the best of my knowledge true and accurate.

I understand that if the information provided is false or misleading in any way, it will result in my application not being pursued, or if appointed, may lead to disciplinary action and dismissal.

I understand that canvassing of, or failure to disclose a relationship to, a school governor or senior member of staff will disqualify my application or if appointed, may lead to disciplinary action and dismissal.

I also understand that the Academy reserves the right to seek verification from me of the factual basis for any information provided.

Signature:

Date:

Print name:

If form has been completed electronically, please place an 'x' in this box to indicate your consent →

Data Protection Act 1998

Atwood Primary Academy will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

Guidance Notes for Applicants

Application Form

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black or blue ink or typescript as your form will very likely be photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your experience, knowledge, skills and qualities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions.

The selection panel will look to see how well you have focused your application on the needs of the school in addition to relating your skills and knowledge to the person specification with supporting evidence which demonstrates how you meet the range of criteria.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates' experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form and these should either be completed by continuing to type, or be attached to the application on a separate sheet.

Referees

We take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in your present school for less than five years, the governing body may wish to seek further supporting information from your previous employer(s).

Qualifications

Please bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications (excluding GCSE, "O" and "A" levels) to your interview. The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved the National Professional Qualification for Headteachers (NPQH) or any other professional qualifications e.g. National Qualification for School Leaders (NPQSL), National Qualification for Middle Leaders (NPQML), please bring copies of these qualifications to the interview for checking.

Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will be required to undergo a health check process which is appropriate to the post for which you have applied. This normally involves you completing a pre-employment health questionnaire form, which is then forwarded to our occupational health service for an assessment of your fitness for the post. If Occupational Health requires further information from you such as information from your GP, or if they wish to see you, they will contact you directly.

Atwood Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with this Atwood Primary Academy as the employer.

This disclosure will need to be approved by Atwood Primary Academy before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment-related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- a full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK.
- a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)

We would like to take this opportunity to thank you for your interest in working with Atwood Primary Academy and wish you every success in the future.

Note to Candidates:

If you have not heard from Atwood Primary Academy within 4 weeks of the closing date, you should normally assume that on this occasion you have not been selected for interview.

CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form

This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.

Everyone is unique owing to differences in age, gender and gender identity, ethnic origin, religion, sexual orientation, ability etc. Atwood Primary Academy celebrates diversity and aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

Atwood Primary Academy is committed to ensuring that all applicants are treated fairly, and that selection for appointment is based solely on a person's ability to do the job.

Atwood Primary Academy has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably. This information will not affect the consideration of your application.

Post applied for			
Surname and initials			
Age		Date of Birth	
Gender	M <input type="checkbox"/> / F <input type="checkbox"/>		

Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific. Please identify your ethnic origin either by putting an 'x' in ONE of the boxes below or by giving your own description in the space provided.

A. White	
British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Gypsy / Roma	<input type="checkbox"/>
Traveller of Irish Heritage	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>

B. Mixed	
White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>

C. Black or Black British	
Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>

D. Asian or Asian British	
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

E. Other ethnic groups	
Chinese	<input type="checkbox"/>
Any other ethnic group (please specify)	<input type="checkbox"/>

Disability Guidance

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

Do you consider yourself to be disabled as set out in the Equality Act?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please describe your disability.	
If you need any assistance to attend or participate in the interview, please give details.	

Religion

Please identify your religion by putting an 'x' in ONE of the boxes below.

Christian	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Other religion	<input type="checkbox"/>
No religion	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Sexual Orientation

Please identify your sexual orientation by putting an 'x' in ONE of the boxes below.

Bisexual	<input type="checkbox"/>
Gay man	<input type="checkbox"/>
Gay woman / lesbian	<input type="checkbox"/>
Heterosexual / straight	<input type="checkbox"/>
Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Gender Identity

Is your gender identity the same as the gender you were assigned at birth?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Where did you see this post advertised?	
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