**APPLICATION FORM**

**(Teaching Staff)**

|  |
| --- |
| Details of Vacancy |
| **Post Title:** | **Closing Date:** |

|  |
| --- |
| Personal Details |
| **Title:**  | **Family name:** | **First name(s):** |
| **Address:** |
|  | **Postcode:** |
| **Telephone no (home):** | **Mobile:** |
| **Email:** | **DfE Reference no:** |
| **Date of birth:** | **National Insurance no:** |

|  |
| --- |
| Education and Qualifications |
| **Give details of secondary and further education. Specify GCSE, CSE, ‘O’, ‘A’ level or equivalent** |
| **Dates attended:** | **Name of School/College/other institution:** | **Qualifications obtained and grade/level by subject:** |
| **From** **MM/YYY** | **To****MM/YYY** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Give details of higher education or equivalent courses** |
| **Dates attended:** | **Name of School/College/other institution:** | **Qualifications obtained and grade/level:** |
| **From** | **To (mm/yyyy)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Present/Most Recent Employment in Education |
| **Education Authority** | **Name and type of School/Institution** | **No on roll** | **Age Range** | **Post Held** | **Salary Scale Point/TLR** | **Dates** **From To****mm/yy mm/yy** |
|  |  |  |  |  |  |  |  |

|  |
| --- |
| Employment History in Education |
| **Education Authority** | **Name and type of School/Institution** | **Age Range** | **Post Held** | **Salary Scale Point/TLR** | **Dates** **From To** **mm/yy mm/yy** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Employment History (outside education) |
| **Employer** | **Address** | **Post Held** | **Dates** |
| **From** **MM/YYY** | **TO****MM/YYY** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| If there are any gaps in your employment history please explain them below |
| **Dates**  | **Reason** |
| **From** **MM/YYY** | **TO****MM/YYY** |
|  |  |  |
|  |  |  |

|  |
| --- |
| Continuing Professional Development |
| **Give details of most recent, relevant courses (last 3 years) and any relevant professional or vocational qualifications you hold** |
| **Course Title or Qualification** | **Provider** | **Award** | **Date(s)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Please supply the following additional information in support of your application: |
| **A cover letter of no more than 2 sides of A4 to evidence the following:*** **why you are applying for this position**
* **how your experience to date will enable you to successfully take on the role.**
 |

|  |
| --- |
| References |
| **Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent Headteacher, or in the case of newly qualified teachers, your training institution and one of your placements**  |
| **Name:** | **Name:** |
| **Position:** | **Position:** |
| **In what capacity do you know the referee?** | **In what capacity do you know the referee?** |
| **Name of organisation:** | **Name of organisation:** |
| **Address:** | **Address:** |
| **Postcode:** | **Tel:** | **Postcode:** | **Tel:** |
| **E-mail:** | **E-mail:** |
| Please note that we will contact the above referees if you are short-listed for the post and seek references before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns. If you have any concerns about this please contact the Headteacher to discuss these issues. |

|  |
| --- |
| **For persons who are not British or EU nationals:** |
| If you have any conditions related to your employment please give full details below: |
|  |
|  |
|  |
|  |

|  |
| --- |
| **Safer Recruitment** |
| **Do you have QTS status?** | **No** |  | **Yes** |  |
| **If no, when are you expecting to qualify?** |  |
| **Are you registered with the Teaching Regulation Agency?** | **No** |  | **Yes** |  |
| **Are you (or have you ever been) disqualified from working with children or been subject to a sanction imposed by a regulatory authority such as the Teaching Regulation Agency?** | **No** |  | **Yes** |  |
| **Enhanced Disclosure will be required if, following interview, it is considered that you are the most suitable applicant for the post.** |
| **Date you can take up the post if appointed:** |  |

|  |
| --- |
| Documentation required |
| **To comply with Asylum and Immigration Legislation you will be required, if appointed, to provide one or more documents from the specified list, which provides evidence of your entitlement to work in the UK. Please tick at least one of the following original documents that you will be able to provide when requested:** |
| **A document from a previous employer, the Inland Revenue, the Benefits Agency, or the Employment Service showing your name and National Insurance number. This could be a P45, a pay slip, a P60, a NI card or letter.** |
| **A passport confirming that you are either a British or Irish citizen.** |
| **A birth certificate confirming birth in the United Kingdom or Republic of Ireland.** |
| **A biometric residence permit number, biometric card number or passport or national identity card to prove that you are allowed to work in the UK.** |

|  |
| --- |
| Statement |
| **To the best of my knowledge and belief, the information contained in this form is accurate. I understand that providing false information is an offence, that if I provide false information my application may be rejected and that if recruited I may be the subject of summary dismissal.**  |
| **Candidates are required to disclose whether, to their knowledge, they are related to any member of the school or to any governor of the school.** | **No** |  | **Yes** |  |
| **If your answer is yes, please give details of relationship:** |

|  |
| --- |
| **Notes to Applicants** |
| **Before signing this form, please ensure that every section relevant to your application has been completed.**  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|  **Please return this form to the Headteacher by emailing vacancies@doncasterutc.co.uk****Please ensure Application Forms are accompanied with additional information as listed in the Application Pack.****The Brighter Futures Learning Partnership Trust (BFLPT) is an equal opportunities employer and welcomes applications irrespective of race, sex or disability.** |

**The Trust is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with previous employers.**

|  |
| --- |
| **Rehabilitation of Offenders Act 1974**All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions are ‘protected’.These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.The school/UTC will carry out on-line searches as part of their due diligence checks on shortlisted candidates who will also be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.Shortlisted candidates will be emailed a self-disclosure form together with a flow chart detailing what is ‘protected’ under the Act and should not be disclosed. **This MUST be returned before interview.** |

|  |
| --- |
| **Equal Opportunities Monitoring Form** |
| **The Trust is committed to the principle of equality in employment. This form will help us to follow the recommendations of The Equal Opportunities Commission, The Commission for Racial Equality and The Disability Rights Commission that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. This section will not be treated as part of your application.** |

|  |
| --- |
| **Ethnic Origin - I would describe my ethnic origin as:** |
| **White British** |  | **White/Black Caribbean** |  | **Indian** |  | **Caribbean** |  | **Chinese** |  |
| **White Irish** |  | **White/Black African** |  | **Pakistani** |  | **African** |  | **Other** |  |
| **Other White** |  | **White/Asian** |  | **Bangladeshi** |  | **Other Black** |  |  |  |
|  |  | **Other Mixed** |  | **Other Asian** |  |  |  |  |  |
| **Not stated** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Gender** | **Male** |  | **Female** |  | **Date of birth (DD/MM/YYYY)** |  |

|  |
| --- |
| **Disability** |
| **Do you consider yourself to be disabled?** | **No** |  | **Yes** |  |
| **If yes, please give details:** |

|  |
| --- |
| **Advertising Monitoring** |
| **Please state where you saw this job advertised. If seen on the Internet, please state which site** |
|  |

