



For office use:



Application Form for Employment (Teaching and Support Staff)

Please complete all sections on this form and please note CVs will not be accepted. If any sections do not apply to you, please enter 'not applicable'.

Application for the post of

Position Ref No

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First Name:		Title:
Surname:		
Address:		
Post code:	Tel no:	
Mobile no:	Email Address:	
NI Number:		

How would you like us to contact you about your application?

Email ☐ Post ☐

Working in the UK	
Are you eligible to work in the UK/EEA?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require a work permit to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Teachers only

DFE or DCSF Ref No _____	Date of qualification _____
Have you completed an induction year as a Newly Qualified Teacher?	Yes <input type="checkbox"/> No <input type="checkbox"/>

EMPLOYMENT HISTORY

TEACHERS

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 Teaching/Leadership Posts'

1. Present Post and Title:

2. Name and Address of Workplace:

3. Salary, Point and any additional responsibility points or allowances:

4. Date appointed:

5. Type of school including single/mixed sex:

6. Number on roll:

7. Age range taught:

8. Key Stage taught:

Key Duties and Responsibilities

Previous Teaching/Leadership Posts (NQTs – please list placements)

Please list in chronological order. Be explicit about the type of school or college and the length of time that the post/placement was held. Please give reasons and duration for any gaps when you have not been in employment.

Name of Local 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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PREVIOUS EMPLOYMENT

Please use this section if you are applying for a teaching post, but need to detail any previous employment that was non-teaching.

Name of Employer:	From:	To:
Address:	Job title:	
	Salary/Grade:	
Period of notice:	Reason for leaving:	
Brief description of responsibilities:		
Name of Employer:	From:	To:
Address:	Job title:	
	Salary/Grade:	
Period of notice:	Reason for leaving:	
Brief description of responsibilities:		
Name of Employer:	From:	To:
Address:	Job title:	
	Salary/Grade:	
Period of notice:	Reason for leaving:	
Brief description of responsibilities:		
Name of Employer:	From:	To:
Address:	Job title:	
	Salary/Grade:	
Period of notice:	Reason for leaving:	
Brief description of responsibilities:		
Name of Employer:	From:	To:
Address:	Job title:	
	Salary/Grade:	
Period of notice:	Reason for leaving:	
Brief description of responsibilities:		

NON TEACHING STAFF

Starting with your most recent job, paid and/or unpaid, please list your employment providing all of the details requested. It is important that you include periods of unemployment.

If you are short-listed we will obtain references, which may cover a full three-year history, which could include time spent in education.

Name of Current/Last Employer: Address:	From:	To:
	Job title:	
	Salary / Grade:	
Period of Notice:	Reason for leaving:	
Brief description of responsibilities:		

Name of Current/Last Employer: Address:	From:	To:
	Job title:	
	Salary / Grade:	
Reason for leaving:		
Name of Employer: Address:	From:	To:
	Job title:	
	Salary / Grade:	
Reason for leaving:		
Name of Employer: Address:	From:	To:
	Job title:	
	Salary / Grade:	
Reason for leaving:		
Name of Employer: Address:	From:	To:
	Job title:	
	Salary / Grade:	
Reason for leaving:		

QUALIFICATIONS & TRAINING

Secondary Education				
Name of School/ College	From	To	Qualification	Grade

TRAINING & DEVELOPMENT

Please give details of any qualifications or training that you have received, which support your application. Include any on the job training as well as formal courses.

Name of College/University/Other	From	To	Qualification/Grade obtained

PROFESSIONAL MEMBERSHIPS/QUALIFICATIONS

Please provide details of any professional qualifications and memberships of professional institutes that you hold.

Name of Professional Body	Qualification/Membership and Date

SUPPORTING STATEMENT & ACHIEVEMENTS

Please use the space below to tell us how you meet the criteria for this post – you will find it useful to refer to the Guidance Notes to help you complete this part of the application form. We need to have this information in order to consider your application. Please attach a separate sheet if you require more space.

REFEREES

Please give details of two referees, one of whom must be your current and/or last employer and the other from a previous employer. Please see guidance notes for more information. REFERENCES ARE APPLIED FOR VIA EMAIL, THEREFORE, **PLEASE INCLUDE YOUR REFEREE'S EMAIL ADDRESS.**

<p>Referee One:</p> <p><u>This referee must either be your current or previous employer</u></p> <p>If you are invited for interview may we approach this referee without further reference to you?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name: _____</p> <p>Job title: _____</p> <p><u>Email:</u> _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Post Code: _____</p> <p>Relationship to you: _____</p> <p>Telephone No: _____</p>	<p>Referee Two:</p> <p>If you are invited for interview may we approach this referee without further reference to you?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name: _____</p> <p>Job title: _____</p> <p><u>Email:</u> _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Post Code: _____</p> <p>Relationship to you: _____</p> <p>Telephone No: _____</p>
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DISABILITY

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities. If we know you have a disability we will make adjustments to the working arrangement and/or the working environment provided it is reasonable in the circumstances to do so

Do you have a disability you wish us to know about at this stage? Yes ☐ No ☐

If yes, please let us know what access requirements you may have

DECLARATION

Are you related to, or have a close personal relationship with any current employee or Trust/School Governor?

Yes ☐ No ☐

If yes, please state their name and the position they hold:

Name: _____ Position: _____

Name: _____ Position: _____

The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment.

The Trust must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

DATA PROTECTION

The Trust intends to fulfil all its obligations under the Data Protection Act 1998. Individuals whose information is held and processed by the Trust can be assured the information will be maintained in confidence and treated with all due care.

I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal.

I authorise the Community Inclusive Trust to check the information supplied and hold all such information in both paper and electronic formats.

If you are successful in your application you will be asked to sign this declaration

Signature: _____ Date: _____

Print Name: _____

WORKFORCE MONITORING

Application Reference Number: _____

In line with the Codes of Practice issued by the Equality & Human Rights Commission and as required by the Audit Commission, it will be appreciated if you will complete this section of the application form, which will be separated from the rest of the form before shortlist selection takes place.

You can be assured that this information will be treated in confidence and will not be available to shortlisting officers or interviewers.

1. Gender

Would you describe yourself as:

Male	
Female	
Prefer not to say	

Is your gender identity the same as the gender you were assigned at birth? Yes ☐ No ☐

2. Age

Under 25	
25-34	
35-44	
45-54	
55-64	
65 and over	

3. Sexual Orientation

Would you describe yourself as:

Bisexual	
Gay man	
Gay woman/lesbian	
Heterosexual/straight	
Prefer not to say	

4. What is your Ethnic Group?

How would you describe yourself?

<u>Asian or Asian British</u>	
Bangladeshi	
Indian	
Pakistani	
Any other Asian background (please write in box)	
<u>Black or Black British</u>	
African	
Caribbean	

Any other Black background (please write in box)	
<u>Chinese or another ethnic group</u>	
Chinese	
Any other ethnic background (please write in box)	
<u>Mixed heritage</u>	
White and Asian	
White and Black African	
White and Black Caribbean	
Any other mixed background (please write in box)	
<u>White</u>	
British	
English	
Irish	
Scottish	
Welsh	
Any other white background (please write in box)	
Prefer not to say	

5. Religion or Belief

The list below includes those religions that are most commonly found in Britain. They are listed in alphabetical order and not intended to signify rank in terms of importance. This list is not exhaustive; if your religion is not listed then we ask you not to take offence as none was intended. Please tick the box that best describes your religion or belief:

Buddhism	
Christianity	
Hinduism	
Judaism	
Sikhism	
Other religion or belief (please specify)	
No religion	
Prefer not to say	

DECLARATION OF OFFENCES

Before completing this form, please read the following notes carefully

Rehabilitation of Offenders Act 1974

This post is exempt from the above act, as the nature of the job falls within the type of work excluded from the Act by the 1975 and 2001 Exceptions Amendment. This means you must declare on this form all offences, convictions, cautions, reprimands, warnings and bind overs except those which are “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. You must also declare any court cases you may have pending.

Convictions will not necessarily be a bar to employment with the Trust.

As this post involves working with or has access to children or vulnerable adults and/or their records, the successful candidate will require an Enhanced Disclosure from the Disclosure & Barring Service in accordance with the Rehabilitation of Offenders Act 1974, the Police Act 1997 as amended by the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been disqualified from working with children or vulnerable adults?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any court cases pending?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you fail to disclose any criminal convictions, cautions, reprimands, warnings and bind overs, including those spent but not “protected”, it could result in withdrawal of the job offer, dismissal or disciplinary action by the Trust.

IF YOU DO NOT HAVE ANY, PLEASE WRITE “NONE” BELOW.

Details of offence(s)	Place and date of Judgement(s)	Sentences(s)

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may after appointment lead to disciplinary action, which could lead to my dismissal without notice.

Name (please print): _____ Date: _____

Signed: _____

Guidance Notes

How to complete your application:

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

What are selection criteria

Selection criteria are the skills, abilities, knowledge and perhaps qualifications necessary to do the job. These are shown in the person specification. They are based on the key responsibilities of the role, which are shown in the job description. The purpose of the selection criteria is to help us to recruit the best person for the job objectively and fairly. The selection criteria are an essential part of our recruitment process and will be used to decide who is invited for an interview, or, the next stage of the selection process. The person specification should help you to match your skills, abilities and Knowledge against the selection criteria.

Working in the UK

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office.

Current or most recent employment

We need you to provide us with you complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities. We may ask for references to cover a full three-year history, which may include time spent at school/further education. In addition to the standard reference questions the employer/organisation will be asked about disciplinary offences relating to children, including "spent ones" and where the applicant has been the subject of any child protection concerns and details of these. For this three-year history please provide full postal addresses, including postcodes.

References will be taken up for short-listed candidates.

Qualifications & Training

Please give details of your education, qualifications and training, starting with secondary school. If we have requested that you have a professional qualification for this job (like GSCC, DfES etc.), you will need to provide us with the relevant original certificates/registration documents.

Supporting Statement and Achievements

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements.

Give examples of what you have done which prove your ability. If the person specification says, 'able to organise activities', you must do more than say, 'I am an organised person'. Give an example by describing something that you have done, which tells us about the skills you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

Declaration of Criminal Offences

Please read this carefully before completion.

The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.

More information on The Disclosure & Barring Service can be found at www.gov.uk/disclosure-barring-service-check.

Declaration

We do not exclude people who are related to, or have a close personal relationship with our employees or Trust/School governors. We will make sure that they do not take part in the selection for this post.

Please make sure you read and sign/positively tick the declaration.

Monitoring

This Trust has an Equal Opportunity in Employment policy, which we ensure that we monitor to ensure that our employees reflect the community we serve. The information provided will be treated in the strictest confidence and will only be used for monitoring purposes.

Checklist

Before you submit your application, please check that you have:

Read through the Job Description & Person Specification so that you know exactly what the job entails and the skills, knowledge, abilities and perhaps qualification required to do the job	<input type="checkbox"/>
Read through your application form and make sure that you have filled out all the parts that we have asked you to	<input type="checkbox"/>
Given clear, step-by-step examples of your skills, abilities, knowledge and experience	<input type="checkbox"/>
Attached additional information if you have run out of space	<input type="checkbox"/>
Kept a copy of your completed application form and Job Description and Person Specification	<input type="checkbox"/>
Made sure that your application form will be received by the closing date	<input type="checkbox"/>
<i>NB if you are sending your form in the post, please ensure that you attach the right amount of postage</i>	

What happens next?

Your completed application form will be used to decide whether or not you are invited for an interview, or the next stage of the recruitment stage of the recruitment process. You will hear from us shortly after the closing date if your application is shortlisted. If you do not hear, we thank you for your interest in our Trust and wish you every success for the future.

Please email your completed application form to suzanne.fenn@citacademies.co.uk or post to:

HR Dept
CIT
Poplar Farm School
Helmsley Road
Grantham
Lincolnshire
NG31 8XF