

## CONFIDENTIAL

### APPLICATION FORM FOR APPOINTMENT TO A POST IN A SCHOOL

Please complete clearly in black ink or typescript. This application form must be 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.**

For non-teaching posts you can disregard the shaded boxes if these are not relevant to you.

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.

**Post Details**  
 Post Applied for:  
  
 At  Academy

**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:

|  |   |
|--|---|
| DCSF Reference Number:<br>(Formerly DfES/DFEE) | NI Number:<br><small>If you do not have an NI number please give details on a separate sheet.</small> |
|--|---|

**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:<br>Job Title:<br>Address:                                  | 2. Name:<br>Job Title:<br>Address:                                  |
| Daytime phone number:<br>E-mail:<br>Capacity in which known to you: | Daytime phone number:<br>E-mail:<br>Capacity in which known to you: |

**References may be taken up before shortlisting so that any discrepancies can be probed during the short listing stage. We may request additional referees.**

**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 & Address of workplace:

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

4. Date Appointed:        /        /

5. Type of School/Academy including Single/Mixed Sex:

6. Number on Roll:

7. Age Range Taught:

**Key Duties and Responsibilities**

**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 Local Authority | Name, contact details and type of School/College/Academy 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.

| <b>Previous Employments (other than teaching)</b>  |                               |                        |                    |
|--|-------------------------------|------------------------|--------------------|
| Please include any voluntary work, giving reasons and the duration of any gaps when you have not been in employment. |                               |                        |                    |
| Name and contact details of previous employers   | Position and Responsibilities | Dates (month and year) | Reason for leaving |
|  |                               |                        |                    |

Continue on a separate sheet if necessary and attach it securely to your application form.

| <b>Education, Training, Qualifications &amp; Professional Members</b>  |  |               |   |
|--|--|---------------|---|
| Please list in chronological order. Documentary evidence of relevant qualifications/memberships must be presented at interview. These must be originals. |  |               |   |
| Secondary, Higher & Further Education / Organising Body / Professional Association   | Qualification Achieved<br>If relevant include key stage training, subject specialisms, specialist training or special studies (publications or research dissertations) | Level & Grade | From / To (month and year)<br>Full or Part Time |
|  |  |               |   |

Continue on a separate sheet if necessary and attach it securely to your application form.

### 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 head teacher 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 Academy governors, parents and the local community
  - The management of change

**Retired Teachers**

Under the Teachers Pensions Regulations those teachers who are in receipt of a pension and retired on or after 01/04/1997 on grounds of ill health cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again.

**General Teaching Council for England**

It is a legal requirement for qualified teachers teaching in a maintained school, non-maintained school or pupil referral unit in England to be registered with the General Teaching Council for England (GTC(E)). This includes supply teachers and centrally employed teachers who spend any proportion of their time teaching in these schools.

You need to be aware that if appointed a check will be carried out by the Authority with the GTC(E) to ensure that you are registered with them. The check will also cover any disciplinary sanctions that may have been imposed by the GTC(E) in respect of an individual teacher through their own disciplinary process.

**Where did you see this vacancy advertised?**

(Please be specific, e.g Jobcentre / Local press/ TES/ Word of mouth)

**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, CRB 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.**

All information provided on this form will be dealt with in accordance with in accordance with the Data Protection Act 1984, Amended 1998. This information may be computerised and used for administrative purposes within the Academy.

## Explanatory Notes

**Applications will only be accepted from candidates completing an official application form. Please complete ALL Sections of the Application Form that are relevant to you as clearly and fully as possible. Please note: CVs will not be accepted in place of a completed Application Form.**

### Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

1. Candidates should be aware that all posts at the Voyage Education Partnership will involve a responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.
2. Accordingly 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.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

### Interview Process

After the closing date, short listing will be conducted by a Panel who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your application form. All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.



We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

## Conditions

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Satisfactory DBS Disclosure
- Verification of professional status such as QTS Status, NPQH
- DfE number
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

**You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected.**