

APPLICATION FOR EMPLOYMENT (CONFIDENTIAL)



Please read the application form, job description and person specification carefully, so that you understand what the position involves. You will only be shortlisted if you meet the essential requirements of the employee specification. The decision to shortlist you for interview will be solely based on the information you provide in this application form. Check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process your application may be disqualified.

Safeguarding Policy Statement

We are committed to the rights of the child, the child's safety and emotional wellbeing, and the protection of the child from all forms of abuse.

POST DETAILS

Job Title	Your application should be returned to:
Advert Reference Number:	
Closing Date:	

PERSONAL DETAILS

Surname:	Forename(s):
Preferred Name:	
Ms Mrs Miss Mr Other (Please state): Previous surnames (s):	
Home Address: Post Code:	Address to which correspondence should be sent if not home address:
Daytime Telephone Number:	Evening Telephone Number:
Do you hold a current clean driving licence? Yes No	
National Insurance Number:	
Email address:	

LANGUAGE SKILLS

Do you speak or write any languages other than English?	Speak	Write
Language:	<input type="checkbox"/>	<input type="checkbox"/>
Language:	<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYMENT HISTORY

CURRENT OR MOST RECENT EMPLOYMENT:	
POST TITLE:	EMPLOYER'S NAME AND ADDRESS AND TELEPHONE NUMBER:
Dates from/to:	
Current salary:	
Allowances, or additional salary points:	
If part-time please state weekly hours:	Length of notice or date able to commence:

Brief description of duties

Reason for wishing to leave (please indicate if you do not intend to resign from your current post):

PREVIOUS EMPLOYMENT					
EMPLOYER'S NAME AND ADDRESS	POSITION HELD (if part time, show weekly hours)	SALARY	DATES		REASON FOR LEAVING
			From	To	

EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications. Make sure you include professional qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you may be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be acceptable).

SCHOOL, COLLEGE OR UNIVERSITY	QUALIFICATIONS Examination subjects, if applicable, indicate main/subsidiary subjects	RESULT GRADE OR CLASSIFICATION	HOW OBTAINED (Full time, part time or correspondence)	PERIOD OF STUDY	
				From	To

Applicants for teaching posts only must provide the following information:

Newly Qualified Teachers (NQTs)

If you qualified as a teacher after 7th May 1999, please complete the following section:

Date when qualified: _____ Have you served an induction period? Yes ☐ No ☐

Were the 3 assessments: SATISFACTORY? FAILURE? Or subject to an EXTENSION? You may wish to provide brief details

- 1.
- 2.
- 3.

In which LEA(s)? Please give details:

Please state class and division of your degree: _____ Honours: Yes ☐ No ☐

What age ranges have you been trained to teach?

Your DfE number:

Name used when registered:

OTHER TRAINING

List all training undertaken including in-service courses. Please include membership and grade of professional organisations.

COURSE AND TRAINING DETAILS	RESULTS	WHERE OBTAINED	FULL TIME, PART TIME, RESIDENTIAL	DATES	
				From	To

ADDITIONAL INFORMATION

Applicants for teaching posts. You are strongly advised to submit a separate personal statement in support of your application. This should give any additional relevant information, including details of your professional, subject and leisure interests, and any skills and experience which may be useful in schools.

REFERENCES

It is our policy to take up references for shortlisted candidates. Give names and addresses of two referees, one of which should be your present or most recent employer. If you are known to your referee/s by a former name please supply the name by which you were known. If you have not previously been employed, give the name of someone who knows you well. Please do not give the name of a relative as a referee.

If you are applying for a teaching post or working with children and are employed by another LEA or an independent school your employer will be asked to provide a reference, in which the following will be required. Any reference, must include any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired and whether the applicant has been the subject of any child protection concerns and any outcomes. Please name at least one other referee if you are not currently employed by an LEA or independent school. Please name two referees, one of which should be your present or most recent employer. Referees should have direct knowledge of your professional capacities and performance.

NAME OF REFEREE	STATUS OR JOB	ADDRESS FOR CONTACT Including telephone and e-mail address
1.		
2.		
3.		

May we approach your present employer before the interview?

Yes ☐

No ☐

IMPORTANT NOTES

Declaration

Immigration, Asylum and Nationality Act (2006)

In accordance with the Immigration, Asylum and Nationality Act 2006, the Priestley Academy Trust will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

☐ I confirm that I am legally entitled to work in the UK.

Safeguarding Vulnerable Groups Act (2006)

The Priestley Academy Trust is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

☐ I confirm that I am not barred by the DBS from working with or applying to work with, or included on the DBS Children's Barred List.

☐ I confirm that I am not subject to a prohibition order and / or interim prohibition order.

Keeping Children Safe in Education 2022 Online Searches

Schools are now required, as part of their shortlisting process to carry out an online search as part of their due diligence. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

☐ I understand that an online search will be conducted on my name(s) if I am shortlisted for the above role, I am also aware that the school may want to explore anything they find with me at interview stage.

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 and cautions 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.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of 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 and Barring Service before your appointment is confirmed.

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references that are satisfactory to the school b) a satisfactory enhanced DBS certificate and check of the Barred list where relevant c) the entries on this form proven to be complete and accurate d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

I agree that the appropriate enquiry may be made to the DBS or successor body.

Data Protection Act (2018)

Information from this application form may be held securely by the Priestley Academy Trust and we are registered under the Data Protection Act (2018); individuals have the right of access to personal data concerning them.

☐ I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 2018.

Disclosure

A candidate for any appointment with the Trust must state below any known relationship to any member of the Trust or existing employees of the Trust when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.

Are you related to any member of the Trust or existing employees of the Trust? Yes ☐ No ☐

If YES, give details:

I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DISMISSAL.

Signed:

Date:

All candidates applying for employment online or via email will be required to sign and date this form if invited to attend an interview.

The Priestley Academy Trust is strongly committed to safeguarding and promoting the welfare of children. All posts are subject to satisfactory vetting, including a satisfactory enhanced disclosure from the DBS.

Equal opportunity and employment

We seek a workforce which reflects the community we serve. We welcome applications from those groups which are under-represented on our staff. Applicants for jobs are judged on their skills and suitability for the vacancy.

To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant.

How would you describe yourself?

White	English	<input type="checkbox"/>
	Scottish	<input type="checkbox"/>
	Welsh	<input type="checkbox"/>
	Irish	<input type="checkbox"/>
	Any other white	<input type="checkbox"/>
Mixed Heritage	White & Black Caribbean	<input type="checkbox"/>
	White & Black African	<input type="checkbox"/>
	White & Asian	<input type="checkbox"/>
	Any other mixed background	<input type="checkbox"/>
Asian or Asian British	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Kashmiri	<input type="checkbox"/>
	Any other Asian background	<input type="checkbox"/>
Black or Black British	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	Any other black background	<input type="checkbox"/>
Chinese and other ethnic groups	Chinese	<input type="checkbox"/>
	Any other ethnic group	<input type="checkbox"/>
	Prefer not to say	<input type="checkbox"/>

Would you describe yourself as:

Female ☐ Male ☐ Prefer not to say ☐

What is your age group?

☐ 20-24 ☐ 40-44
☐ 25-29 ☐ 45-49
☐ 30-34 ☐ 50-54
☐ 35-39 ☐ 55 and over
☐ Prefer not to say

What is your sexual orientation?

☐ Bisexual ☐ Gay man ☐ Lesbian
☐ Heterosexual ☐ Other ☐ Transgender
☐ Prefer not to say

Please tick the box that best describes you:

☐ Buddhist ☐ Muslim
☐ Christian ☐ Sikh
☐ Hindu ☐ Other Religion or belief
☐ Jew ☐ No Religion
☐ Prefer not to say

Do you have any specific requirements to enable you to attend an interview?

Please tick. If you answer YES, please give brief details

☐ No ☐ Yes (Details):

Please note that you may be required to complete a medical questionnaire and/or consent to a medical examination for certain posts.

Disability

We are committed to providing access to employment opportunities for disabled people. Many people who do not consider themselves to be disabled may be covered by the Equality Act 2010 because they have a health condition that has an impact on their lives. You may be disabled under the Equality Act 2010 if you suffer from a long term (ie 12 months or more) physical or mental impairment which has an adverse impact on your ability to carry out day to day activities.

Do you consider yourself to have a disability or a long-term health condition?

☐ No ☐ Yes ☐ Prefer not to say

What is the effect or impact of your disability or health condition?

(Details):

If so, do you have any specific requirements to enable you to attend an interview? Please tick. If you answer YES please give brief details:

☐ No ☐ Yes ☐ Prefer not to say

(Details):

The Priestley Academy Trust is committed to creating an environment where barriers are removed from disabled people and they can give their best to succeed in our organisation. If you would like to discuss your response, or are unsure of the types of reasonable adjustments that might be possible, please contact us.