**Guidance Notes**

Completing the application form is the first step in the recruitment process, which may lead to an interview and a possible offer of a job. Therefore, it is most important to complete **all application form sections** relevant to you as clearly and fully as possible. If you think some sections do not apply to you, then write N/A in the section provided for your answer.

Please do **not** include a Curriculum Vitae with your application but try to include all relevant information on the form using additional sheets if necessary.

**First,** read the job description and person specification carefully before completing the application form.

**The job description** explains the principal responsibilities of the job role expected of the successful candidate.

**The person specification** tells you the skills, knowledge and experience a person will need to do the job. The person's specification is divided up to show which attributes are **essential** and **desirable**. When completing the Supporting Information section, use the person specification to help you pick out the relevant aspects of your skills, knowledge and experience. The shortlisting panel will be looking for evidence in your application form to match each person's specification criteria. Therefore, it is important to use examples in your application to show how you meet the essential and desirable criteria.

**The essential criteria** are the minimum skills, knowledge, and experience you must have to do the job. They are all of equal importance, and you must show how you meet each of them on your application.

**The desirable criteria** will enable you to perform the job more effectively and be used for shortlisting if a large number of applicants have all the essential criteria.

The best way to show that you match particular criteria is to give examples that you feel will demonstrate to the shortlisting panel that you have the skills, knowledge and experience listed on the person specification. Examples do not need to be from your work experience and can be from other areas of your life.

Please note that:

* An application form containing anomalies or discrepancies will be scrutinised and may affect shortlisting of your application.
* Please ensure that any gaps in employment or training history are explained.
* It is important that you include all relevant information on your application form. The shortlisting panel will not be able to make assumptions about your ability based on their (or anyone else's) knowledge of you.

The Trust is committed to safeguarding and promoting children and young people's welfare and expects all staff and volunteers to share this commitment. All offers of employment are conditional upon receipt of:

* satisfactory pre-appointment checks, including references
* proof of required qualifications
* completion of Enhanced Disclosure and Barring application
* please note that the discovery of any criminal offences not revealed by you in your signed declaration, in accordance with the requirements of the post, may lead to dismissal or other disciplinary action.

The Trust is committed to attracting, retaining and developing a diverse and skilled workforce. All post holders will be subject to an Enhanced Disclosure and Barring check.

TEACHING STAFF APPLICATION FORM

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| **DATA PROTECTION NOTICE** | | | | | | | | |
| Throughout this form we ask for personal data about you. All information will be treated as strictly confidential. We'll only use this data in line with data protection legislation and process your data for 1 more of the following reasons permitted in law:   * you have given your consent * we must process it to comply with our legal obligations.   By indicating your consent, we will store your data for a period of six months, after which it will be destroyed.  If you would like us to delete your data sooner than this, please contact us directly.  If you are a successful candidate, your application form will be used as part of your personnel record and stored electronically in line with our record retention schedule. | | | | | | | | |
| Please indicate your consent to the above statement: Yes No | | | | | | | | |
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| **VACANCY DETAILS** | | | | | | | | |
| **Post applied for** | |  | | | | | | |
| **School/Academy** | |  | | | | | | |
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| **RECRUITMENT ANALYSIS** | | | | | | | | |
| For our recruitment analysis, please can you tell us where you saw the vacancy? | | | | | | | | |
| Canvassing of the Trust's Governing Body or staff members, either directly or indirectly, will disqualify your application. | | | | | | | | |
| Please list any personal relationships that exist between you and any of the following members of the Trust community:  Governors/trustees  Staff  Pupils | | | | | | | | |
| **Name** | | | **Relationship** | | | **Role at school/Trust** | | |
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| **DISCLOSURE AND BARRING AND RECRUITMENT CHECKS** | | | | | | | | |
| The Sovereign Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitaion of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  For posts in reguloated activity, the DBS check will include a barred list check.  It is an offence to seek employment in regulated activity if you are on a barred list.  We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and The Sovereign Trust's privacy notice. | | | | | | | | |
| **Do you have a DBS certificate?: Yes No Certificate Number:** | | | | | | | | |
| **Do you have a DBS Update Service subscription? Yes No**  **If appointed, I consent to this being used for an online status check: Yes No** | | | | | | | | |
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| **TIME SPENT LIVING ABROAD AND/OR WORKING OVERSEAS** | | | | | | | | |
| If you have lived or worked outside of the UK, The Sovereign Trust must make any further checks it considers appropriate (in addition to the usual pre-employment checks).  We'll base the decision on whether this is necessary on individual circumstanaces, and factors such as;   * the amount of information you disclose in the DBS check * the length of time you've spent in or out of the UK | | | | | | | | |
| If you've lived or worked outside of the UK in the last 10 years, The Sovereign Trust may may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course. | | | | | | | | |
| **Have you lived or worked outside of the UK in the last 10 years? Yes No** | | | | | | | | |
| Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Only applicants who have been shortlisted will be asked for a self declaration of their criminal record or information that would make them unsuitable for the position. We may conduct online searches of shortlisted candidates as part of our due diligence checks.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. | | | | | | | | |
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| **RIGHT TO WORK IN THE UK** | | | | | | | | |
| The Sovereign Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested.  Find out more about how The Sovereign Trust recruits teachers from overseas in guidance from the Department of Education. | | | | | | | | |
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| **SIGN AND DATE** | | | | | | | | |
| I confirm to the best of my knowledge that the information given on this form is accurate and that I have not omitted any facts that may have a bearing on my employment application.  Any person appointed by The Trust having given false information will be liable to summary dismissal.  Please note that a 3 month probationary period applies to all new employees of the Trust, as we don't offer continuity of service. | | | | | | | | |
| **Name (please print):**  **Sign:**  **Date:** | | | | | | | | |
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| **PERSONAL DETAILS** | | | | | | | | |
| **Title** | |  | | | | | | |
| **Forename/s** | |  | | | | | | |
| **Surname** | |  | | | | | | |
| **Former name/s** | |  | | | | | | |
| **National Insurance number** | |  | | | | | | |
| **Home address** | |  | | | | | | |
| **Postcode** | |  | | | | | | |
| **Home telephone number** | |  | | | **Mobile telephone number** | | |  |
| **Email address** | |  | | | | | | |
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| **EDUCATION and QUALIFICATIONS** | | | | | | | | |
| Please give details of all qualifications you have attained, starting with your secondary education and working up to the present day. Successful applicants will be required to provide proof of qualifications. | | | | | | | | |
| **Name of school, college, university or other institution attended** | **Dates attended**  From mm/yy  To mm/yy | | | **Subject studied** | | | **Qualifications gained including grades**  If you have Honours Degree, please state class. | |
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| **TRAINING AND PROFESSIONAL DEVELOPMENT** | | | | | | | | | | | |
| Please give details of qualifications you have gained or are currently working towards relevant to the post you are applying for. Successful applications will be required to provide proof of qualifications. | | | | | | | | | | | |
| **Course Provider** | | **Dates attended** | | | | **Course Title** | | | | **Qualification obtained** | |
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| **TEACHER STATUS** | | | | | | | | | | | |
| **Teacher reference number** | | | | | |  | | | | | |
| **Do you have QTS?** Yes No | | | | | | | | | | | |
| **QTS certificate number** | | | | | |  | | | | | |
| **Date of qualification** | | | | | |  | | | | | |
| **Are you subject to a teaher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?** Yes No | | | | | | | | | | | |
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| **PROFESSIONAL MEMBERSHIP** | | | | | | | | | | | |
| **Professional Body** | | **Type of Membership** | | | | **Date admitted**  dd/mm/yy | | | | **Expiry date**  dd/mm/yy | |
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| **EMPLOYMENT HISTORY** | | | | | | | | | | | |
| Including teaching practice if the first appointment  Please list your previous employment, starting with the most recent first. Please note that all time since leaving full-time education must be accounted for, e.g. training, unemployment or time taken out of paid employment due to caring responsibilities. The information provided must provide a complete chronology from the age of 16; please ensure no gaps in your employment history and other experience. | | | | | | | | | | | |
| **CURRENT/MOST RECENT EMPLOYER** | | | | | | | | | | | |
| **Name of School/ Employer** | | |  | | | | | | | | |
| **Local Education Authority** | | |  | | | | | | | | |
| **Job Title** | | |  | | | | | | | | |
| **Date from to**  **(dd/mm/yy)** | | |  | | | | | | | | |
| **Salary including payscale** | | |  | | | | | | | | |
| **TLR (if applicable)** | | |  | | | | | | | | |
| **Date first went through the threshold (if applicable)** | | |  | | | | | | | | |
| **Reason for leaving** | | |  | | | | | | | | |
| **When could you take up this post if appointed?** | | |  | | | | | | | | |
| **Please provide brief details of key responsibilities.** | | | | | | | | | | | |
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| **TEACHING HISTORY, including teaching practice if the first appointment** | | | | | | | | | | | |
| **Local Education Authority** | | |  | | | | | | | | |
| **Name of School/Employer** | | |  | | | | | | | | |
| **Job Title** | | |  | | | | | | | | |
| **Date from to**  **(dd/mm/yy)** | | |  | | | | | | | | |
| **Salary including payscale** | | |  | | | | | | | | |
| **TLR (if applicable)** | | |  | | | | | | | | |
| **Date first went through the threshold (if applicable)** | | |  | | | | | | | | |
| **Reason for leaving** | | |  | | | | | | | | |
| **When could you take up this post if appointed?** | | |  | | | | | | | | |
| **Please provide brief details of key responsibilities** | | | | | | | | | | | |
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| **N.B. Please replicate the above table if you need to include more previous teaching appointments.** | | | | | | | | | | | |
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| **PREVIOUS EMPLOYMENT OTHER THAN TEACHING** | | | | | | | | | | | |
| **Job Title** | **Name of Employer** | | | **Grade/Salary** | | | **From**  **mm/yy** | | **To**  **mm/yy** | | **Reason for Leaving** |
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| **GAPS IN EMPLOYMENT** | | | | | | | | | | | |
| If any periods have not been accounted for, for instance, periods of travel or caring for others, please give details of them here along with dates. The information provided must provide a complete chronology from 16; please ensure no gaps in your employment history and other experience. | | | | | | | | | | | |
| **Reason for Gap** | | | | | **From**  **mm/yy** | | | **To**  **mm/yy** | | | |
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| **ADDITIONAL EMPLOYMENT** | | | | | | | | | | | |
| Do you have any employment which will continue if you are appointed? If Yes, please provide details. | | | | | | | | | | | |
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| **SUPPORTING INFORMATION** | | | | | | | | | | | |
| Please give details of relevant skills, knowledge and experience gained in paid or unpaid work. It is important to refer to the guidance notes, job description and person specification before completing this section. Please DO NOT provide more than two pages of A4 of Supporting Information. | | | | | | | | | | | |
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| **REFERENCES** | | | | | | | | | | | |
| Please provide details of two employers who can provide references on your behalf. **The first referee must be your present or most recent employer. If you are not currently working with children, please provide a referee from your most recent employment involving children.** Referees will be asked about all disciplinary offences, which may include those where the penalty is expired if related to children. Referees will also be asked whether you have been the subject of any child protection concerns and, if so, the outcome of any enquiry. We will also ask about any performance and/or attendance concerns.  References will not be accepted from relatives or from people writing solely in the capacity of friends. Please note referees must not be a colleague, it must be Head of School/Headteacher if from an education setting and if from a non-education setting, please provide details of your Line Manager.  **It is normal practice to take up references on shortlisted candidates prior to the interview.** **This is in line with the most recent version of the Keeping Children Safe in Education statutory guidance.** | | | | | | | | | | | |

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| 1. **Referee name** |  | **Job title** |  |
| **Organisation** |  | | |
| **Full postal address** |  | | |
| **Email address** |  | | |
| **Contact telephone number** |  | | |
| **Relationship to you** |  | | |
| **I consent to this reference being requested prior to interview** Yes No | | | |
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| 1. **Referee name** |  | **Job title** |  |
| **Organisation** |  | | |
| **Full postal address** |  | | |
| **Email address** |  | | |
| **Contact telephone number** |  | | |
| **Relationship to you** |  | | |
| I consent to this reference being requested prior to interview Yes No | | | |