Teacher Application Form

Oak Learning Partnership

Please return this form by the closing date shown in the advertisement by email to recruitment@oaklp.co.uk or by post to HR Department, Oak Learning Partnership, Elms Bank, Ripon Avenue, Whitefield, Manchester, M45 8PJ

Post applying for	
School location (e.g. Elms Bank)	
Post reference number	
Closing date	
How did you find out about the vacancy?	

PERSONAL DETAILS	
Your preferred title:	
First name or names:	
Last name:	
Previous full name (if applicable):	
Address:	
	Postcode:
Home phone number:	Work phone number:
Mobile phone number:	
E-mail address:	
National Insurance number:	

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CURRENT OR MOST RECENT EMPLOYMENT	
Employer's name and full address:	
Phone number:	
Email address:	
School / Service's name and full address:	
Phone number:	
Email address:	
Job title:	
Local Authority:	
Number on Roll (NOR):	
Spinal point	Current salary rate £
Other allowances you are currently receiving including TLR/SEN	
Subjects and ages taught (please continue on a separate sheet if necessary):	
Dates employed: From	To
Reason for leaving:	
Notice period:	

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PREVIOUS EMPLOYMENT					
Please list in date order, starting with the most recent first. Continue on a separate sheet if necessary. If you have had any breaks in employment since leaving school, please give details of these periods and your activities during these times (for example, unemployment, raising a family, voluntary work, training and so on). Please note that it may be necessary to contact some or all of your previous employers for information to verify particular experience or qualification prior to any interviews.					
Date from	**Date to**	**Employer's name and address (include local authority if school)**	**Pupil No.s in school & age range worked with**	**Job title & Salary / grade of post (include allowances)**	**Reason for leaving**

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TEACHING DETAILS

Professional Status

Do you hold qualified teacher status? Yes ☐ No ☐ If *Yes*, please give date of award .....

Teacher Reference Number (for example, 12/34567) .....

Have you successfully completed a period of induction as a qualified teacher in this country where required by the DFE? Yes ☐ No ☐

If *Yes,* please give your DfE Number .....

Are you subject to any conditions or prohibitions place on you by the Secretary of State / Department for Education / relevant Government Agency? Yes ☐ No ☐

If *yes*, give details: .....

.....

.....

Age Range Trained for

Early Years	☐	Key Stage 3	☐
Key Stage 1	☐	Key Stage 4	☐
Key Stage 2	☐	Post 16	☐

DISMISSAL / DISCIPLINARY

Have you ever been dismissed from any employment? Yes ☐ No ☐

If yes, on what grounds and date: .....

.....

.....

.....

Have you ever been the subject of any child protection concerns either in your work or personal life, or disciplinary action, including any which is time expired? Yes ☐ No ☐

If *yes*, please provide details, including dates: .....

.....

.....

.....

.....

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EDUCATION AND PROFESSIONAL QUALIFICATIONS			
Please list in date order, starting with the most recent first. Continue on a separate sheet if necessary. Please list only: • qualifications that are *relevant* to the post • A Levels (or equivalent e.g. NVQ Level 3) and above • professional qualifications			
Name and address of School / College / University / Professional body	**Qualifications obtained or to be taken**	**Date passed / to be taken**	**Grade Obtained**

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TRAINING, SEMINARS OR SHORT COURSES			
Details of *relevant* personal development/training courses. Please continue on a separate sheet if necessary.			
Date from	**Date to**	**Course Title and Organising Body**	**How was the training useful to you?**

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REFERENCES	
Please give the names of two referees. One should be your current or most recent employer, where appropriate. If you currently work in a school, one referee must be your headteacher. If you do not currently work with children but have done so previously, please include that employer's details as a referee. References will not be accepted from relations or partners (including same sex partners) or from people writing solely in the capacity of friends. If you are short-listed your referees will be contacted before interview.	
Name:	Name:
Address:	Address:
Daytime phone no:	Daytime phone no:
Work E-mail address:	Work E-mail address:
Business / character:	Business / character:
Period of time known for _____	Period of time known for _____

EXTRA INFORMATION				
▪ Can you provide evidence of your legal right to work in the UK?	Yes		No	
▪ Please answer the following questions only if the person specification for the post includes these requirements.				
- Do you have a valid driving licence?	Yes		No	
- Do you have access to a vehicle which you are able to use for work purposes?	Yes		No	
- If not, are you able to travel, for work purposes, by another form of transport?	Yes		No	

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PERSONAL STATEMENT
The information you provide in this section is very important in assessing your application against the person specification enclosed. It will be important in determining whether you are short listed or not. Please use this space to describe how your skills, knowledge, experience and training would help you meet the requirements of this post. The guidance notes may also help you understand the importance of this section. CVs will only be accepted <u>in addition</u> to the information you are asked to provide in this Section.
Please note if you are using a continuation sheet please write the title of the post for which you are applying and post reference number at the top of each page.

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Disclosure of Criminal Background and Child Protection Matters
This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act (1974). You are required therefore, to disclose below all convictions against yourself, cautions or reprimands, warnings or bindovers, including those which in other circumstances would be considered as 'spent' under the provisions of the Act in relation to this application. You must also declare if you are on the 'Children's Barred List', disqualified from work with children, or subject to sanctions imposed by a regulatory body. If you are appointed to the post any failure to disclose such information could result the offer of appointment being withdrawn, dismissal or disciplinary action being taken. If you are successful any information declared will be considered and discussed with you prior to a decision being made on your appointment. The Trust has a policy on the recruitment of ex-offenders and that a criminal record will not automatically debar anyone from employment with the Trust. Do you have any convictions, cautions, reprimands or final warning that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) Yes ☐ No ☐ If you have answered *Yes* please give details below: The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and 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 Disclosure and Barring Service website. Are you registered on Children's Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body? Yes ☐ No ☐ If you have answered *Yes* please give details below: If you are offered the position the Disclosure and Barring Service will be contacted to assess the possible existence and content of an enhanced criminal record. Any such information will be strictly confidential and will only be used to consider your suitability for the post for which you are applying. I have read the above statement and agree to the Disclosure and Barring Service being contacted: …… (Signature) Date ……

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EQUAL OPPORTUNITIES MONITORING

The information in this section will be treated in strict confidence.

The results will be used to produce statistics about recruitment and selection. They will help us to take action to prevent discrimination. This part of the form will be detached and kept separately before the shortlisting stage.

Please answer all the questions.

1. Gender

I am: *(Please tick appropriate box)* ☐ Male ☐ Female

Transgender

Do you live and work full time in the gender role opposite to that of your birth?

☐ Yes ☐ No

2. Date of Birth _____

3. Marital Status

I am: *(Please tick appropriate box)*

☐ Single ☐ Married or in a Civil Partnership ☐ Divorced ☐ Widowed

4. Caring Responsibilities in your Personal Life

Are you responsible for looking after children under the age of 16?
(Please tick appropriate box)

☐ Yes ☐ No

Are you responsible for helping any other person carry out their daily routine?
(Please tick appropriate box)

☐ Yes ☐ No

5. Language(s) Spoken

	English	**Other**
First language learnt	☐	☐
Main language used now	☐	☐

If other, please write in _____

6. Sexual Orientation

☐ Person of the same sex (lesbian or gay man)
☐ Persons of opposite sex (heterosexual)
☐ Persons of the same sex and opposite sex (bisexual)
☐ Prefer not to disclose

7. Which religion/belief do you follow?

☐ Buddhism ☐ Judaism
☐ Christianity ☐ Sikhism
☐ Hinduism ☐ Other religion, please write in _____
☐ Islam ☐ None
☐ Prefer not to disclose

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Ethnic Origin

What is Ethnic Origin?

Your ethnic origin is not related to your nationality, place of birth, or citizenship. It describes your culture and broad ethnic group. UK citizens can belong to any of the groups indicated below.

What would you describe to be your ethnic origin? *(Please tick appropriate box)*

White

- ☐ British
- ☐ Irish
- ☐ Traveller of Irish Heritage
- ☐ Gypsy/Roma
- ☐ Any other White background, please write in _____

Mixed

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other Mixed background, please write in _____

Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background, please write in _____

Black or Black British

- ☐ Black Caribbean
- ☐ Black African
- ☐ Black British
- ☐ Any other Black background, please write in _____

Chinese or other ethnic group

- ☐ Chinese
- ☐ Any other ethnic group, please write in _____

Other or unknown

- ☐ Other
- ☐ Unknown
- ☐ Prefer not to disclose

Disability

A disabled person is someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities. The Disability Discrimination Act 2005 has extended protection to cover people with HIV infection, cancer and multiple sclerosis from the point of diagnosis.

Do you consider yourself a disabled person? ☐ Yes ☐ No

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DATA PROTECTION AND PROCESSING

DATA PROTECTION ACT 1998

The Oak Learning Partnership maintains a Register Entry in respect of Staff Administration. Personal information provided by you on your application form and any others in connection with your application is treated in confidence and complies with the requirements of the Act.

Checks made on your data that are required by law

Each appointment is subject to an enhanced Disclosure and Barring Service check, medical assessment and your entitlement to work in the UK. The post for which you have applied is exempt from the Rehabilitation of Offenders Act 1974 and you will therefore be required to disclose information regarding any convictions, cautions, reprimands, warnings or bindovers against yourself which would otherwise be considered as 'spent' in relation to this application. Any such information will be treated in strict confidence and will only be used in consideration of your suitability for the post for which you have applied.

Other checks made on your data

The Oak Learning Partnership may verify information you have provided on the Application Form (e.g. Qualifications, Skills, Knowledge, Experience and Salary) either prior to the interview or as part of the appointment process. This may involve contacting organisations or persons you have quoted on the form. You will have the opportunity to make representations should any checks produce discrepancies.

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DECLARATIONS

1. I am not subject to any immigration controls or restrictions that prohibit my undertaking work in the UK.
2. I understand that:
    - Under the Home Office guidelines regarding the protection of children I will be asked, if shortlisted, to agree to a check being made by the Disclosure and Barring Service about the existence and content of a criminal record.
    - In accordance with the Data Protection Act, the personal details submitted on this application form are collected by the Oak Learning Partnership. Personal data will be used for the purpose of selection, interview and employment records. In addition personal data may be disclosed to third parties where a legal basis is satisfied.
    - Providing false information is an offence and could result in my application being rejected or summary dismissal if selected and possible referral to the police.
3. The information I have given on this form is true and accurate to the best of my knowledge.
4. I understand that if it is found that I have deliberately given false or misleading information I will, if appointed, be dismissed without notice and the matter may possibly be referred to the police.

…… (Signature) Date ……

(If you submit your application by email, you will be asked to sign this declaration if you are invited to interview.)