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| |  | | --- | | Application for Employment  Inspire Trust  Macintosh HD:Users:e.heafield:Google Drive:Graphic Design:IT Logo.png |   **C:\Documents and Settings\administrator\Desktop\OHS\New Left Justified Header.png**  **Inspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers and volunteers to share this commitment.**  **Please note that all sections of the application form must be completed in full and that we do not accept CVs (CVs will be removed prior to panel consideration).** |

**Section 1 - Post Details**

Head of School

Oakwood High School

|  |  |  |  |
| --- | --- | --- | --- |
| Post Applied for: School: | |  |  |
| **Section 2 - Personal Details** |  | |  |

Title/Preferred form of address: Mr  Mrs  Miss  Ms  Other  (please give details)

Last Name:       First Name:

If you have changed your name please provide previous name:

Address (inc. postcode):       **E-mail address:**

Daytime Phone number:

      Mobile Phone number:

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National Insurance No:

**Section 3 - Advertisement**

Where did you see this job advertised?:

**Section 4 - Teaching Posts only**

1. Teacher Number (also known as DfE / GTC Registration Number):

1. Date of Award of QTS:
2. Date of completion of statutory induction (Newly Qualified Teachers) or number of terms completed:

**For office use only:**

Applicant Reference Number Ref 1 rec’d Y N

Confirmed Attendance Y N Ref 2 rec’d Y N

Prohibited from teaching, check completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clear? Y N

Teaching Posts: QTS check completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Copy downloaded to file? Y N

**Section 5 - Education**  You will be required to provide evidence of qualifications at the interview

**Schools**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School** | **Qualification** | | **Date of award** |
| **Subject** | **Grade** |
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**Section 6 - Further/Higher Education** (indicate if Full or Part time)

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| --- | --- | --- | --- |
| **Name of College / University / Awarding Body** | **Qualification** | | **Date of award** |
| **Subject** | **Degree / Certificate**  **(if degree state Hons, Class or pass)** |
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**Section 7 - Membership of Professional and Technical organisations** (if this applies)

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| --- | --- | --- | --- |
| **Organisation** | **Type of Registration** | **Registration No.** | **Renewal Date**  **(if applicable)** |
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**Section 8 - Relevant Professional Development** e.g. Courses, Programmes (other than those identified above)

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| **Title** | **Length and date of course** | **Qualification (if appropriate)** |
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**Section 9 - REFERENCES**

**PLEASE ENSURE THAT REFEREES ARE WILLING AND AVAILABLE TO PROVIDE A REFERENCE AND COMPLETE OUR SAFEGUARDING FORM BEFORE PROVIDING THEIR DETAILS. E-MAIL ADDRESSES MUST BE PROVIDED.**

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| **(i)** | **If you have worked before or are currently working, one of your referees must be your present or last employer. If at a school this must be the Headteacher.** |
| **(ii)**  **(iii)** | **If you have worked with children in the past but are not currently doing so, you must provide as a referee details of the person by whom you were most recently employed to work with children.**  **Your referees must not be members of your family or personal friends who can only reference their friendship with you.** |

**Referee 1**

Name:       Position:

**E-mail address:**

Address:

Phone Number:

Type of reference (please indicate)

Employer

Academic

Personal

(Please state the relationship with your

personal referee and see statement iii above)

**Referee 2**

Name:       Position:

**E-mail address:**

Address:

Phone Number:

Type of reference (please indicate)

Employer

Academic

Personal

(Please state the relationship with your

personal referee and see statement iii above)

**Section 10 - Full Employment History** (please use extra sheets if you need to but do not attach a CV)

**Please list all previous jobs (paid or unpaid) starting with most recent job first. Include dates and explanations for periods when not in work or education and reason for leaving.**

**Current Employment**

Brief description of duties

(Give type of school & number on roll if applicable)

Employer / School name & address

Date from:

Position held:

Reason for wanting to leave:

Current salary:

Current Pay Scale / Grade / Point:

**Previous Employment(s)**

Brief description of duties

(Give type of school & number on roll if applicable)

Employer / School name & address

Date from: Date to:

Position held:

Reason for wanting to leave:

Brief description of duties

(Give type of school & number on roll if applicable)

Employer / School name & address

Date from: Date to:

Position held:

Reason for wanting to leave:

**Previous Employment(s) continued**

Brief description of duties

(Give type of school & number on roll if applicable)

Employer / School name & address

Date from: Date to:

Position held:

Reason for wanting to leave:

**Section 11 - Information in Support of Application** (Please use extra sheets if you need to)

Please include in this section:

* The reason you are applying for this post
* How you meet the requirements of the person specification
* Why you want to work with children and what makes you suitable to work with children
* Any information relevant to the job description not already mentioned which you consider relevant (including work experience, voluntary or unpaid work)

**Section 12 – DECLARATIONS**

1. **Criminal Convictions** Please be aware that this post is exempt from Rehabilitation of Offenders Act 1974, and therefore details of **current** convictions, cautions and bindovers must be declared and failure to do so may result in employment being withdrawn. Please provide this information in a signed statement and attach it in an envelope marked ‘PRIVATE AND CONFIDENTIAL’ to your application form.
2. 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.

**If you have no current convictions, cautions and bindovers, please sign the statement below:**

I have no current convictions, cautions and bindovers

Your signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Disqualifications** I confirm that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC)

Your signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that the successful applicant will be required to undertake a DBS disclosure (formerly CRB check) at the appropriate level for this post and this must be satisfactory for the employment offer to stand.

1. **Are you eligible to work in the UK?** Yes  No
2. **Eligibility to work in the UK** Do you require a work permit for this employment? Yes  No
3. **PENSION** Do you receive a local government or teachers pension? Yes  No
4. **DRIVING LICENCE** Do you have a current driving licence? Yes  No
5. **TRUST relationships** Are you related to any member of the Trust including staff and governors at any school in the Trust? Yes  No  If ‘Yes’, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. **Data Privacy**  I confirm that I have read and understood the Privacy Notice for Applicants issued with this form and that my personal data will be used and stored in accordance with the Privacy Notice. I acknowledge that my personal data will be used for contracting purposes should I be appointed and that information I have provided will be used to form my personnel record.

As far as I know, the information I have given is true and correct. I understand that if I have made any false or misleading statements, or withheld any relevant information; it may result in disciplinary action including dismissal and possible referral to the Police. The Trust reserves the right to verify any of the data supplied in your application.

Your signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 13 - FOR OFFICE USE – SAFEGUARDING CHECK:**

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| **Dates:** | **Gap / Issue:** | **Response:** |
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**Section 14**

**Equal Opportunities Monitoring**

Strictly Confidential (to be removed prior to panel consideration)

**Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant Date of Birth: \_ \_/ \_ \_ / \_ \_ \_ \_**

**Please note:** The shortlisting and interview panel will not see the following information, it is used for monitoring our legal duty to promote equality and if you are appointed to inform your personnel record in line with the Privacy Notice issued to applicants with the application form.

Using the list below, please indicate in the box which ethnic group best describes you. What is your ethnic group? How would you describe yourself?

**Mixed**

White & Black Caribbean

White and Black African

White & Asian

Any other Mixed background

*please state:*

**White**

White British

White Irish

Any other White background

*please state:*

**Black & Black British**

Caribbean

**Asian or Asian British**

Indian

Pakistani

Bangladeshi

Kashmiri

Any other Asian background

*please state*:

African

Any other Black background

*please state:*

**Chinese, Yemeni or other ethnic group**

Chinese

Yemeni

Any other Ethnic background

*please state*:

**To help us monitor the fairness of our recruitment processes please answer the following question by ticking the boxes that apply to you**

Do you consider yourself disabled? Yes  No

What is your sex? Male  Female

What is your age group? 16-24  25-39  40-49

50-64  65+

For office use only: Applicant Reference Appointed  Shortlisted  Unsuccessful Applicant