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**APPLICATION FORM – Private & Confidential**

**For appointment as a Teacher (including Head Teacher) at a Church of England Academy**

**Minster Trust for Education**

**Part A : PERSONAL INFORMATION**

1. **APPLICATION**

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| Post applied for: | **Head Teacher** | Closing Date: | **3rd February 2020** |
| School: | **Halam Church of England Primary School** | Date received (office): |  |

1. **PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname:  |  | Forenames:  |  |
| Title:  |  | National Insurance Number: |  |
| Address for Correspondence:  |  | Permanent Address (if different): |  |
| Postcode: |  | Postcode: |  |
| Home telephone no:  |  | Mobile telephone no: |  |
| Work telephone no: Extension (if applicable): |  | Email address: |  |
| Have you obtained Qualified Teacher Status |  **YES / NO** | Teacher Reference Number: |  |
| Are there any restrictions on your residence or employment in the UK? | **YES / NO** | If yes, please give details: |  |
| Have you lived or worked outside the UK in the last 5 years?If yes, the Trust may require additional information to comply with safer recruitment requirements. | **YES / NO** |  |  |
| Are there any reasonable adjustments we can make to assist you in your application or with our selection process? | **YES / NO** | If yes, please give details: |  |
| Are you related to any member of the Governing Body or any holder of a senior office in the school or at the Trust? | **YES / NO** | If yes, please state the person(s) and the relationship(s) |  |

**PART B : EDUCATION & TRAINING**

1. **EDUCATION AND QUALIFICATIONS –** *include a comprehensive list of qualifications and grades*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Educational Establishment (starting with secondary, further and higher education) | Dates | Qualifications gained (state level) or the name of the training course attended | Grade/class of award | Date of award |
|  | From | To |  |  |  |
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*(Please add more rows if necessary)*

1. **TRAINING AND PROFESSIONAL DEVELOPMENT -** *include details of training or development courses undertaken in the last 3 years that are relevant to your application*

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| --- | --- | --- | --- |
| Name of course provider | Dates | Course Title | Qualification obtained |
|  | From | To |  |  |
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*(Please add more rows if necessary)*

**PART C : EMPLOYMENT HISTORY**

1. **CURRENT OR MOST RECENT EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer: |  | Name and address of establishment where employed (if different): |  |
| Postcode: |  | Postcode: |  |
| Nature of business: |  | Job title/Post: |  |
| Annual Salary and Grade (if appropriate): |  | Other remuneration or benefits: |  |
| Date appointed: |  | Notice required or leaving date if last appointment: |  |
| Description of responsibilities: |  |
| Reason for leaving or for seeking other employment: |  |
| Preferred age-group and/or subject: |  |
| Other age groups and/or subjects you would be willing to teach: |  |

1. **PREVIOUS EMPLOYMENT** *(List in chronological order)*

*It is a statutory requirement for all school-based appointments for you to include and give reasons for all breaks in your employment history. Please therefore include dates of all periods of education/training/employment/voluntary experience and any periods of unemployment or other breaks. Please start with the most recent.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of employer | Job title/post | Grade & salary | Full or part-time (if part-time, give hours or sessions) | Dates (month/year) | Reason for leaving |
|  |  |  |  | From | To |  |
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*(Please add more rows if necessary)*

1. **INFORMATION IN SUPPORT OF YOUR APPLICATION**

*Please include any further information demonstrating how you meet the person specification. Please also include any wider interests, skills or aptitudes relevant to this post.*

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1. **REFEREES**

*Please give the names of two persons who are able to comment on your suitability for this post. One should be your present Head Teacher or employer. The Trust also reserves the right to approach any other previous employer or manager.* ***Please note references will be taken up for shortlisted candidates prior to interview.***

|  |  |
| --- | --- |
| Name | Name |
| Position | Position |
| Address | Address |
| Telephone No. | Telephone No. |
| Email address | Email address |

*If you are an active Christian worshipper, please give the name and address of your Vicar/Rector/Minister or other suitable person whom the Governors may approach for a reference with regard to your religious commitment. This reference is requested as standard when applying for a post in a Church of England Academy.*

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| --- |
| Name |
| Name of Church/place of worship |
| Address |
| Telephone No. |
| Email address |

**PART D: OTHER INFORMATION**

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| Are you the subject of any disciplinary procedure (conduct and/or performance) for which a disciplinary investigation, warning or sanction is current? (A warning is usually current for a period of one year). | **YES / NO** | If yes, please give details and outcomes |  |
| Have you ever been the subject of any disciplinary procedure as a result of your conduct relating to the safety and welfare of children (including where a disciplinary sanction or warning has expired)? | **YES / NO** | If yes, please give dates, details and outcomes |  |
| Are you subject to a teacher prohibition order, issued by the secretary of state, as a result of misconduct? | **YES / NO** | Are you subject to a General Teaching Council sanction or restriction? | **YES / NO** |

|  |  |
| --- | --- |
| **Notes to applicants*** Before signing this form please check that every section has been completed.
* The form and letter should be returned as instructed in the details of the post.
* You are reminded that this is an application for a post in a Church of England Academy in which MITRE is the employer. If you are appointed, the contract you will be asked to sign includes the following clauses.
	+ Have regard to, maintain and develop the Church of England character of the school.
	+ Give and/or supervise the giving of religious education in accordance with the doctrines of the Church of England.
	+ Take part in and may be required to lead acts of religious worship.
* The successful applicant will be required to undertake an Enhanced Disclosure from the DBS.
* The successful candidate will be required to complete a confidential medical questionnaire.
* For successful candidates, details of sickness absence records for the previous two years may be requested from your current employer or employment referee.
 | * The school’s duty of care to the students requires that chronological information is sought. However, the selection process will be free of age-bias.
* Information on how we use your personal data is provided in our Recruitment Privacy Notice.

**Details of referees*** One referee should be your current or most recent employer. If you are not currently working with children but have done so in the past, a reference will be required from the employer by whom you were most recently employed in work with children.
* The school will seek references on short-listed candidates and may approach previous employers for information to verify particular experience or qualifications before the interview.
* If you are currently working with children on a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any penalty which is time expired, and whether you have been the subject of any child protection concerns, and if so, the outcome of the enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the relevant previous employer will be asked about these issues.
* References from relatives or friends writing solely as friends will not be accepted.
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| ***DECLARATION***I understand that The Minster Trust for Education will require me to provide evidence of right to work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006. I understand that any job offer is conditional on the satisfactory completion of necessary checks, including childcare disqualification checks where appropriate. I understand that this post is exempt from the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to a satisfactory criminal record check from the Disclosures and Barring Service. This check will include details of cautions, reprimands or final warnings, convictions and a barred list check. Appointment will be subject to the information received from the DBS. Any criminal record information disclosed will be discussed with the candidate subsequent to this check. I understand that it is an offence to seek employment in regulated activity if on the barred list.I declare that I am not on List 99, or disqualified from working with children or subject to any sanctions imposed by a regulatory body. I certify that all information given by me on this form and in supporting documents is correct to the best of my knowledge, that all questions have been fully and accurately answered, and that I possess all qualifications which I claim to hold.I understand that my name will be withdrawn from the list of candidates if, prior to appointment, I am found knowingly to have omitted or concealed any relevant fact about my eligibility for the post, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice.To the best of my knowledge and belief the information supplied by me on each section of this form is correct.I hereby consent to the processing of sensitive personal data, as defined in current data protection legislation, involved in the consideration of this application.

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| *Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

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**Please return your completed form by email to** **recruitment@minster.notts.sch.uk****. Alternatively, the form can be posted or delivered by hand to Mrs A Byrne, HR Officer, The Minster School, Nottingham Road, Southwell, Notts. NG25 0LG. Applications will not be accepted if they arrive after the advertised closing date.**

Appeals Procedure:

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| The Trust operates a recruitment appeals procedure. If you consider that you have been discriminated against during recruitment because of your age, ethnicity, disability, gender or gender identity, sexual orientation, religion or belief, marriage or civil partnership, pregnancy or maternity, send full details within 14 days of the alleged act taking place or being discovered (or within 14 days of the recruitment procedure) to the Head Teacher of the School. Please state the post title and the grounds on which it is considered that the discrimination has occurred. |

**PART E: EQUALITY AND DIVERSITY MONITORING FORM – STRICTLY CONFIDENTIAL**

*The Minster Trust for Education wants to meet the aims and commitments set out in its Equality Policy. This includes not discriminating under the Equality Act 2010, building an accurate picture of the make-up of the workforce and encouraging equality and diversity.*

*The Trust needs your help and co-operation to enable it to do this, but filling in this form is voluntary. This part of the application form will* ***NOT*** *be used to shortlist candidates for interview and will* ***NOT*** *be viewed by the Recruitment panel.*

Personal Details

|  |  |
| --- | --- |
| Title | Mr / Mrs / Miss / Ms / Dr / Other |
| Surname: |  |
| First name: |  |
| Age: | 16-25 **[ ]**  26-35 **[ ]**  36-45 **[ ]**  46-55 **[ ]**  56 + **[ ]**  |
| Status: | Married **[ ]**  Civil Partnership **[ ]**  Prefer not to say **[ ]**  |
| Gender: | ……………………………………..Prefer not to say **[ ]**   |
| Sexual orientation: | ……………………………………..Prefer not to say **[ ]**   |
| Religion or belief: | ……………………………………..Prefer not to say **[ ]**   |

Ethnic Origin

|  |  |
| --- | --- |
| **Asian or Asian British**Bangladeshi **[ ]** Indian **[ ]** Pakistani **[ ]** Any other Asian background **[ ]** Please specify below if you wish……………………………………………….. | **Mixed**Black and White Caribbean **[ ]** Black and White African **[ ]** Asian and White **[ ]** Any other mixed background **[ ]** Please specify below if you wish………………………………………………. |
| **Black or Black British**African **[ ]** Caribbean **[ ]** Any other black background **[ ]** Please specify below if you wish………………………………………………. | **White**British **[ ]** English **[ ]** Irish **[ ]** Scottish **[ ]** Welsh **[ ]** Any other white background **[ ]** Please specify below if you wish………………………………………………. |
| **Chinese or Other ethnic group**Chinese **[ ]** Any other **[ ]** Please specify below if you wish………………………………………………. | Prefer not to say **[ ]**  |

Disability

|  |
| --- |
| Do you consider yourself to have a disability under the Equality Act 2010?Yes **[ ]**  No **[ ]**  Prefer not to say **[ ]**  |
| Do you consider yourself to have a health condition?Yes **[ ]**  No **[ ]**  Prefer not to say **[ ]**  |
| If yes, please describe the nature of your disability or health condition and outline any adjustments which you consider would need to be made to carry out the duties in the job description |

*This information is provided for monitoring purposes only – if you believe you need any reasonable adjustments during the recruitment process then please discuss these with the school.*

Please indicate how you heard about this position

|  |  |
| --- | --- |
| Word of mouth **[ ]** Local press **[ ]** School website **[ ]** Trust website **[ ]** NCC website **[ ]**  | TES website **[ ]** Teaching Vacancies Gov.uk **[ ]** Other **[ ]** Please specify below if you wish……………………………………………….. |

Declaration

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| I consent to the collection, storage and use of my race, disability, gender, belief or religion, age or sexual orientation details. I understand that these details will not be used as part of the selection process. I understand that any use of these details will only involve producing anonymous statistics to monitor the effectiveness of the Equality Policy. |
| Signed: | Date: |