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| \\tar-fs01\nonteacherfolders$\L.Sergeant\Downloads\ELT Logo (2).jpg  Confidential: Teaching Job Application Form  Part 1  Please complete all sections of the form using black ink or type.  The Recruitment Monitoring in Employment pages of this application form (the equal opportunities information) will be detached prior to shortlisting. This ensures that your application is dealt with objectively. The application form must be fully completed and CVs will not be considered. |
| General Data Protection Regulations (GDPR)  Information from this form will be processed in accordance with GDPR. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by Endeavour Learning Trust in accordance with GDPR.  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 General Data Protection Regulation.  Yes  No |
| Vacancy Information |
| Application for the post of |
| Personal Details |
| First Name:       Known as:  Surname:       NI Number:  Preferred Title:       Previous Surname(s)/Names:  Address for correspondence:       Post Code:  DfE No.:       Teaching Agency (formally GTC) Reg No (if applicable): |
| Contact Details |
| Personal telephone (home and/or mobile):  Work telephone:       E-mail address: |
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| References |
| Please give the names of two persons who are able to comment on your suitability for this post.  One must be your present or last headteacher or employer\*. (For applications for headteacher posts a reference will be sought from your present local authority or employer). The employing body reserves the right to seek any further references it deems appropriate.  Please let your referees know that you have quoted them as a referee and to expect a request for a reference should you be shortlisted. | | |
| Present/most recent employer\*  Name:  Relationship to Applicant:  Address:  Post Code:  Business Phone No:  Home Phone No:  E-mail: | | Previous employer/other  Name:  Relationship to Applicant:  Address:  Post Code:  Business Phone No:  Home Phone No:  E-mail: |
| If the referee knows you by a different last name please state:    \*If you have not previously been employed, please provide details of another referee. | | |
| Please tick the relevant box if you do not want us to contact your referees without your prior agreement.  My present/most recent employer  My previous employer/other referee | | |

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| Recruitment Monitoring |
| Please indicate where you first saw the advertisement for this vacancy (if a newspaper, please state which one): |

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| Confidential: Job Application Form | | | |
| Educational Attainments | | | |
| Training and Professional Qualifications since leaving School | | | |
| From To | | Full name and town of  College/University | Qualifications gained (including grades) or for which you are studying |
| Month & Year | |
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| Please note that you will be required to produce relevant evidence of qualifications attained. | | | |

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| Current Employment Details | |
| Title of present/most recent post: | |
| Name, address and type of school/establishment: | |
| Telephone No: | Name of LA/employing body: |
| Date appointed: | Date left: |
| Age range taught: | Number on roll: |
| Permanent/temporary: | Part/full time: |
| Salary details (please given details of all allowances) : | |
| Current salary: | Spinal Point: |

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| Previous Employment | |
| Please explain any gaps in your employment (please enter most recent first) | | | | | | |
| Title of post/type of experience | Name and address of employer | | Numbers on roll | Age range taught | Dates | |
| From | To |
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| In-Service Training/ Education | | | |
| Please give details of In-Service Training/ Education relevant to your application and undertaken in the last three years. | | | | | | |
| As a Participant | | | | | | |
| Dates of Course | | Length of  Course | Course Title | | Qualification obtained and date of Award | Course Provider |
| From | To |
|  |  |  |  | |  |  |
| As a Contributor | | | | | | |
| Dates of Course | | Length of  Course | Course Title and brief outline of your contribution | | | |
| From | To |
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| Additional Skills and Special Interests | |
| Please list additional skills and special interests relevant to this application. | | |
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| Additional Information | | |
| You are required to submit additional information in which you should outline why you are applying for this job. Please concentrate on how your experience, training and personal qualities match the requirements of the job description, person specification and the priorities at Endeavour Learning Trust. Please ensure this is no more than two sides of A4, no smaller than Calibri size 11 font. | | |
| Relationship to Councillors, Trustees of the School or Employees | | |
| If you have any personal relationship to any Member of a Committee, Panel or other group or employee of Endeavour Learning Trust or Trustee of the Trust, please give their name and relationship. This does not stop a Trustee or employee giving a reference. (Any approach to Trustees or other employees to influence a selection decision will disqualify you.)  If Trustee: Name       Relationship  If Employee:  Name Relationship Work Location Their present job | | |
| Disability  The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled, and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is “People with disabilities are individuals who have, or have had a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities”. If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.  Do you consider yourself to have a disability? Yes  No | | |
| The Rehabilitation of Offenders Act |
| Please note that under the Rehabilitation of Offenders Act 1974, following a specified period of time according to the disposal administered or sentence passed, cautions and convictions (except those resulting in prison sentences of over 4 years an all public protection sentences) may become spent. However, the 1975 Exemptions Order to this Act excludes certain types of employment, which involve contact with vulnerable adults or young people, from the protection of the Act. The workforce to which you are applying will have regular contact with children/young people and is exempt from the Rehabilitation of Offenders Act 1974. You are, therefore, required to declare any convictions, cautions / reprimands, warnings bind-overs, or prosecutions pending you may have, even if they would otherwise be regarded as ‘spent’ under this Act.  Further guidance is available [www.gov.uk](http://www.gov.uk) Rehabilitation of Offenders Guidance  Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However you should note that only convictions that are relevant to the job in question will be taken into account.  Have you ever been convicted of a criminal offence or been given an official caution whether spent or unspent? Yes  No  If yes please give further information:  **If Yes, please provide full details as requested in the advisory notes, including date of conviction/caution/bind-overs, court, nature of offence and sentence imposed, place in an envelope marked Private and Confidential for the attention of the Chair of Trustees c/o Endeavour Learning Trust.**  If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal. If between the completion of this application form and taking up a job within Endeavour Learning Trust you are convicted of a criminal offence you must inform Endeavour Learning Trust of this.  People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. All applicants will be considered on merit and ability.  Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.  Immigration, Asylum and Nationality Act (2006)  In accordance with the Immigration, Asylum and Nationality Act 2006, Endeavour Learning Trust requires 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 Disclosure & Barring Service Successful applicants will be asked to apply for a Disclosure & Barring Record Check (Disclosure) from the Disclosure & Barring Service.  A copy of the Disclosure & Barring Service Code of Practice is available on request.  Further information about the Disclosure process can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service) | | |

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| NCTL / Former General Teaching Council (GTC) |

Have you been referred to the GTC/NCTL on misconduct grounds and/or are subject to a reprimand and/or a conditional registration order?  Yes  No

If yes please state:

Are you subject to any conditions or prohibitions placed on you by the GTC/NCTL (or other statutory body in the UK?)  Yes  No

If yes please state:

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| I certify that I am not included on the Children’s Barred List or Adults’ Barred List maintained by the Independent Safeguarding Authority/NCTL, that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by a regulated body or subject to any ongoing investigation into any matter which may bring into question my suitability for the post applied for.  I certify that to the best of my knowledge all the information I have given on this application form and any supplementary information is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal with possible referral to the police.  Signed:       Date: |

When completed this form should be emailed to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org)

This section of form to be detached prior to short listing.

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| Recruitment Monitoring in Employment |
| All applicants for jobs must complete this monitoring form to enable us to fulfil responsibilities placed upon us under legislation in relation to the monitoring of applicants by racial group and to assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.  We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place This will also enable us to comply with our obligations under current legislation.  The information below will be used only for monitoring purposes. It is not in the selection process and will be treated in the strictest confidence.  Job Title of Vacancy:  Please mark a cross in the correct boxes:  Are you? Male  Female  Marital Status: Married  Civil Partnership  Single  Date of Birth:   |  |  | | --- | --- | | Please check the box which best describes your ethnic/cultural/racial origin | | |  | | |  | White British | |  | White Irish | |  | Any other White background | |  | (please type in) | | |  | | --- | |  | | |  |  |  | | --- | --- | |  | Mixed White and Black Caribbean | |  | Mixed White and Black African | |  | Mixed White and Asian | |  | Any other Mixed background | |  | (please type in) | | |  | | --- | |  | | |  |  |  | | --- | --- | |  | Asian or Asian British Indian | |  | Asian or Asian British Pakistani | |  | Asian or Asian British Bangladeshi | |  | Any other Asian or Asian British background  (please type in) | |  | |  |  | | |  | | --- | |  | | |  |  |  | | --- | --- | |  | Black or Black British Caribbean | |  | Black or Black British African | |  | Any other Black or Black British background  (please type in) | |  | |  |  | | |  | | --- | |  | | |  |  |  | | --- | --- | |  | Chinese | |  | Any other ethnic group | |  | (please type in) | | |  | | --- | |  | | | |  |  | | |