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|
| ***A Humanities, Maths & Computing College*** |
| *Winstree Road, Stanway**Colchester, CO3 0QA**Tel: 01206 245002**Email: admin@stanway.essex.sch.uk**Website:* [*www.stanway.essex.sch.uk*](http://www.stanway.essex.sch.uk) |

# TEACHING STAFF APPLICATION FORM

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Application for appointment as:

Where did you hear about this vacancy?

Do you need permission to work in the UK? Yes [ ]  No [ ]

**1. PERSONAL DETAILS (*Block Letters Please)***

|  |  |
| --- | --- |
| Last name & Title: | First Name(s) |
| Previous Name(s): | Date of Birth: |
| Home telephone No: | Home email address: |
| Mobile telephone No: | Work email address: |
| Work telephone No: | National Insurance No: |
| Home Address:Please tick the box if you **do not** wish to be contacted at work [ ]  |

**2. PRESENT POST (Trainee teachers should enter their current placement school)**

|  |  |
| --- | --- |
| Establishment:  | Please indicate status of school: |
| Post Held: | No on Roll: |
| Date of Appointment: | Current Salary: |
| Address: Telephone No: | Salary Point: |
| Allowances and Values: |
| Date Left/Period of Notice: |
| Reason for leaving: |

**3. PREVIOUS EMPLOYMENT IN SCHOOLS (full-time and part-time)** (in chronological order)

**(Trainee teachers should also include any previous placements)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name/Type of School** | **Dates From/To** | **Post held & any responsibility allowances** | **No. on Roll** | **Ages Taught** | **Subjects**  | **Reason for leaving** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**4. ANY OTHER PREVIOUS EMPLOYMENT** (full-time and part-time) (in chronological order)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer**  | **Dates From/To** | **Job Title** | **Salary/Grade** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**5. BREAKS IN EMPLOYMENT HISTORY**

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times, e.g. unemployment, raising family, voluntary work, training, etc

**6. MOBILITY** (please complete the section 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 means of transport? Yes [ ]  No [ ]

**7. SECONDARY & FURTHER EDUCATION WITH EXAMINATION RESULTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School(s)** | **From** | **To** | **Qualification/subject obtained/awarding body** | **Grade** | **Dates** |
|  |  |  |  |  |  |

**8. CONTINUING EDUCATION** (University/College/Apprenticeships etc). Most recent first.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Educational establishments**  | **From** | **To** | **Qualification/subject obtained/awarding body** | **Level/Grade** | **Dates** |
|  |  |  |  |  |  |

**9. PROFESSIONAL QUALIFICATIONS** (including details of professional association membership)

Do you hold Qualified Teacher Status (QTS)? Yes [ ]  No [ ]  Teacher Number: …………............

**If yes, please complete the following:**

Date Statutory Induction Period completed (if qualified since August 1999): Started: ……………………….

 Completed: ……………...........

**10. OTHER RELEVANT TRAINING & DEVELOPMENT ACTIVITIES IN THE LAST 5 YEARS** (most recent first)

|  |  |  |
| --- | --- | --- |
| **Brief Description/Course Details** | **Date** | **Organising Body** |
|  |  |  |

**11. YOUR SUPPORTING STATEMENT**

**As part of your application you are requested to set out on a separate sheet(s) relevant information in support of your application. This should demonstrate how you consider you are able to fulfil the requirements of the person specification. Please give brief details of your recreational and any other special interests that you consider may be relevant to this post.**

**12. REFERENCES**

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

**Notes: (i) If you were known to either of your referees by another name, please give details.**

 **(ii) Referees will be contacted before interviews.**

 **(iii) The School may contact other previous employers for a reference with your consent.**

**(iv) References will not be accepted from relatives or from people writing solely in the capacity of friends.**

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| School/Establishment: | School/Establishment: |
| Address: | Address: |
|  |  |
|  |  |
|  |  |
| Tel No: | Tel No: |
| Email: | Email: |

**13. CLOSE PERSONAL RELATIONSHIPS**

Are you a relative or partner, or do you have a close personal relationship with, any employee or governor of any school within The Sigma Trust? If ‘yes’ please state the name(s) of the person(s) and relationship. Failure to disclose a close personal relationship as above may disqualify you. Canvassing of governors or senior managers of the Trust by you or on your behalf is not allowed.

**YES** **[ ]  NO** **[ ]** ……………………………………………………………………………………………...................

**Please read the following statements and information relating to your application carefully. By signing and submitting this form you certify and confirm the declarations are true to the best of your knowledge.**

**14. DECLARATION**

I certify that to the best of my belief the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the Governing Body of The Sigma Trust, and is likely to result in dismissal.

**15. DISCLOSURE OF CRIMINAL CONVICTIONS (please read this note carefully)**

Short-listed candidates will be asked to complete a self-disclosure form (SD2) form and, where appropriate, a disclosure/status check will be sought from the Disclosure and Barring Service in the event of a successful application.  A conviction/caution/reprimand will not necessarily be a bar to obtaining employment.

**16. SAFER RECRUITMENT AND CHILDCARE DISQUALIFICATION CHECKS**

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post. Short listed candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2009 (“the Regulations”) will be asked to complete a Disqualification Declaration Form. A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. By signing this application form you acknowledge and consent to completing the Disqualification Form if you are shortlisted for a relevant post in a setting covered by the Regulations.

**18. DATA PROTECTION ACT 1998**

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

**19. CORRESPONDENCE**

Thank you for applying for this post. Your interest in working for us is very much appreciated. It is not our practice to acknowledge receipt of applications. However, we will inform you of the outcome of your application once the selection process has been completed.

**Signed: Date:**

# RECRUITMENT MONITORING INFORMATION

**Post Title:**

**School: The Stanway School, part of The Sigma Trust**

**Last Name(s):**

**First Name(s):**

**Date of Birth:**

**The Sigma Trust is committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical purposes only and will not be seen by the shortlisting panel. If you do not wish to share this information, you can select the ‘prefer not to say’ option.**

**1. Age**

**[ ]  15-19** **[ ]  30-34** **[ ]  45-49** **[ ]  60-64**

**[ ]  20-24** **[ ]  35-39** **[ ]  50-54** **[ ]  65-69**

**[ ]  25-29** **[ ]  40-44** **[ ]  55-59** **[ ]  70+**

**[ ]  Prefer not to say**

**2. Gender**

**[ ]  Male** **[ ]  Female** **[ ]  Prefer not to say**

**3. Ethnic Origin**

**[ ]  Asian/Asian British - Bangladeshi** **[ ]  Mixed - White and Asian**

**[ ]  Asian/Asian British - Indian** **[ ]  Mixed - White and Black African**

**[ ]  Asian/Asian British - Pakistani** **[ ]  Mixed - White and Black Caribbean**

**[ ]  Asian/Asian British - Other** **[ ]  Mixed - Other**

**[ ]  Black/Black British - African** **[ ]  White - British**

**[ ]  Black/Black British - Caribbean** **[ ]  White - Irish**

**[ ]  Black/Black British - Other** **[ ]  White - Other**

**[ ]  Chinese** **[ ]  Other (please specify)** …………………………………………..

 [ ]  **Prefer not to say**

**4. Sexual Orientation**

[ ]  **Heterosexual** **[ ]  Lesbian** **[ ]  Transgender**

**[ ]  Bisexual** **[ ]  Gay** **[ ]  Other (please specify)** …………………………………………..

[ ]  **Prefer not to say**

**The information contained on this form will be held on a computer file**

**5. Disability**

Before ticking the appropriate box below please read the definition of disability.

The definition of disability, as outlined in the Disability Discrimination Act 1995 is as follows:

**“A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities.”**

To be protected under the Act,

* an individual must have an *impairment* which can be physical or mental
* it has to be *substantial*, that is something more than minor or trivial
* it needs to be *long term*, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected (long term includes conditions which fluctuate or may recur such as cancer, HIV/AIDS and multiple sclerosis), **and**
* it must affect their day to day activities on a regular basis (day-to-day activities includes things such as reading, lifting and carrying objects, personal care, shopping, meeting and communicating with people. The effect of your impairment on everyday activities is considered as it would be without medication or aids. The only exception is eyesight which should be judged when an individual is wearing their usual lenses or spectacles.

The effect an impairment may have on day-to-day activities is defined in the Act as falling within the following categories:

* mobility
* manual dexterity
* physical coordination
* continence
* ability to lift, carry or otherwise move everyday objects
* speech, hearing or eyesight
* memory or ability to concentrate, learn or understand, **or**
* perception of the risk of physical danger

**[ ]  I do** consider myself to have a disability as defined by the Disability Discrimination Act 1995 (as detailed above).

**[ ]  I do not** consider myself to have a disability as defined by the Disability Discrimination Act 1995 (as detailed above).

[ ]  I prefer not to say.

**Data Protection Act**

I hereby give my consent for the Recruitment Monitoring 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 Data Protection Act 1998.

**Signed: Date:**