

## Heanor Gate Science College

### Confidential Application Form - Teacher

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. All posts are subject to enhanced DBS checks.

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and DBS checks and, where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Please complete this application form in **BLACK INK**. Your application form together with any additional information including the equal opportunities monitoring form should be returned by the date specified to:

The Principal, Heanor Gate Science College, Kirkley Drive, Heanor, Derbyshire, DE75 7RA

Position applied for: \_\_\_\_\_

#### Personal Details

Title: \_\_\_\_\_

Surname: \_\_\_\_\_

First Names: \_\_\_\_\_

Previous Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Post code: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Email address: \_\_\_\_\_  
\_\_\_\_\_

Teacher Reference Number: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Nationality: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Are you related to any Member of the Governing Body or an employee of this organisation?

Yes

No

Don't know

If YES, please give name: \_\_\_\_\_

**Employment History**

Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment. Continue on a separate sheet if necessary.

**Present Employment**

Job title: \_\_\_\_\_ Employer: \_\_\_\_\_

Current Salary: \_\_\_\_\_ Address: \_\_\_\_\_

Current Scale (if applicable): \_\_\_\_\_

Current Pay Spine point: \_\_\_\_\_

Other Allowances:  
(please specify) \_\_\_\_\_

Employed from: \_\_\_\_\_ Employed to: \_\_\_\_\_

**Superannuation**

Please give details of any superannuation scheme to which you have contributed: \_\_\_\_\_

If you have opted out of the Teachers' Superannuation Scheme please give details: \_\_\_\_\_

Have you elected to have your part-time/relief employment to be treated as pensionable? YES/NO

If YES, please give date of election: \_\_\_\_\_

**Please give a brief description of current duties, responsibilities and achievements**

| Previous Employment |    |                                   |                                     |  |                                   |                    |
|---------------------|----|-----------------------------------|-------------------------------------|--|-----------------------------------|--------------------|
| Dates (mm/yyyy)     |    | Name of Employer including school | Job title and main responsibilities | Grade and scale e.g. MPS/UPS/ Leadership | Part time (give hours)/ full time | Reason for leaving |
| From                | To |                                   |                                     |  |                                   |                    |
|                     |    |                                   |                                     |  |                                   |                    |

| Date achieved (where applicable) | UPS 1 | UPS 2 | UPS 3 | Leadership |
|----------------------------------|-------|-------|-------|------------|
|                                  |       |       |       |            |

**If there are any gaps in your employment or education history, please explain them here. If you have worked abroad please give details including the dates of exit and re-entry into the UK.**

| IT Skills  |                          |                          |                          |            |                          |                          |                          |  |
|--|--------------------------|--------------------------|--------------------------|------------|--------------------------|--------------------------|--------------------------|--|
| Training will be provided where required. Information given here will help us to plan training schemes |                          |                          |                          |            |                          |                          |                          |  |
| Microsoft Office   | Basic                    | Competent                | High                     |            | Basic                    | Competent                | High                     |  |
| Word   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Powerpoint | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Excel  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Databases  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| E-mail   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Others     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Project  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |            |                          |                          |                          |  |

### Education and Qualifications

| Please give details of <b>Secondary and Further Education</b> including any "A" levels or equivalent vocational courses |  |                                  |  |
|---|--|----------------------------------|--|
| <b>Dates (mm/yyyy)</b><br>From            To  |  | <b>College/other institution</b> | <b>Qualifications obtained and Grade/level</b> |
|   |  |                                  |  |

| Please give details of any <b>Higher Education</b> and equivalent courses |  |   |  |                              |
|---|--|---|--|------------------------------|
| <b>Dates (mm/yyyy)</b><br>From            To                              |  | <b>University/College/other institution</b> | <b>Qualifications obtained and Grade/level</b> | <b>Name of Awarding Body</b> |
|   |  |   |  |                              |

| Please give details of any other <b>professional or vocational qualifications</b> you hold that are relevant to your application |  |                              |
|--|--|------------------------------|
| <b>Dates obtained</b>  | <b>Qualifications obtained and Grade/level</b> | <b>Name of Awarding Body</b> |
|  |  |                              |

| <b>Membership of Professional/Vocational Bodies</b> |                           |                      |
|---|---------------------------|----------------------|
| <b>Name of Body</b>                                 | <b>Type of Membership</b> | <b>Date Obtained</b> |
|   |                           |                      |

You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation. Please list most recent award first.

| <b>Details of Teacher Training</b> |  |                              |                           |
|------------------------------------|--|------------------------------|---------------------------|
| <b>Primary/Secondary/Further</b>   | <b>Age range for which you trained</b> | <b>Main teaching subject</b> | <b>Subsidiary subject</b> |
|                                    |  |                              |                           |

We reserve the right to check QTS and Induction status with the Department for Education.

Do you have Qualified Teacher Status (QTS)? YES/NO

Date Qualified Teacher Status attained:

If you qualified as a teacher after 7 May 1999, have you successfully completed NQT Induction? YES/NO

**Personal Statement**

Using the person specification that you have been sent with your application pack, please demonstrate using examples, your suitability for the position you are applying. Please include your reasons for applying for and interest in this position.( Please continue on an additional sheet if required) If you have been asked to provide a covering letter detailing your experiences and suitability for the role there is no need to complete this section of the application form.

**General Information**

Do you have a current driving licence? YES/NO

Do you own a car?

YES/NO

Where did you see the advertisement for this post? \_\_\_\_\_

**Do you have the legal right to work in the UK? Yes/no****For persons who are not British or EU nationals**

If you have any conditions related to your employment please give full details including start/finish dates  
You will be required to present original and valid evidence of eligibility to work in the UK at your interview

**References**

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (**Note:** If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed by to work with children. Normally no offer of employment will be made without references. In providing details of your referees you are authorising the disclosure of the relevant data held. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities are acceptable as referees. References will not be accepted from relatives, or persons who only know you as a friend.)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

In what capacity do you know the referee: \_\_\_\_\_

Name of organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

In what capacity do you know the referee: \_\_\_\_\_

Name of organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Personal Declaration (Disclosure of criminal background)**

The Trust Governors are required under joint Home Office and Department of Education Circulars to check the criminal background of those employees whose jobs presently or potentially give them access to children.

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales) and is subject to an enhanced Disclosure and Barring Service Disclosure in accordance with the requirements of the Disclosure and Barring Service and the Police Act 1997. For these positions you are not entitled to withhold information about police cautions, "bind-overs", or any criminal convictions including any that would otherwise be considered "spent" under the Act. 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](#)

**Have you ever been convicted of any offence or "bound-over" or given a caution? YES/NO**  
**If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure".**

I understand that if my application is successful I will be required to obtain an enhanced DBS disclosure and to complete a confidential statement of medical history and may be required to undergo a medical examination.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**Declaration – please read carefully**

For the purposes of Data Protection Act 1988, I consent to the information contained in this form, and any information received by or on behalf of The Spencer Academies Trust relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview

## EQUAL OPPORTUNITIES MONITORING FORM

### ***The Spencer Academies Trust Equality in Employment Statement***

*This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the Recruitment panel.*

The Spencer Academies Trust is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of race, disability, gender, belief or religion, age, sex, sexual orientation and gender reassignment. This commitment will apply to recruitment and selection practices, training and promotion, in the application of national and local agreements, in respect of pay and conditions of service and in the provision of all services. One aim of this policy is to make sure that you and other applicants for jobs are not discriminated against. The policy also aims to make sure that you are not disadvantaged by job conditions or requirements that are not relevant.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. All posts are subject to enhanced CRB checks.

In order to monitor and ensure the successful development of this policy, all applicants for jobs are requested to complete the Recruitment and Selection Monitoring information detailed below and overleaf.

#### **PLEASE SELECT AS APPROPRIATE:**

**YOUR GENDER:** Male ( ) Female ( )  
Male to female transgender ( ) Female to male transgender ( )

**YOUR AGE:** 16-25 ( ) 26-35 ( ) 36-45 ( ) 46-55 ( ) 56 & over ( )

**DATE OF BIRTH:**

**YOUR SEXUAL ORIENTATION:** Lesbian ( ) Gay ( ) Bisexual ( ) Heterosexual/Straight ( )

**DO YOU HAVE A DISABILITY:** Yes ( ) No ( )

#### **YOUR ETHNICITY:**

**WHITE:** British ( ) Irish ( ) Gypsy/Romany ( ) Other White ( ) Please specify

**MIXED (DUAL HERITAGE):** White and Black Caribbean ( ) White and Black African ( ) White and Asian ( )

Other Mixed ( ) Please specify \_\_\_\_\_

**ASIAN OR ASIAN BRITISH** Indian ( ) Pakistani ( ) Bangladeshi ( ) Other Asian ( )

Please specify \_\_\_\_\_

**BLACK OR BLACK BRITISH** Caribbean ( ) African ( ) Other Black ( ) Please specify \_\_\_\_\_

**OTHER ETHNIC GROUP** Chinese ( ) Other Ethnic Group ( ) Please specify \_\_\_\_\_

**YOUR RELIGION OR BELIEF:** Christian ( ) Sikh ( ) Hindu ( ) Muslim ( )

Jewish ( ) Buddhist ( ) No religion ( )

Other (please specify) \_\_\_\_\_

#### **How did you find out about this vacancy?**

Local Press ( ) National Press ( ) School Website ( )

Word of mouth ( ) School Job Search website ( )

Other ( ) Please specify \_\_\_\_\_



|                          |
|--------------------------|
| <b>APPEALS PROCEDURE</b> |
|--------------------------|

The Spencer Academies Trust operates a recruitment appeals procedure. If you consider that you have been discriminated against during recruitment because of your race, disability, gender, belief or religion, age, sex, gender reassignment or sexual orientation, 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 The Spencer Academies Trust c/o Heanor Gate Science College, Kirkley Drive, Heanor, Derbyshire, DE75 7RA. Please state the post title and the grounds on which it is considered that the discrimination has occurred.

|                    |
|--------------------|
| <b>DECLARATION</b> |
|--------------------|

**I consent to the collection, storage and use of my race, disability, gender, belief or religion, sex, age, sexual orientation and gender reassignment 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 Spencer Academies Trust's Equal Opportunities policy.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**If you are applying on-line and are subsequently the successful candidate, you will be required to sign a printed copy of the Equal Opportunities Monitoring Form.**