



**TRENT
ACADEMIES**
GROUP

Application Form for Teaching Posts
(Including Head Teachers &
Deputy Head Teachers)

CONFIDENTIAL

Please complete all sections of the application form as all information asked for will be used in shortlisting. The information given in the Equalities Monitoring Form will not be used in shortlisting. If you require this form in any other format then please contact the academy.

POST APPLIED FOR:		ADVERT REFERENCE NO:	
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SCHOOL/ACADEMY:		CLOSING DATE:	
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1. PERSONAL DETAILS

Forenames			
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Surname		Title	
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Address for Correspondence		Permanent Address (if different)	
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Postcode		Postcode	
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Home telephone number		Mobile telephone number	
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Work telephone number		Email address	
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National Insurance No.		Teacher Reference Number	
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2. EMPLOYMENT

Name and address of current employer		Name and address of establishment where employed (if different)	
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Postcode		Postcode	
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Current Post		Date Appointed	
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Current Annual Salary	Point on Pay Spine	Additional Responsibility Points
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Age range of pupils		Number on roll		School group	
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Brief description of current duties:

3. PREVIOUS EMPLOYMENT

Starting with the most recent first and exact dates.

Dates		Post	Grade/Scale	Full or Part-time	Employer/School/LA	Reason for leaving
From	To					

4. POST 16 EDUCATION & TEACHER TRAINING

Dates		Full or Part-time	Name of Educational Establishment	Qualification gained	Class of degree	Date of award
From	To					

If qualified since 1999, please give date when Newly Qualified Teacher Status awarded:

Newly Qualified Teachers - please confirm current status of Induction Period including dates/outcomes of reviews

1st Review;

2nd Review;

3rd Review;

Age range for which trained

Primary

Secondary

Further

Main teaching subject

Subsidiary subjects		
Other recent courses and INSET in which you have been involved in the past 3 years and which you consider relevant to this post.		
5. PERIODS OF UNREMUNERATED ACTIVITY		
Have you had any periods of unremunerated activity after the age of 18 years?		YES/NO
If yes, please give details	Dates	
	From	To
6. SUPPORTING STATEMENT		
<p>Please provide evidence of how you meet the essential and desirable criteria set out in the person specification. This information will help determine whether you are short listed for interview.</p>		
Qualifications		
Experience		
Core Professional Competencies		
Behaviours		
Professional Development		
Other		
7. REFERENCES		
<p>Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. 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.</p> <p>Trent Academies Group reserves the right to approach any previous employer or manager.</p>		

Referee Name		Referee Name	
Status		Status	
Address		Address	
Postcode		Postcode	
Telephone No.		Telephone No	
Email address		Email address	
Do we have your permission to approach the above prior to interview?	YES/NO		
<p>If NO please give reasons:</p> <p>Where references are taken up on shortlisted candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel</p>			
8. PENSION			
Please give details of any pension scheme to which you have contributed.			
If you have opted out of the Teachers' Pension Scheme please give details.			
Have you elected to have your part time relief employment treated as pensionable?			YES/NO
If YES, please give date of election			
9. PERSONAL BACKGROUND			
<p>You are required to declare below any relationship with any employee or governor of Trent Academies Group.</p> <p>Please state name and position:</p>			
<p>Have you ever been the subject of formal disciplinary proceedings?</p> <p>If YES, please give details including dates below.</p>			YES/NO

This information is required, including that related to warnings regarded as "spent" in order for the Group to ensure safe recruitment and meet its obligations, for relevant appointments, to safeguard vulnerable users of its services. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. You are also required to include information if you were subject to a disciplinary process but resigned before it was completed. If you are appointed to a post and it subsequently comes to light that you have failed to declare information which had you done so, may have adversely impacted on the decision to appoint you, then the Group reserves the right to consider terminating your employment.

10. DISCLOSURE OF CRIMINAL BACKGROUND

All teaching posts involve connection with children and/or young people. In view of this, you must declare all* convictions, cautions, and/or bind overs for criminal offences, even where they are "spent" as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations. You are also required to give details of any reprimands or warnings that you may have received. An enhanced Disclosure & Barring Service (DBS) certificate with a check of the children's barred list will also be required.

*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 at the Disclosure and Barring Service website, <https://www.gov.uk/government/publications/dbs-filtering-guidance>

Please provide details of criminal convictions, cautions and/or bind overs, reprimands or warnings. Please state 'None' if appropriate.

Have you ever been convicted of a criminal offence?	YES/NO
Have you ever been cautioned for a criminal charge?	YES/NO
Are you at present the subject of a criminal charge?	YES/NO

If YES to any of the above questions, please give brief details including dates.

11. ELIGIBILITY TO WORK IN THE UK

Are you currently eligible to work in the UK?	YES/NO
If YES, are there conditions attached (e.g. time limits)?	YES/NO

If YES, please give details

To comply with the Immigration, Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines. Do not send anything now, further information will be sent to you should you be invited to interview.

We are committed to equality of opportunity. Your current immigration status will not be taken into account when assessing your application against the selection criteria for the post.

The Trent Academies Group is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

12. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

13. DATA PROTECTION ACT

The personal information collected on this form will be processed electronically to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside the Group without first seeking your permission, unless there is a statutory reason for doing so. The Trent Academies Group is under duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information visit: www.informationcommissioner.gov.uk.

14. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with The Trent Academies Group.

Signed:

Date:

Please email your completed application form to recruitment@trentacademiesgroup.com If you have not received a reply within the next 6 weeks, you should assume that your application has been unsuccessful.

EQUALITY AND DIVERSITY MONITORING FORM

The Trent Academies Group 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 Trent Academies Group together with the recognised Trade Unions and self-managed workers groups, 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 or sexual orientation. 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.

In order to help us to monitor and ensure the successful development of this policy, all applicants for jobs are asked to provide the Equality and Diversity Monitoring information. If you prefer not to do so then please say so.

Please tick as appropriate

Your gender	Male		Female	Transsexual/Transgender	
Your age	16-25	26 - 35	36 - 45	46-55	56 and over

I would describe my ethnic origin as (please note this question does not refer to your nationality/country of origin).

White

English

Other British

Irish

Other white background (please describe):

Black or Black British:

Asian or Asian British:

African

Indian

Caribbean

Pakistani

Bangladeshi

Chinese

Other Black background (please describe):		Other Asian background (please describe):				
Dual heritage:		Other ethnic group:				
Asian and White		Arab				
Black African and White		Gypsy				
Black Caribbean and White		Irish Traveller				
		Romany				
Other background (please describe):		Other ethnic group, (please describe):				
What is your religion or belief?						
No religion/belief	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh
Other religion						
Other belief						
What is your sexual orientation?		Heterosexual	Bisexual	Gay man	Lesbian	
<p>The Equality Act 2010 defines a person as having a disability if she/he has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on his/her ability to do normal daily activities.</p> <p>If you consider yourself to be disabled, please specify:</p>						
Communication		Hearing		Learning		Mental Health
Mobility		Physical		Visual		Other
Please give further details below if you wish:						

How did you find out about this vacancy?

APPEALS PROCEDURE

The Trent Academies Group 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 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 Trent Academies Group Boundary Road, West Bridgford, Nottingham NG2 7BW. Please state the post title, advert reference number, location, department and the grounds on which it is considered that the discrimination has occurred.

DECLARATION

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 Trent Academies Group's Equal Opportunity 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.