|  |
| --- |
| **Application number** |



**APPLICATION FORM**

**TEACHING**

**Our Promise to You**

**Fairness and Equality of Opportunity**

We do not operate an anonymous process but we will treat your application fairly and honestly, and consider it only in relation to the requirements of the job. We will do this regardless of whether or not you currently work for the trust, another employer, or are unemployed. Your application will be processed in strict confidence. Our aim is to appoint the best person for the job. We believe in equal opportunities, and will not unfairly discriminate against anyone.

Wherever possible and reasonable, we will help a person with disabilities with the application process. If you consider yourself to have a disability and need such help, please contact the central office on 01752 770962.

## Documentary Evidence

In accordance with the Immigration, Asylum and Nationality Act 2006 it is a criminal offence to employ someone without entitlement or permission to work in the UK. The Act requires all employers in the UK to make basic document checks on every person before they start work to help ensure that they do not employ illegal workers. Shortlisted candidates will be required to bring original documentation to interview. Original academic and professional qualification certificates will also be required.

**WARNING**: If you provide false information, this may lead to your dismissal. If you do any sort of canvassing, it will lead to you being automatically disqualified. \*Photocopies of documents will **not** be accepted. **The successful applicant will also be required to produce original documents to comply with a DBS check.**

**Returning this form:**

This form must reach us by the closing date, late applications cannot be considered**.** Please send it to Helen Sherriff at [elburton.office@horizonmat.com](mailto:elburton.office@horizonmat.com) as soon as possible.

**English Language Provision for the Public Sector**

|  |  |
| --- | --- |
| Under the Immigration Act 2016, ***Horizon Multi Academy Trust*** is required to ensure that public-sector  workers in customer-facing roles are able to speak fluent English.  Members of staff who, as a regular and  intrinsic part of their role, are required to speak to members of the public in English are considered as  working in a customer-facing role. | |
| Are you fluent in English? \* | |  |  | | --- | --- | | Yes | No | |
| If applicable, your level of English will be assessed during the interview process to ensure that it is at an  appropriate level necessary for the role you are applying for. | |

1 **Professional details**

|  |  |  |
| --- | --- | --- |
| Have you successfully completed a period of Initial Teacher Training (ITT) and achieved Qualified Teacher Status (QTS)? | Yes ❑ | No ❑ |
| If yes, please give date of award |  | |
| QTS Certificate Number |  |  |
| Have you successfully completed a period of induction as a qualified teacher, as per DfES requirements? | Yes ❑ | No ❑ |
| If yes, please give date of completion |  | |

**Employment History**

**2 Present or most recent Employment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Post Title |  | | | | |
| Name of School |  | | | | |
| Address |  | | | | |
| Reason for Leaving |  | | | | |
| LEA |  | Date From (mm/yy) |  | To (mm/yy) |  |
| Type of School | ❑ LA | ❑ Foundation | ❑ Independent | ❑ Other | ❑ Aided |
|  | ❑ Single Sex | ❑ Mixed | Total number of pupils of roll | |  |
| Present Spinal Point |  | Salary |  | Pupil Age Range |  |
| Description of role/responsibilities/duties | | | | | |
|  | | | | | |
| Other subjects you can teach | | | | | |
|  | | | | | |

**Gaps in Employment History (Please provide details here of any unaccounted periods)**

|  |
| --- |
|  |

**Please ensure that there are no gaps in your employment history and ensure that all time periods have been accounted for since leaving full time education.**

**3 PREVIOUS TEACHING EXPERIENCE**

Most recent appointments first. Newly qualified teachers should include periods of school based training.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **School/College/LA** | **Age Range Taught** | **Post Held** | **From**  **(mm/yy)** | **To**  **(mm/yy)** | **Salary** | **Reason for Leaving** |
|  |  |  |  |  |  |  |

Further appointments / experience may be continued on additional sheets and attached to this document.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Nature of employment or voluntary work** | **Name and address of employer / voluntary group** | **Post Held** | **From**  **(mm/yy)** | **To (mm/yy)** | **Salary** | **Reason**  **For**  **Leaving** |
|  |  |  |  |  |  |  |

**4 MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODIES**

|  |  |  |  |
| --- | --- | --- | --- |
| Institute or Association | How obtained  (e.g. examination or election) | Date | Grade of Membership |
|  |  |  |  |

**5 EDUCATION AND PROFESSIONAL QUALIFICATIONS** (checks on qualifications and information will be made)

|  |  |  |
| --- | --- | --- |
| 1 | School/College Attended |  |
| Date from/To |  |
| Qualifications (including A Level grades) |  |
| 2 | Qualifications (eg Cert Ed / BA / BEd): |  |
| Class of Degree |  |
| University/College |  |
| Date awarded |  |
| 3 | Post graduate Qualifications (eg Med PGCE) Subject(s) |  |
| University/College |  |
| Date Awarded |  |
| Subjects |  |
| 4 | Other Qualifications – please specify giving title / awarding body and date: | |
|  | |

**6 Referees**

Please give present or most recent Headteacher and two other referees.

|  |  |  |
| --- | --- | --- |
| 1 | Headteacher |  |
| Address: |  |
| Telephone number (including STD):  E-mail address: |  |
| 2 | Name |  |
| Address |  |
| Telephone number (including STD):  E-mail address: |  |
| 3 | Name |  |
| Address |  |
| Telephone number (including STD):  E-mail: |  |

**N.B.** References will be sought for all short-listed candidates, and will be obtained **before** the interview so that any issues of concern raised can be explored further with the referee, and taken up with the candidate at interview, unless otherwise indicated.

**7 PROFESSIONAL DEVELOPMENT**

|  |
| --- |
| Please give details of any other relevant, professional, development / training undertaken in the last five years? |
|  |

**8 LETTER OF APPLICATION**

|  |
| --- |
| Please write in support of your application, showing how your experience and qualifications are relevant, and how you would contribute to the post.  If you have a disability and because of your impairment, cannot fulfill certain aspects of the Person Specification, but you feel you can meet the job requirements, in an alternative / adjusted way, you can provide details here.  Please continue on a separate sheet if necessary.  Please ensure your name and other personal details do not appear in this section. The letter should be no longer than 3 pages long and be in font 12. |
|  |

**9 PERSONAL DETAILS**

**Data Protection Act**

Information from this application may be processed by computer for purposes registered by the Trust under the data protection legislation. Individuals have the right of access to computerised personal data, concerning them.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Surname: |  | | | |
| 2 | Forenames: |  | | | |
| 3 | Title: |  | | | |
| 4 | Address  Post Code |  | | | |
| 5 | Home/Evening Telephone No: |  | Email Address |  | |
| 6 | Date of Birth: |  | National Insurance Number |  | |
| 7 | Do you need permission to work in the UK? | | | Yes ❑ | No ❑ |
| 8 | Are you able to produce documents if asked for at interview which demonstrate that you are entitled to work in the UK? | | | Yes ❑ | No ❑ |
| 9 | If this post is open to job share, do you want to be considered for this option? | | | Yes ❑ | No ❑ |

**10 REHABILITATION OF OFFENDERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974. You will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions, no matter when they occurred, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the Authority and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action by the Authority. All information will be treated in confidence and will only be considered in relation to and application for posts to which the exemption order applies. | | | | |
| Have you been convicted of any criminal offence? | Yes ❑ | | | No ❑ |
| **If yes please provide details in a sealed envelope. This will not be opened until short-listing is complete. If you are not shortlisted your envelope will be returned unopened.** | | | | |
|  | | | | |
| Have you ever received a police caution, warning or reprimand? | | Yes ❑ | No ❑ | |
| **If yes please provide details in a sealed envelope. This will not be opened until short-listing is complete. If you are not shortlisted your envelope will be returned unopened.** | | | | |
|  | | | | |

**11 DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that the information given is true and accept that if I have given false information it may result in my application no longer being considered or my appointment not being confirmed. | | | |
| Signed |  | Date |  |

This form must be returned to the administrator [elburton.office@horizonmat.com](mailto:elburton.office@horizonmat.com)