

global academy

POSITION APPLIED FOR:

1. Personal Details

Title: Surname: Forename(s):
Previous Names:

Address: NI Number:
DfE Number:
Post Code: Mobile Number:
Evening Number:
Email:

If you have been at this address for less than 5 years please provide details of previous addresses covering this period on a separate sheet.

Asylum and Immigration Act 1996– Before you commence working you must provide evidence to demonstrate your right to work in the United Kingdom

Are you eligible to work in the U.K.? Yes No
Do you need a work permit? Yes No

Nationality:

Do you have qualified teacher status (QTS): Yes No
If you have qualified since May 2001 have you completed induction successfully Yes No
Are you related to anyone employed at The Global Academy and/or related to or have a close relationship with any senior officer including headteachers or governors? Yes No

If yes, please give details below. (Failure to do so may lead to disqualification)

Further/Higher education		Name of College/University	Examinations passed			
From dd/mm/yy	To dd/mm/yy		Subject	Level	Grade	Date awarded

Membership of professional bodies		
Name of body or association	Grade of membership or qualification	Date awarded

Relevant short courses	
Name of course	Date awarded

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5.Rehabilitation of Offenders Act 1974 (as amended)

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (ie filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013) . The amendments to the Exceptions Order 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 using the following link.

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

Please ensure that you answer the following questions honestly as false statements or withholding relevant information will result in one of the following actions being taken:

- your application will be taken no further
- an offer of employment will be withdrawn
- disciplinary action leading to dismissal will be taken (if employment has commenced)

You are required to say whether you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

Do you have anything to declare in relation to the above?

Yes No

Have you ever been disqualified from working with children and /or included on the Childrens barred list (or its predecessor List 99) or subject to sanctions imposed by a regulatory body e.g.NCTL, DfE, DBS?

Yes No

If you answered Yes to either of the above questions, please provide details below:

6.References

If you have not worked for some time, please give the name of someone who knows you and who can comment on your ability to do the job. If you are not currently working with children but have done so in the past we will need a reference from the most recent employer with whom you were employed to work with children (this may include voluntary/unpaid work). You have the right to view these references although the authorship must remain confidential. **Please note references may be taken up prior to interview.**

1. Name

JobTitle

Address

Postcode

Email

Telephone Number

2. Name

JobTitle

Address

Postcode

Email

Telephone Number

Any issues raised in the references may be discussed at interview

7.Pension

Are you currently paying into the teachers pension scheme?

Yes

No

Have you elected to opt-out of the teachers pension scheme?

Yes

No

If yes from what date? (dd/mm/yyyy)

Are you currently paying into any other occupational or private pension scheme?

If yes please provide brief details

8.If you have a disability

Is there anything we need to know about your disability in order to offer you a fair selection interview?

Yes

No

If yes, please give details of adjustment required

We may be able to make adjustments/adaptations to job requirements/environment

8.Safeguarding Children

The Global Academy is committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process.

9.Data Protection

The information given on this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 1998 the information you give us will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given on this application form. The information will be stored manually and electronically and disposed of after 12 months if your application is unsuccessful.

The Global Academy is under a duty to protect the public funds it administers, and to this end, **should The Global Academy employ you**, it may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form is an offence and could result in my application being rejected or summary dismissal and possible referral to the teachers' misconduct team or police if appropriate. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Date (dd/mm/yyyy)

Signed

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If applying online you will be asked to sign your application at interview

9.Supporting Statement

Your supporting statement should cover the relevant criteria for shortlisting in the person specification. In some instances this will be all of the criteria listed in the person specification, for others only certain criteria will require a response from you. Please read the person specification for further guidance. If no instructions are given please answer all of the criteria. For each point please explain/give examples of how your skills, knowledge and experience make you suitable for the job. If completing a paper application form you can attach extra sheets if required. Please note CVs will not be accepted.

Please also provide details of any specialist areas of teaching including a statement as to why you are applying for this post and what attributes you would contribute. In this personal statement please also include any hobbies or interests you may have.

10. Monitoring information

The Global Academy has an Equality and Diversity Policy and is committed to ensuring equality of opportunity in employment and provision of services. To ensure that it is working properly, all applicants are asked to provide the following information.

I am

Female

Male

Ethnic background

A White

25		British
26		Irish
30		Any other white background, please specify

B Mixed

15		White and Black African
16		White and Black Caribbean
17		White and Asian
21		Any other mixed background, please specify

C Asian or Asian British

01		Indian
02		Pakistani
03		Bangladeshi
07		Any other Asian background, please specify

D Black or Black British

08		Caribbean
09		African
13		Any other black background, please specify

E Chinese or other ethnic group

22		Chinese
24		Any other ethnic group, please specify

The Equality Act 2010 defines a person as having a disability if s/he 'has a long physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities'. The Global Academy is actively seeking to employ people with disabilities. We can arrange nearby parking, someone to meet you at the entrance to the building, a sign language interpreter at interview, preferred type of seating etc.

Do you consider yourself to have a disability?

Yes

No