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| *Application Form* | |
| **POSITION APPLIED FOR:** |  |
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| **1. Personal Details** | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Title: |  | Surname: |  | Forename(s): |  | |  |  |  | Previous Names: | |  |  |  |  |  |  | | --- | --- | --- | --- | | Address |  | DfE Number: |  | |  |  |  | |  | Mobile Number: |  | | Post Code: |  | 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.* | |

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| **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 the Principal or governors? | **Yes** |  | **No** |  |  |  | |  |  |  |  |  |  | | If yes, please give details below. (Failure to do so may lead to disqualification) |  |  |  |  |  |  | |  | | | | |  |  | |

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| **2.Present/most recent employment** |
| |  |  |  | | --- | --- | --- | | Full name, address and type of school/college  or other employer: | Date of appointment:  *(dd/mm/yyyy)* |  | |  | Date of resignation: *(dd/mm/yyyy)* |  | | Local Authority: |  | | Main subjects taught: |  | | Position Held: | Number of Students: |  | |  |  |  | | Present salary/scale/grade including any allowances: | Full time or part time: |  | |  |  |  | |

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| **3.Employment history (most recent first)** (Please tell us about the jobs you have held (this may include voluntary/unpaid work) and provide an **explanation for any gaps in employment**) |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | From dd/mm/yy | To dd/mm/yy | Full/part time/  voluntary | Name, address and contact number of employer | Type/ size of school/college  (if applicable) | Position held and salary | Reason for leaving employment | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |

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| **4. Education and training** Please give details of any education and training you have received. You will be asked to provide at interview originals or certified copies of relevant certificates. If you are a first year teacher, please also give details of your QTS Inc. skills tests in literacy, numeracy and ICT. |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Secondary education** | | Name of School/College | Examinations passed | | | | | From dd/mm/yy | To dd/mm/yy | Subject | Level | Grade | Date awarded | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **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 | |  |  | |  |  | |  |  | |
| **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’ (i.e. 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 Children’s 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: | | | | |  | |  | | | | |  | |

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| **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 will be taken up prior to interview.**   |  |  |  |  | | --- | --- | --- | --- | | 1. | Name | 2. | Name | |  |  |  |  | |  | JobTitle |  | JobTitle | |  |  |  |  | |  | Address |  | Address | |  |  |  |  | |  |  | |  |  | |  | Email |  | Email | |  |  |  |  | |  | Contact Number |  | Contact number | |  |  |  |  | |  | If this is your current employer, please confirm we can contact them prior to interview. |  |  | |  |  |  |  |   *Any issues raised in the references may be discussed at interview* |

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| **8.If you have additional needs** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Do we need to make any adjustments to offer you a fair interview? | **Yes** |  | **No** |  |  | |  |  |  |  |  | | If yes, please give details of adjustment required |  |  |  |  |  | |  | | | | | | | We may be able to make adjustments/adaptations to job requirements/environment | | | | | | |

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| **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. |

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| **9.Data Protection** |
| The information given on this form will form part of the contract of employment for successful candidates 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.  Declaration  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** | |  |  |   *If applying online you will be asked to sign your application at interview* |

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| **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. |
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| **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** |  | |