



Application for the post of:

Job No:

(Office Use)

School name:

Chase Terrace Technology College

Cand. Ref.

No: (Office Use)

If you are a current employee, are you applying for this post as a redeployee?

Yes  No

### 1. Personal information

Last Name  Previous Name(s): (if applicable)

First Name(s):

Home Address:   
Please specify any alternative correspondence address on a separate sheet.  
Postcode:

E-mail address:

National Insurance Number (If you have one):

Date of Birth:

Do you have a full current driving licence? Yes  No

Home Telephone Number:

Do you have daily use of a vehicle? Yes  No

Work Telephone Number:

Do you have any penalty points on your licence? Yes  No

Mobile Telephone Number:

If so, how many?

Do you consider yourself to have a disability? Yes  No

(NB: The Equality Act defines a person as having a disability if he/she 'has a physical or mental impairment which has a substantial and long-term adverse effect on his, or her, ability to carry out normal day to day activities')

The Trust operates an interview guarantee scheme for people with a disability and who also meet the essential criteria of the post.

If you have a disability, are there any arrangements which we can make for you if you are called for interview? Yes  No

If Yes, please outline your requirements:

How did you find out about this job?

Are you applying on a job share basis?

Yes

No

If so, please state the proportion of full-time you are willing to work:

## 2. For teaching posts only - Qualified Teacher Status (QTS) information

a) Date of gaining QTSs:

b) Teacher registration number:

c) If you qualified after 7<sup>th</sup> May 1999, have you completed your induction year?

Yes

No

If yes, give date

d) Have you passed your skills tests?  
(Trainees only)

Numeracy

Literacy

ICT

If not, when do you expect to complete them?

Successful applicants will be required to provide evidence of their registration with the Teaching Agency

## 3. Present (or most recent) employment

Job title:			
Company/school name, address and telephone number:			
Start date:		End date (where applicable):	
Salary:		Allowances:	
Brief details of post:			

If this post is/was a teaching role, then please also complete the following section:

Subject(s)/specialism(s):		Employer (e.g. Local Authority, Trust):	
Approximate number on roll:		Age range taught:	

#### 4. Previous Employment

Beginning with the most recent, please list all periods of employment since leaving full-time education. Any gaps should be accounted for e.g. by specifying unemployment, voluntary work, or raising a family. Any part-time work undertaken whilst in education should also be noted. [Attach a separate sheet, if necessary].

Job title:			
Company/school name, address and telephone number:			
Start date:		End date (where applicable):	
Salary:		Allowances:	
Brief details of post:			

If this post was a teaching role, then please also complete the following section:

Subject(s)/ Specialism(s):		Employer (e.g. Local Authority, Trust):	
Approximate number on roll:		Age range taught:	

Job title:			
Company/school name, address and telephone number:			
Start date:		End date: (where applicable)	
Salary:		Allowances:	
Brief details of post:			

If this post was a teaching role, then please also complete the following section:

Subject/ Specialisms:		Employer (e.g. Local Authority, Trust):	
Approximate number on roll:		Age range taught:	

Job title:			
Company/school name, address and telephone number:			
Start date:		End date (where applicable):	
Salary:		Allowances:	
Brief details of post:			

If this post is a Teaching role, then please also complete the following section:

Subject(s)/specialism(s):		Employer (e.g. Local Authority, Trust):	
Approximate number on roll:		Age range taught:	

Job title:			
Company/school name, address and telephone number:			
Start date:		End date (where applicable):	
Salary:		Allowances:	
Brief details of post:			

If this post was a teaching role, then please complete the following section:

Subject(s)/Specialism(s):		Employer: (e.g. Local Authority, Trust)	
Approximate number on roll:		Age range taught:	

Job title:			
Company/school name, address and telephone number:			
Start date:		End date (where applicable):	
Salary:		Allowances:	
Brief details of post:			

If this post was a teaching role, then please also complete the following section:

Subject(s)/ Specialism(s):		Employer (e.g. Local Authority, Trust):	
Approximate number on roll:		Age range taught:	

Job title:			
Company/school name, address and telephone number:			
Start date:		End date (where applicable):	
Salary:		Allowances:	
Brief details of post:			

If this post is a teaching role, then please complete the following section:

Subject(s)/ specialism(s):		Employer (e.g. Local Authority, Trust):	
Approximate number on roll:		Age range taught:	

**5. Other Relevant Experience**

**6. Education**

Please list (most recent first) all educational qualifications gained.

Attended		Name of School/College:	Qualification:	Subject:	F/T or P/T	Grade/Level:	Date Gained:
From (mm/yy)	To (mm/yy)						

Copies of essential qualifications (as listed on the Person Specification for the post. will be required on appointment.

**7. Vocationally Relevant Qualifications and Training**

Please list any further qualifications you have gained (at any time) and relevant training you have attended (over the last five years), starting with the most recent. Please attach a separate sheet, if necessary. [If applying for a headteacher post, please include NPQH, where applicable].

Title of Qualification / Training	Organising Body	Award (as applicable)	Date of attendance: (mm/yy)

**8. Letter of Application**

Please attach a separate letter of application, of no more than 2 sides of A4, to support your application. This letter should summarise why you feel that you are a strong applicant for the post.

**9. Self-declaration of criminal record**

This post involves working in a school, and is exempt from the provisions of the Rehabilitation of Offenders Act 1974. We will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions. As posts in schools are 'regulated activity', the Barred List for children will also be checked.

You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

For information regarding filtering of convictions please see: [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)

Any information provided will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in the withdrawal of any job offer.

Do you have any unspent and unfiltered spent criminal convictions, disqualifications or cautions?

Yes  No

Are you barred from working with children, or subject to any sanction imposed by a regulatory body?

Yes  No

If you have answered yes to either of the above questions, please provide dates and brief details here:

Stephen Sutton Multi-Academy Trust and its partner schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**10. Immigration, Asylum and Nationality Act 2006**

All short-listed applicants will be required to provide original material evidence of their 'Eligibility to Work in the UK'. Through making reference to the accompanying 'Guidance Notes', please confirm that you are able to provide the appropriate documents.

Yes  No

**11. Health requirements**

Appointment is subject to a satisfactory medical report from the Trust's Occupational Health Service.

**12. References**

Please provide the details of two referees. One referee should be a person of appropriate seniority, from your current, or most recent, employer. Where you have worked in a school, first referee (for the current / most recent employment) should be the Headteacher. Please indicate in what capacity the referee knows you (e.g. current employer / previous employer). Include name and contact details for each referee listed.

**1<sup>st</sup> Referee**

Name:

E-mail address:

Address:

Telephone No:

Capacity:



**2<sup>nd</sup> Referee**

Name:

E-Mail Address:

Address:

Telephone No:

Capacity:

**Please note:** The post you are applying for is categorised as part of the Children's Workforce. Your referees will be contacted, should you be shortlisted for interview, Please consult the 'Guidance Notes for Applicants', provided with this form.

**13. Declarations**

To the best of your knowledge, are you related to a member of staff, governor or director of the Trust (or its partner schools)?

Yes  No

If 'Yes', please state their name and position held:

The information given in 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 be kept confidential and will only be used for the purposes of personnel management. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and/or electronically and, if unsuccessful, your application will be disposed of after six months.

I declare that all the information I have provided is true. With regard to this application, I have not canvassed a member of staff, governor or director of the Trust, or the school, directly or indirectly, and nor shall I do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member of staff, governor or director of the Trust, providing information that is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment, I may be liable to dismissal without notice. 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.

Signed:

Date:

Please remember to complete and return the Recruitment Monitoring Form.