**Honiton Community College Academy Trust** 

# APPLICATION FOR TEACHING STAFF APPOINTMENT

 PLEASE USE A CONTINUATION SHEET IF NECESSARY AND COMPLETE ELECTRONICALLY OR IN BLACK INK

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| Post applied for:  | Closing date:  |
| School: **Honiton Community College Academy Trust**  | Interview date:  |
|   |  |
| **1. PERSONAL DETAILS**  |  |

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| --- | --- | --- |
| First name/s:  | Last name:  |   |
| Previous or other names (s):  |   |   |
| Address:  | Contact telephone numbers:  |   |
|   | Daytime:  |   |
|   | Evening:  |   |
|   | Mobile:  |   |
| Postcode:  | Email address:  |   |

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| National Insurance Number  |   |  |
| Teacher Number  |   |  |
| Are your registered by the DfE as a Qualified Teacher  | Yes:  |   | No:  |   |

## 2. EMPLOYMENT HISTORY – PRESENT OR MOST RECENT EMPLOYMENT

|  |  |  |  |
| --- | --- | --- | --- |
| School and LEA (if applica | ble)  | Age Range:  | Number on roll:    |
| Job Title:  |  |  |
| Subject and areas taught      | and any responsibilities:  |  |
| Dates from:  |  | Dates to:  |  |
| Salary spine point  |   | Amount:  |   |
| TLRs (3 / 2 / 1)  |   | Amount:  |   |
| SEN (1 / 2)  |   | Amount:  |   |
| Recruitment and Retentio | n payment  | Amount:  |   |
| Salary safeguarding  |  | Amount:  |   |
|   |  | **TOTAL:**  |   |
| Reasons for Leaving:     |  |  |

N.B. If you have more than one current employment please provide the same information for each job. If necessary on a separate sheet.

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| **3.**  |  **PREVIOUS EMPLOYMENT**  |

**Please start with the most recen*t*** (including any unpaid or voluntary work. Continue on separate sheet if necessary.)

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| **Job title including, if applicable, subject and areas taught and any** **responsibilities**  | **Employer/School and** **LEA (if applicable) including age range and number on roll**  | **Dates from - to** **(month and year)**  | **Reason for leaving**  |
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**Please give details and an explanation for any gaps in your employment history:**

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## 4. EDUCATION, TRAINING AND DEVELOPMENT

**Secondary school/College/University** including current studies, with the most recent first.

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| **Name of institution**  | **Dates from - to** **(month and year)**  | **Courses/subjects taken**  | **Qualifications/ grade**  |
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**WE WILL REQUIRE SIGHT OF ORIGINAL CERTIFICATES RELATING TO ACADEMIC QUALIFICATIONS. WE**

**RESERVE THE RIGHT TO CONTACT EMPLOYERS OR EDUCATIONAL ESTABLISHMENTS TO VERIFY DETAILS**

**GIVEN**

## Details of any recent relevant professional development (non-award bearing). Please include dates. Professional membership

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| **PROFESSIONAL DEVELEOPMENT**  | **DATE**  |
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| **NAME OF PROFESSIONAL BODY**  | **GRADE OF MEMBERSHIP**  |
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## 5. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence. Please use a continuation sheet if necessary.

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**6. ADDITIONAL INFORMATION**

##  Equality Act 2010

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act 2010 defines a person as having a disability if he or 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’.

Do you have a disability? Yes No

We will make reasonable adjustments to help a person with a disability through the application and selection process and, if successful, to assist you in carrying out the duties of your job. If you require assistance please contact the Principal or Principal’s P.A. or provide details below:

## Evidence of Identity and Eligibility to Work

In order to prove your identity and your eligibility to work in the UK, you will be required to provide two of the following documents if you are shortlisted for this post: Birth Certificate or Extract, Passport, evidence of National Insurance Number, Driving License. If applicable you will also be required to produce your Work Permit.

Are you eligible to work in the UK? Yes No

Do you require a Work Permit? Yes No

## Affiliations

A candidate for any appointment with Honiton Community College Academy Trust who knows he or she is related or has a close relationship to any member of the Executive or Middle Leadership team or Governor of the School is required to disclose that relationship when submitting an application. In educational establishments, this includes Headteachers, Principals, Directors, Vice-Principals and Heads of Department. Please note that soliciting support or information to give an unfair advantage may disqualify your application.

Do you, your partner or direct family, have a close relationship or have Yes No any interests (financial, professional or otherwise) that may conflict with your employment? If yes, please provide details below:

## 7. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, and will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check. Any offer of employment made to an applicant is conditional upon satisfactory completion of all pre-employment checks.

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| **Criminal Convictions**  |
| Please use the space below to give details of 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).  |
| **If there are none, please write ‘none’:**            |

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| **DBS Children’s Barred List**  |
| Are your details included on the DBS Children’s Barred List?  | Yes  |   | No  |   |
| **Teaching Agency** Are your details included on the Teaching Agency list of prohibited teachers?  | Yes  |   | No  |   |
| **Other Sanctions:** Please provide details below if you are subject to any other sanctions imposed by a regulatory body. **If there are none, please write ‘none’.**   |
| **References**  |
| Please give details of two referees, one of whom should be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.References are usually taken up before an interview or offer of employment, unless you request otherwise. |
| Name:  | Name:  |
| Address:   | Address:   |
| Tel no:  | Tel no:  |
| Email:  | Email:  |
| Occupation/Relationship:  | Occupation/Relationship:  |
| How long have they known you?  | How long have they known you?  |
| **Please ensure that the information you provide above in the reference section is accurate in order to minimise delays in obtaining references.**  |
| **ADDITIONAL REFERENCE / DISCLIPLINARY / CHILD PROTECTION INFORMATION:**  |
| We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references.  |
| **If there are none, please write ‘none’:**  |   |
|  **Details of any issues:**     |

## 8. DECLARATION

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| I declare that the information given on this form is, to the best of my knowledge, complete and accurate and that it may be discussed further with me as part of the recruitment and selection process and further checks may be undertaken if appropriate. I understand that the information on this form may be used for purposes registered by Honiton Community College Academy Trust under the Data Protection Act. I understand that providing false information is an offence and could result in the application being rejected or if I have been appointed to the post I may be dismissed without notice. I understand that if I deliberately supply false information this may also be referred to the police.  |
| Signed:   | Date:  |
|  Where did you see this post advertised?   |

**DATA PROTECTION ACT 1998 AND GDPR 2018** INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY HONITON COMMUNITY COLLEGE ACADEMY TRUST UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY HONITON COMMUNITY COLLEGE ACADEMY TRUST. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS.

**TO COMPLETE YOUR APPLICATION PLEASE SAVE TO YOUR COMPUTER AND THEN SEND AS AN**

**ATTACHMENT TO:** jbigmore@honitoncollege.devon.sch.uk or post to Jenny Bigmore, Principal’s P.A.

Honiton Community College Academy Trust, School Lane, Honiton, Devon, EX14 1QT. Telephone: 01404 549859

‘We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.’