## JOB APPLICATION FORM

Ref. No. Teacher-in-Charge – Glaisdale Primary School

**Please write in capital letters in black ink or type. Please do not include a CV.**

Completed applications need to be returned to Olly Cooper (Headteacher) – [headteacher.cg@yeat.co.uk](mailto:headteacher.cg@yeat.co.uk)

**Please refer to the accompanying guidance notes when completing your application.**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Surname:** | **Forenames:** |
| **Address:**  **Postcode:** | **telephone**  Home:  Business:  Mobile:  **e-mail address**  Please indicate preferred contact method |
| **QTS number** |  |
| **National Insurance Number** |  |

|  |
| --- |
| **Please state where you saw the job advertised:** |

## GENERAL

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? YES NO

If yes, please provide details:

If you are successful in your application would you require a work permit prior to taking up employment? YES NO

**Section 2 – Equal Opportunities Monitoring**

Yorkshire Endeavour Academy Trust is committed to equality in employment. The Trust’s aim is to ensure equality for all existing and prospective employees. In line with this Yorkshire Endeavour may be required to publish work force data.

In order to assist the Trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.

The information will not form part of short listing and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

**PLEASE USE CAPITAL LETTERS OR PLACE A CROSS IN BOXES WHERE APPLICABLE**

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1. Gender: Male □ Female □

2. Where did you see the vacancy advertised?

Yorkshire Endeavour Website □ Internal Communication □ Local Press □

Personnel Bulletin □ National Press □

Word of Mouth □ NYC Web site □ Other (please specify) :­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Please note: the categories below are taken from the 2001 Census. The Trust is required to use this format for its monitoring exercises.

What is your ethnic group? Please place a cross in the appropriate box to indicate your cultural background:

**White Mixed**

British □ White and Black African □

Irish □ White and Black Caribbean White and Black African □

White and Asian □

Other □ (Please specify) Other □ (Please specify)

Other (please specify) White and Asian □ Other (please s

**Asian or Asian British** **Black or Black British**

Indian □ Caribbean □

Pakistani □ African □

Bangladeshi □ Other (Please specify)

Other (please specify)

**Chinese or other Ethnic Group**

Chinese □

Other (please specify)

4. Do you consider yourself to have a disability? Yes □ No □

If yes, please detail the nature of the disability.

**SECTION 3 – EDUCATION, QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary School/College of Further Education | Date  From To  Mth/Yr Mth/Yr | | Qualifications:  A Level/BTEC etc. give subject and grades |
|  |  |  |  |
| College of Higher Education/University | Date  From To  Mth/Yr Mth/Yr | | Degree or Certificate Degree -please state classification |
|  |  |  |  |

|  |  |
| --- | --- |
| Date of Qualified Teacher Status: | |
| DfE Teacher Reference Number: | |
| National Professional Qualifications: | |
| Please state which NPQ (s) | Date awarded |
|  |  |

|  |  |  |
| --- | --- | --- |
| Other Qualifications currently being studied and recent significant professional development | | |
| Organising Body | Nature/Title of Course | Date |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Membership of Professional Bodies | | | | |
| Institute | Grade of Membership, Membership Number | Enrolment date | Examination date | Expiry date |
|  |  |  |  |  |

## PRESENT OR MOST RECENT EMPLOYMENT

|  |  |
| --- | --- |
| Name of Employer: | |
| Address | |
| Post Held | Grade: |
| Date of Appointment: | Salary point: |
| Notice Required: | Telephone Number: |

|  |
| --- |
| **Current Responsibilities** |
|  |

**PREVIOUS EMPLOYMENT (most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates (month/year) | Employers name and address | Position Held/Grade | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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**INFORMATION IN SUPPORT OF YOUR APPLICATION**

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| --- |
| Please use the space below to provide evidence of how you meet the qualification, experience and competency requirements outlined in the person specification that accompanies this application form. You should use specific – and where possible, different - examples of your experience and describe the impact of your actions. (continue on no more than two additional A4 sheets if necessary |
|  |

###### REFERENCES

Wherever possible references should relate to current or previous employment or alternatively work experience. One referee MUST be from your current or most recent employer OR if in school, college or just completed education one referee must from school/college (the application will not be pursued without two referees supplied) YEAT reserve the right to request an alternative referee if that is deemed inappropriate.

|  |  |
| --- | --- |
| Name | Name: |
|  |  |
| Address: | Address: |
| Position/Occupation  Length of time as line manager | Position/Occupation  Lenth of time as line manager |
| Tel No:  e-mail: | Tel No:  e-mail: |
| Occupation: | Occupation: |
| I give/do not give permission to take up my references prior to an offer of employment being made.  **(delete clearly as appropriate)** | I give/do not give permission to take up my references prior to an offer of employment being made.  (**delete clearly as appropriate)** |

I declare that the information contained in this application form is correct and understand that Yorkshire Endeavour Academy Trust may wish to see proof of qualifications at the time of interview.

I consent to Yorkshire Endeavour Academy Trust recording and processing the information detailed in this application. Yorkshire Endeavour Academy Trust will comply with their obligation under the Data Protection Act 1998.

DECLARATIONS AND CONSENTS.

|  |  |  |
| --- | --- | --- |
| Are you related to any Member or Trustee of Yorkshire Endeavour Academy Trust | Yes No | |
| Are you related to any employee of Yorkshire Endeavour Academy Trust | Yes No | |
| Are you related to a member of the School Local Governing Body | Yes No | |
| If so, please give name(s) & relationship: |  | |
| *I understand that canvassing of any Trustees, Members, Governors or Officers of Yorkshire Endeavour Academy Trust in connection with this appointment will disqualify me.* | | |
| **Please note that appointment to this post will be subject to medical clearance, satisfactory references and satisfactory Enhanced DBS Check.**  **This job is exempt from Section 4(2) of the Rehabilitation of offenders Act 1974 therefore all convictions, cautions and bind overs, including those regarded as “spent”, must be declared. If you have any of these you must provide details in a sealed envelope, marked confidential, and this should be attached to your application form. Alternatively if you are applying electronically please send a separate email marked ‘private and confidential’ outlining this information.** | | |
| Have you ever been convicted of a criminal offence | Yes No | |
| If yes, please give details on a separate sheet (please read notes of guidance before completing this section). | | |
|  | |  |
| **Child Protection and Safeguarding**  Yorkshire Endeavour Academy Trust is committed to safeguarding and promoting the welfare of our children and young people.  We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the Trust/school.  In relation to this appointment process you should be aware that your referees will be asked the following question:-  *“Are you aware of any Child Protection allegations or issues of a similar nature in relation to this person? If so please provide details.”*  **At interview all candidates will be asked if there have been any allegations, or issues, raised against them by children or young people and if so, the outcome of them.**  If you would like to discuss any of the above before making an application please contact the Chief Executive Officer.. | | |
| Are there any dates when you would not be available for interview in the near future? | | |
| Are there any adjustments that may be required to be made should you be invited to interview? | | |

I confirm that the information I have provided is true and accurate and that I am not on the Children’s Barred List, disqualified from work with children or young people, or subject to sanctions imposed by a regulatory body, for example, the National College of Teaching and Learning (NCTL), and have no convictions, cautions or bind overs (or have provided details of these as instructed above).

**Signature: ……………………................. Dated:…………...**

**Return Address: Please return your completed application to Christina Zanelli (CEO) at** [**ceo@yeat.co.uk**](mailto:ceo@yeat.co.uk)

**Applicants who have not heard within 21 days of the closing date are thanked for their application and are asked to assume that it has been unsuccessful on this occasion**

**Thank you for the interest you have shown in Yorkshire Endeavour Academy Trust**

Information supplied on this form will be used to monitor the effectiveness of our practices and procedures, in particular our Equal Opportunities Policy. The monitoring is for statistical purposes only, and your personal details will not be identifiable from this process. Yorkshire Endeavour Academy Trust will not retain application forms after six months from the date of appointment to the post. These will be destroyed confidentially.

APPLYING FOR A JOB WITH YORKSHIRE ENDEAVOUR ACADEMY TRUST

**IMPORTANT ADVICE ON COMPLETING THIS APPLICATION**

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

## SOME POINTS TO BEAR IN MIND BEFORE YOU START

* Look carefully at the job description and application form. Ask yourself why you are interested in the job.
* Don’t copy the same application for a series of jobs.
* If there is anything on the form that you do not understand or you need help to complete the form, please ring us.
* Please use the application form provided, continuing on a separate sheet if necessary. Applications will not be considered unless the application form has been completed
* Please do not send standard details of your own i.e. in the form of a curriculum vitae.
* We welcome applications from individuals interested in flexible working e.g. job share, term-time only, part-time etc.
* Health Screening. Any offer of employment with Yorkshire Endeavour is subject to the satisfactory completion of pre-employment health screening

**Please note** that we can only consider applications from E. U. citizens and those holding valid UK visas.

Equal Opportunity Monitoring

Yorkshire Endeavour Academy Trust is an equal opportunity employer committed to the elimination of discrimination throughout its employment practices. In order to ensure the assessment of applicants is based only on qualifications, experience, skills, abilities, knowledge and relevant personal factors, we have split the application form into Part 1 and Part 2. Information that could lead to bias or discrimination is included in Part 1 of the application form and Part 1 will be removed during the shortlisting and interview stages of recruitment. Shortlisting will be based on Part 2 of the form only.

Equal Opportunity Monitoring Form

Yorkshire Endeavour Academy Trust is committed to a policy of Equal Opportunities in order to ensure that all applicants for employment are treated fairly. All information is treated in confidence. Selection criteria procedures will be reviewed frequently to ensure that individuals are selected and treated on the basis of their merits and abilities. Please return this form in an envelope marked private and confidential.

Disability

We welcome our responsibility to remove barriers from our selection process. We have tried to do this, but if you have a disability and identify any barriers in the selection process – job description, person specification, and interview – please tell us of this in your application. We are committed to making reasonable adjustments for you to do the job wherever possible and need to know your needs in order to do so.

Disabled applicants that can demonstrate they meet the Essential criteria on the person specification will be offered an interview.

Rehabilitation of Offenders

If the post you are applying for requires you to have a Criminal Records Bureau check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A CRB check will be carried out for successful applicants where the post applied for involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed. Applicants should demonstrate they meet all the essential criteria in their application form and at the interview.

Rather than simply repeat your career history, look at the skills and experience required by the job and provide evidence that you possess them, preferably by giving specific examples.

When completing these sections, it is important to include part-time work undertaken on a voluntary basis, particularly if you have not been employed on a full-time basis before. Do not forget the skills and experience you have gained outside full-time work. If you have been out of paid employment for a long time or have never been employed, your job history may be less important than some of the responsibilities and experience you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time or be active in a trade union. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

Canvassing

You must not try to influence an employee, governor or Trustee and you must indicate this in the relevant section of the application form.

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# Policy Statement on the Recruitment of Ex-Offenders

1. As an organisation using the Criminal Records Bureau (CRB) Disclosure Service to assess applicants’ suitability for positions of trust, Yorkshire Endeavour Academy Trust complies fully with the CRB Code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. Yorkshire Endeavour Academy Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
5. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
6. Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Yorkshire Endeavour Academy Trust and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
7. Unless the nature of the position allows Yorkshire Endeavour Academy Trust to ask questions about your entire criminal record we only ask about the “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those in the Yorkshire Endeavour Academy Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.
10. We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
12. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

(Source [www.disclosures.gov.uk](http://www.disclosures.gov.uk))