

# Teacher Application Form

This application form should be completed and return with a covering letter and to the details on the role advert.

Please complete all sections of the form, Part 2 of the form will be detached prior to shortlisting and contains personal details and equal opportunities information enabling your application to be dealt with objectively.

Information from this form will be processed in accordance with the Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR). In returning it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by Concordia Multi Academy Trust in accordance with the DPA 2018 and UK GDPR.

**It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.**

## PART 1

Personal Details	
Preferred Title	
First Name	
Surname	
Previous Surname	
National Insurance Number	
Teacher Number	
Correspondence Address	
Telephone Number (s)	
Email Address	

Position applied for	
Application for the post of:	
Name of school or location of employment	

Relationship to Directors, Local Academy Board or Employees		
<i>If you have any personal relationship to any Director, governor or employee of Concordia Multi Academy Trust, please give their name and relationship. This does not stop a Trustee, Governor or employee giving a reference. (Any approach to employees or others to influence a selection decision will disqualify you).</i>		
Trustee/Local Academy Board	Name	
	Relationship	
Employee	Name	
	Relationship	
	Work Location	
	Their current role	

## References

Please give the names of two persons who are able to comment on your suitability for this post. One must be your present or last employer\*.

Concordia Academies Trust reserves the right to seek any further references it deems appropriate. Please let your referees know that you have quoted them as a referee and to expect a request for a reference via email should you be shortlisted.

All references will be sought prior to final interview and the successful candidate will only be confirmed in post once satisfactory references, online searches and safeguarding checks have been received.

Present/most recent employer:	Name	
	Relationship	
	Address	
	Postcode	
	Telephone Number(s)	
	Email Address	
	Can we seek reference prior to job offer?	
Previous employer/other	Name	
	Relationship	
	Address	
	Postcode	
	Telephone Number(s)	
	Email Address	
	Can we seek reference prior to job offer?	

## Current employment details

Title of present/most recent post	
Name, address and type of school/establishment	
Telephone number	
LA/employing body	
Date appointed	
Date left	
Age range taught	
Numbers on roll	
Temporary/permanent	
Full time/part time	
Salary details/spinal point	

## Previous employment

Job Title/type of experience	Employer Name/Address	Numbers on roll	Age range taught	From	Until	Reason for leaving

<b>Please identify any gaps in employment history</b>						

<b>Driving Licence</b>	
Do you hold a valid driving licence?	
Does your licence have any endorsements or penalty points. <i>If yes, please provide details.</i>	

<b>Employment Rights to work in the UK</b>	
Are you eligible to work in the UK?	

<b>Training and Qualifications</b>		
Training and professional qualifications including GCSE's, A Levels, degree or other qualifications		
<b>Dates of Study</b>	<b>College/University/other</b>	<b>Qualification gained including grade</b>

<b>Online Searches</b>	
We are required to carry out online searches as part of Keeping Children Safe in Education, please provide the below information:	
Facebook URL	
Twitter Handle	
LinkedIn URL	

<b>Capability and Disciplinary</b>	
Have you ever been subject to capability proceedings? <i>If yes, please provide details and state relevance to position applied for.</i>	
Have you ever been disciplined for other matters whilst in your employment? <i>If yes, what was the nature of the offence(s)?</i>	

<b>Safeguarding and Child Protection</b>	
Have you been subject to any Child Protection investigations, any disciplinary cases involving issues relating to the safety and welfare of children (current or expired) or any allegations	

<p>or concerns raised concerning the safety and welfare of children?  <i>If yes, please provide details:</i></p> <p><i>Cases in which an issue was satisfactorily resolved, or an allegation was determined to be unfounded and there were no issues of concern about the employee's behaviour are not likely to cause concern. However more serious or recent concerns, issues which were not satisfactorily resolved or a history of repeated concerns or allegations should be disclosed.</i></p>	
<p>Please confirm whether or not, under the provisions of child protection, you have previously taken a DBS check by an organisation?</p>	
<p>If you have worked with a vulnerable group has a referral for misconduct or possible barring to the Independent Safeguarding Authority or a Government Department been made against you?  <i>If yes, please provide details:</i></p>	

By returning this form, you certify that the details on this application form and any supplementary information attached are true as far as you know. You understand that if you give false information or withhold relevant information, it could result in your dismissal.

Any offers of employment will be subject to pre-employment checks including DBS, online searches and satisfactory references.

Shortlisted candidates will be requested to declare any criminal convictions. This will form part 3 of the application process and will be sent to shortlisted candidates.

## PART 2

To be detached prior to shortlisting

### Diversity

*We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need to know the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.*

*The information below will be used only for monitoring purposes and not in the selection process.*

What gender do you describe yourself as?	
Marital Status	
Date of Birth	

### Disability

Do you consider yourself to have a disability?	
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### Ethnic Origin

How would you describe your ethnic origin?	
Nationality	

### Sexual Orientation

How would you define your sexual orientation?	
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### Religion

What is your religious belief?	
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