**APPLICATION FOR TEACHING APPOINTMENT**

**CONFIDENTIAL**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We follow Safer Recruitment procedures.

|  |  |
| --- | --- |
| Please return this form to the address given in the advertisement or application pack.  This form should be typed or handwritten in black ink for photocopying purposes. | |
| Application for the post of |  |
| Closing date |  |
| How did you hear about this post?  (Name of publication if advertised) |  |

## Part A: Personal details

|  |  |
| --- | --- |
| Family name / surname |  |
| Previous surname(s) |  |
| Forename(s) |  |
| Known name: (If different from forename) |  |
| Preferred title (Eg. Mr, Mrs, Miss, Ms, Dr) |  |
| Current address |  |
| Postcode |  |
| National insurance number |  |
| Preferred contact telephone number |  |
| Alternative telephone number |  |
| Email address – Please note that correspondence will be via email whenever possible |  |
| Date of birth (must be provided for any post working with children) |  |
| TRN Ref No: |  |
| Date of DBS Enhanced Disclosure |  |

#### Notes for candidates

1. All sections of the application form must be completed. Incomplete applications will not be accepted. The application must then be forwarded to the Academy, as specified in the advertisement, for processing.
2. Westfield Academy is committed to the protection of children, young people and adults who access our services. You are therefore required, in this application, to provide dates and details of your employment history that you might not, in other forms of employment, be required to provide. In order to ensure that our recruitment practices are safe and robust we will explore any gaps in your employment history and any dates that you provide in your application.
3. If you are completing the application form electronically, additional information, which you consider relevant, may be submitted on a separate sheet or sheets if there is insufficient space on the form. Please do not glue/attach information to the form as it makes it difficult to photocopy.
4. You are welcome to attach a letter in support of your application but, unless requested otherwise in the advertisement or job details, you are asked **not** to send curriculum vitae, testimonials or other documents.
5. **DATA PROTECTION LEGISLATION**

**Data Controller: Westfield Academy**

**Data Protection Officer contact:** [office@westfieldacademy.co.uk](mailto:office@westfieldacademy.co.uk)

**Purpose for processing:** to run recruitment processes

**Legal bases for processing:** right to work, safer recruitment.

**By law:** Immigration, Asylum and Nationality Act 2006, Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

**Data sharing:** the personal data provided will be shared internally to Westfield Academy. This information may be disclosed to Government Departments where there is a legal obligation to do so.

**Transfers abroad:** If you become an employee, your personal data will be shared with our payroll provider who are currently Somerset County Council.

**Data retention:** If you become an employee the data will be kept for the duration of the employment plus 6 years.  If you do not become an employee the data will be kept for 12 months, right to work information of unsuccessful candidates is destroyed after interview.

**Your rights:** You have the right to ask Westfield Academy to a copy of your data, the right to rectify or erase your personal data and the right to object to processing.  However, these rights are only applicable if the Academy has no other legal obligation concerning that data.  You also have the right to complain to the regulator <https://ico.org.uk/>

**Consequences:** If you do not supply the information requested on this application form we will not be able to process your application.

1. Westfield Academy has a duty to ensure the fitness of all employees to carry out the duties for which they are employed. You may be required to complete a confidential health declaration form and, if so, the offer of employment will be subject to receipt of a satisfactory medical report. In some cases a medical examination may be necessary before an appointment can be confirmed.
2. All external successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this, the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or provide other evidence of their entitlement to work in the UK.
3. This post requires a criminal background check via the Disclosure Procedure.
4. Spent Criminal Convictions: The post for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 which requires you to reveal **any** information concerning spent or unspent convictions, cautions, reprimands or warnings. Failure to disclose information concerning such convictions in your application for this post may lead to dismissal or disciplinary action by Governors or LA. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post.
5. Westfield Academy strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, ethnic or national origin, gender, marital status, religion, sexual orientation or political belief.
6. Canvassing the support of members of Westfield Academy may lead to the disqualification of a candidate’s application.
7. Candidates called for interview will be reimbursed reasonable travelling and subsistence expenses as soon as possible after the interview. The successful candidate will be reimbursed his/her expenses with the first month’s salary after taking up the appointment. If a candidate declines an appointment if it is offered, no expenses will be paid unless the Governors decides that there are extenuating circumstances.

14. This academy is committed to safeguarding and promoting the welfare of children and young people and our recruitment and selection processes are particularly rigorous in relation to child protection. You should be aware that aspects of the assessment process and interview will explore your motivation and suitability to work with children.

**Part B: Education and training**

Please provide information about post-16 education and training you have received in this country or abroad and include all qualifications obtained, including degrees, with class and division and Teaching Certificates (most recent first).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Establishment | Full or part time | Subjects studied and examinations taken | Qualification obtained | Dates attended |
|  |  |  |  |  |
|  |  |  |  |  |
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## Part C: Teaching experience

Please give details of all teaching experience (most recent first). NB: It is a requirement of Keeping Children Safe in Education [2020] that any gaps in employment history are identified and fully explained.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Local Education Authority or employer, name and size of school (number on roll). | Age range taught (specific range required) | Dates of employment and reasons for leaving | Post / position held Curriculum responsibilities / subjects | Point or relevant salary scale and allowances |
| Current post | | | | |
|  |  |  |  |  |
| Previous posts | | | | |
|  |  |  |  |  |
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|  |  |  |  |  |

## Part D: Previous appointments, other than teaching (most recent first)

Please provide information on any other relevant experience, including family commitments and voluntary work.

|  |  |  |
| --- | --- | --- |
| Name and address of employer or organisation | Dates of employment and reasons for leaving | Job title and description |
|  |  |  |
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**\***For posts working with children/vulnerable adults you must provide all dates.

## Part E: Professional development

Please give details of any professional development and in-service training courses attended which you consider to be relevant to this post (most recent first).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organising body / provider | Course title / theme | Date | Duration | Outcomes, including assessed result as appropriate |
|  |  |  |  |  |
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## Part F: Personal statement

You may continue on a separate sheet if you need to, or include a covering letter.

|  |
| --- |
| **Key competencies, knowledge and skills**:  Use this part of the form to tell us about yourself. We would like to know what you feel you will bring to the role in terms of your personality, skills and aptitudes (include experience and achievements gained outside of the workplace). |
|  |

## Part G: References

**References will be taken up prior to interview for shortlisted candidates**. If you need to discuss this please contact the Academy or recruitment team contact specified in the advertisement. Unless you are seeking your first teaching appointment, you must quote your present or most recent headteacher or equivalent person. Your referees will be asked about your suitability to work with children and at least one of your referees must be able to comment on your teaching abilities. We reserve the right to approach any of your previous employers in connection with this application. References will not be accepted from relatives or from people who are responding solely in the capacity of friends of their applicant. References will be requested by email where possible and it is your responsibility to ensure that your referees consent to their details being provided.

|  |  |
| --- | --- |
| **Name of first referee** |  |
| Job title of referee |  |
| Address (Including Postcode) |  |
| Email address if available |  |
| Daytime telephone number |  |
| Position / relationship to you |  |
| Dates of your employment | From:     /      To:      / |

|  |  |
| --- | --- |
| **Name of second referee** |  |
| Job title of referee |  |
| Address (Including Postcode) |  |
| Email address if available |  |
| Daytime telephone number |  |
| Position/ relationship to you |  |
| Dates of your employment | From:     /      To:      / |

**Part H Supplementary information**

|  |  |
| --- | --- |
| Have you previously opted out of the Teachers’ Pension Scheme? | Yes / No |
| If you have opted out, please give date |  |
| Are you a member of another pension scheme? | Yes / No |
| If, yes, please specify the name of the pension scheme |  |

#### Positive about disability

|  |  |
| --- | --- |
| Do you consider yourself to have a disability? | Yes / No |
| If yes, would the provision of any aids or modification assist you in carrying out the duties of the post? |  |
| Is there anything we need to know about your disability in order to offer you a fair selection interview? |  |

**Part J Declarations**

#### Qualified Teacher Status

|  |  |
| --- | --- |
| Are you recognised as a qualified teacher? | Yes / No |
| If not, are you eligible for recognition? | Yes / No |
| Are you registered with the NCTL (previously GTC)? | Yes / No |
| If Yes, please give TRN registration number (previously known as GTC number) |  |
| Please contact the NCTL for information about registration or general enquiries.  Call 0370 000 2288 or visit the website at; <https://www.gov.uk/government/organisations/national-college-for-teaching-and-leadership> | |

#### Induction

|  |  |
| --- | --- |
| Have you successfully completed a NQT induction period? | Yes / No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Disclosure of criminal offences** | | **Disclosure of Criminal Convictions:** The post for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 which requires you to reveal any information concerning spent or unspent convictions, cautions, reprimands or warnings excluding youth cautions, youth reprimands and youth warnings. Failure to disclose information concerning such convictions in your application for this post may lead to dismissal or disciplinary action by Governors. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Therefore, please give details, including dates and places, of any otherwise ‘spent’ or unspent convictions, cautions and bind-overs excluding youth cautions, youth reprimands and youth warnings. Please also detail if your name is on the Barred Lists maintained by the Disclosure and Barring Service of those disqualified from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body such as the Health Care Professionals Council or by the Secretary of State for Education. | | |
| **General Teaching Council** | | We will also check whether you are subject to sanctions imposed by the General Teaching Council (prior to abolition). | | |
| **Important Reminder** | | Please ensure that you inform us of any relevant information. By signing the Declaration on page one you understand that withholding information or providing false information is an offence and could result in the application being rejected, or summary dismissal if you have been selected, and possible referral to the police. | | |
| Details of spent or unspent convictions (see above). These can be included on a separate sheet in a sealed envelope if you wish. | | | | |
| Declaration | | | | |
| * I confirm that I am entitled to live and work in the United Kingdom. * I am willing for this data to be held and processed by Westfield Academy and to be verified with relevant third parties. This may include previous employers. * The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police. | | | | |
| Signed |  | | Date |  |
| If you complete the form electronically and submit online or via email, please type in your name into the signature box to indicate that you have read and agree to the declaration. | | | | |

**Further Education Qualification Verification Consent Form**

**Early Career Teachers Only**

An increasing number of universities and further education establishments are requesting written consent from their former students in order to release details to employing academies to confirm that the required qualifications have been awarded. Therefore you are asked to complete the form below and sign and date the form to enable Westfield Academy to request this information on your behalf.

Part A - Personal details

|  |  |
| --- | --- |
| Full Name |  |
| Previous surname |  |
| Date of birth |  |
| TRN No |  |

Part B - Details of Study

|  |  |
| --- | --- |
| University, college or institution attended |  |
| Period of study time | From to |
| State if full or part time |  |
| TRN No |  |

Part C - Qualification Details

|  |  |
| --- | --- |
| Title of qualification |  |
| Pass/Hons |  |
| Date of award |  |
| Class/division |  |
| Main subjects (principal subjects first) |  |
| Awarding body |  |

Please continue for additional qualifications

|  |  |
| --- | --- |
| Title of qualification |  |
| Pass/Hons |  |
| Date of award |  |
| Class/division |  |
| Main subjects (principal subjects first) |  |
| Awarding body |  |

|  |  |
| --- | --- |
| Title of qualification |  |
| Pass/Hons |  |
| Date of award |  |
| Class/division |  |
| Main subjects (principal subjects first) |  |
| Awarding body |  |

|  |  |
| --- | --- |
| Title of qualification |  |
| Pass/Hons |  |
| Date of award |  |
| Class/division |  |
| Main subjects (principal subjects first) |  |
| Awarding body |  |

Please indicate which of the QTS test you have passed:

|  |  |
| --- | --- |
| Literacy | Yes / No |
| Numeracy | Yes / No |

**Declaration**

|  |  |
| --- | --- |
| I confirm that the details given above are accurate and authorise Westfield Academy to verify this with the awarding bodies. | |
| Signature |  |
| Date |  |

**Confidential**

## Equal Opportunities - Recruitment Monitoring

|  |
| --- |
| This form will be kept separate from your application form. It is not referred to during the selection process. |

Westfield Academy values diversity and is committed to promoting equality of opportunity for our employees and job applicants.

We monitor our recruitment and selection practices to fulfil our statutory duty relevant to equality in employment and to ensure our practices are fair, equitable and consistent with the aim of appointing the best person for the job. Recruitment monitoring enables us to take active steps to promote better policy and organisational practice.

The information you supply on this questionnaire will be recorded confidentially on our HR Systems and held for a maximum of 12 months. During this time it will be used solely for the purposes of monitoring the profile of our job applicants. Access to the data will be restricted to nominated staff within the HR Service.

If you are appointed, the data will also be used for our HR/Payroll records purposes, which includes another legal requirement, workforce monitoring. We aim to ensure all applicants and employees, regardless of circumstances or status, receive equal access to opportunity and fair treatment.

For these reasons it is important that you complete the recruitment monitoring questionnaire in addition to the application form. Once completed, the questionnaire should be returned with your application to the Recruitment Administrator, the address of which is detailed in the Recruitment Information Pack.

Thank you for your co-operation.

**EQUAL OPPORTUNITIES – RECRUITMENT MONITORING**

This information will be treated in the strictest confidence

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Post Applied for:** | | | | | | **Reference No**: | | | | | | | | | | |
| **Name:** | | | | | | **What is your date of birth?** | | | | | | | | | | |
| **Are you?** Please tick **one** of the appropriate boxes against each the questions below | | | | | | | | | | | | | | | | |
| **Gender**  1. Female | | 2. Male | | | | | 3. Prefer not to say | | | | | | | | | |
| **Sexual Orientation**  1. Bisexual | | 2. Gay /Lesbian | | | | | 3. Heterosexual | | | | | | | 4. Prefer not to say | | |
| **Transgender**  1. Yes | | 2. No | | | | | 3. Prefer not to say | | | | | | | | | |
| **How would you describe your ethnic origin?** | | | | | | | | | | | | | | | | |
| **a) White** | | | Z. English/Welsh/Scottish/  North Irish/British | | | | | | | | K. Gypsy or Irish Traveller | | | | | |
|  | | | D. Irish | | | | | | | | Q. Any other White  Background | | | | | |
| **b) Mixed/Multiple Ethnic** | | | H. White and Black Caribbean | | | | | | | | I. White and Black African | | | | | |
|  | | | J. White and Asian | | | | | | | | S. Any other mixed  background | | | | | |
| **c) Asian or Asian British** | | | E. Indian | | | | X. Pakistani | | | | | | | | G. Bangladeshi | |
|  | | | P. Chinese | | | | | | Y. Any other Asian background | | | | | | | |
| **d) Black/African/Caribbean/**  **Black British** | | | T. Caribbean | | | | | V. African | | | | | R. Any other black  Background | | | |
| **e) Other ethnic group** | | | A. Arab | | | | | | | | B. Any other group | | | | | |
| **f) Prefer not to say** | | | | | | | | | | | | | | | | |
| **Do you consider yourself to have a disability or impairment?**  Under the Equalities Act 2010, a person with a disability is defined as having a physical or mental impairment which has a substantial, long term effect on their ability to carry out normal day to day activities.  Yes  No  Prefer not to say  If yes, please indicate the nature of your disability. | | | | | | | | | | | | | | | | |
| Physical Impairment | | | | Mental Impairment | | | | | | | Mobility Impairment | | | | | |
| Visual Impairment | | | | Hearing Impairment | | | | | | | Learning Disability | | | | | |
| More than one Impairment | | | | Other | | | | | | | Prefer not to say | | | | | |
| **Which Religious Group do you belong to?** | | | | | | | | | | | | | | | | |
| 0. Buddhist | 1. Christian | | | | 2. Hindu | | | | | 3. Jewish | | | | | | 4. Muslim |
| 8. Sikh | 5. No Religion | | | | 6. Any other religion | | | | | | | 7. Prefer not to say | | | | |

**Thank you for your cooperation.**

**Please return the completed questionnaire with your application form.**