

APPLICATION FOR EMPLOYMENT

Ethos Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts are subject to an Enhanced DBS. Please ensure that you complete the application form in full and use black ink.

Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form.

PERSONAL DETAILS

Position applied for:

Title (select as appropriate): DR MR MRS MISS OTHER

Surname:

First Name:

Previous Surname:

Address:

Postcode:

Email Address:

Telephone Number:

National Insurance No*:

DFE No (Teachers Only):

NQT (Teachers Only) : YES NO

Date of Satisfactory Completion of Induction: [Click here to enter a date.](#)

If the job requires you to have a driving licence please tick which type of licence you hold: FULL HGV PSV NONE

*** This information is required to ensure correct identification of candidates**

REFERENCE:

Please note: One reference must be from your current employer or your most recent employer.

Remember to ask your referees for permission before you give their name.

References will be requested as part of the recruitment process and they will form part of the decision making process. As part of the Keeping Children Safe in Education guidance, it is advised that Academies request references prior to interview. The guidance can be viewed if you [CLICK HERE](#)

Your Referees must be able to answer questions concerning your employment history and suitability for the post which includes any details of any investigations and/or disciplinary action – this forms part of the requirements under “Safeguarding & Safer Recruitment in Education”. Please do not give the names of friends or family.

After a conditional offer has been made your referee will be asked for information regarding your sickness absence record during the past 24 months.

If you are applying for a Headship your Local Authority may be required to provide representation.

Reference 1:

Name:
Address:
Contact details:
Email:
Occupation:
Relationship:

Reference 2:

Name:
Address:
Contact details:
Email:
Occupation:
Relationship:

WORK HISTORY: PRESENT EMPLOYMENT (or last job for applicants currently unemployed)

Job title:	
Date employment started:	
Date employment ended: (if applicable) N/A	
Reason for leaving/looking for other employment :	
Notice required: (if applicable):	
Name of employer/School:	
Name of Local Authority/Agency:	
Address:	
Current Salary:	
Grade:	
Briefly describe your duties:	

PREVIOUS EMPLOYMENT:

This section deals with your previous employment. Start with the most recent and please include any part-time, casual or voluntary work. We need details of previous employment (paid or unpaid), and also periods of non-employment e.g. child care, unemployment etc. If you use additional sheets please remember to put your name and the post applied for on each extra page and number it.

Job Title	Main Duties	Name and Address of Employer	From	To	Wage/Salary	Reason for Leaving
			Click here to enter a date.	Click here to enter a date.		
			Click here to enter a date.	Click here to enter a date.		
			Click here to enter a date.	Click here to enter a date.		
			Click here to enter a date.	Click here to enter a date.		

If you need more space, please attach additional sheets and tick this box

EDUCATION AND QUALIFICATIONS:

This section deals with school education. Please include the dates when you started and finished each level of education. (Sight of original certificates would be required if you are successful).

Schools Attended	Periods of Study.		Details/subject/grades	Dates of Awards
	From	To		
	Click here to enter a date.	Click here to enter a date.		
	Click here to enter a date.	Click here to enter a date.		
	Click here to enter a date.	Click here to enter a date.		
	Click here to enter a date.	Click here to enter a date.		
	Click here to enter a date.	Click here to enter a date.		

Higher Education:

College/ University Attended	Periods of Study. Please indicate Full/Part Time		Degrees or certificates obtained	Dates of Awards
	From	To		
	Click here to enter a date.	Click here to enter a date.		
	Click here to enter a date.	Click here to enter a date.		
	Click here to enter a date.	Click here to enter a date.		
	Click here to enter a date.	Click here to enter a date.		
	Click here to enter a date.	Click here to enter a date.		

Breaks / Gaps in Employment / Education:

Please explain any breaks in your educational attainment and/or employment history in the following space.

Have you have lived or worked abroad in the past 5 years for a period of 6 months or more?

If Yes, please ensure that you detail below the dates and countries where you resided / worked:

For individuals who have lived or worked outside of the UK in the past 5 years for a period of more than 6 months, Academies are required to carry out any additional checks that they think appropriate so that any events that have occurred outside of the UK can be considered.

These further checks should include a check for information about any Teacher sanction or restriction that an EEA professional regulating authority has imposed, using the NCTL Teachers' system. In addition to this, the Home Office has published guidance on criminal record checks for overseas applicants. For more information please [Click here](#)

TRAINING/CPD:

This section covers CPD, training and development. Please include the dates of your recent training.

Training / CPD Course Attendance Details:	Date of training
	Click here to enter a date.
	Click here to enter a date.
	Click here to enter a date.
	Click here to enter a date.
	Click here to enter a date.

RELEVANT INFORMATION

Please read this section carefully as this is the most important part of your application

Using this page and if needed, additional paper, **demonstrate** your ability to meet the requirements of the job by giving clear, concise examples of each criterion detailed in the Employee Specification.

Relevant Experience, Education and Training Attainments, General and Special Knowledge, Skills and Abilities, Additional Factors including continual Professional Development should also be provided.

If you need more space, please attach additional sheets and tick this box

ADDITIONAL INFORMATION

- **If you are in receipt of a pension payable under the Teachers' Pension Regulations following early retirement, please indicate the grounds on which you were retired:**

**Please note – this clarification is required as a result of the Teacher's Pensions regulations, it will not be used for any other purpose when considering your application.

Interest of efficiency / Redundancy / Ill health (delete as appropriate).

Date of retirement:	Click here to enter a date.
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In certain circumstances where you are in receipt of your pension from Teachers' Pensions, this limits you to the amount of work you can undertake, or in some cases (if a health related retirement) it prevents you from returning to work at all.

There are different regulations depending on the type of retirement and the date the pension was awarded.

If you think that this applies to you then please seek advice from Teacher's Pensions by calling: 0345 6066166.

- If you have received a redundancy payment in respect of a previous employment with a local authority or academy please provide the details.**

**Please be aware that if you have recently received a redundancy payment from your previous employer (and your employer was one that is listed under 'The Redundancy Modification Order') a relevant break in service must occur before you re-commence any period of re-employment, if this applies to you then please seek advice from Kirklees Pensions Team by calling 01484 225095.

Name of Authority:	
Date of redundancy:	Click here to enter a date.

IMPORTANT NOTICE TO APPLICANTS

Ethos Academy Trust takes its duty of care to all who receive services from us very seriously.

To ensure all reasonable care is taken, references will always be taken from your current employer and we reserve the right to take up references from any previous employers, or places where you have carried out voluntary work.

It is important, therefore, that you give exact names and current addresses of current and previous employers/voluntary work areas. Please also advise of any change to your name relevant to previous employment, i.e. known by your maiden name. Failure to provide this information may result in any offer of appointment being delayed.

You will only be offered the job subject to satisfactory pre-employment checks which includes obtaining an Enhanced DBS disclosure certificate. The Academy may not allow newly appointed candidates to commence employment until an individual is in receipt of a cleared and valid DBS disclosure certificate. This intensive procedure can take some time; however, I am certain you will appreciate the reasons why such stringent checks are made, and ask you to bear with us whilst they are completed.

Data Protection Act 1998 applies. We will treat all information relating to your application in confidence. If you are unsuccessful, your form will be destroyed 6 months after the closing date although the Trust reserves the right to add your details to our database of suitable candidates for other similar jobs. We may also contact job seekers for recruitment research.

I declare that the information I have given on this form is complete and accurate and that I am not barred or disqualified from working with children and / or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Disclosure and Barring Service. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.

Please sign your application form:

PRINT NAME:	
Signed:	

ADDITIONAL INFORMATION FOR APPLICANTS

(Please read before completing the form)

All new employees to Ethos Academy Trust are subject to a six month probationary period. (Please see below for teachers).

Induction (Teachers)

The Education (Induction Arrangements for Teachers)(England) Regulations 2008 require newly qualified teachers to complete successfully an induction period before being confirmed into employment.

For a full-time teacher the length of the induction is one year (3 terms) and for a part-time teacher the period of time it would take to complete a full year of service. Information explaining about the induction year will be provided upon appointment to a post.

Qualifications (Teachers)

If applying for a teaching post you must hold a qualification recognised for qualified teacher status under the terms of the Education (Specified work and Registration) (England) Regulations 2003 or any subsequent regulations.

What Happens Next?

Shortlisted candidates will be contacted after the closing date. If you do not hear from us within 4 weeks, please assume that on this occasion your application has been unsuccessful. However do not let this stop you from applying for other vacancies.

Please contact us if you require special arrangements or adjustments for the Interview.

Complaints Procedures

The guidance for external applicants is as follow:-

The Trust has both a desire and statutory duty to ensure that employees are appointed solely on merit and that all processes and procedures are fair, transparent and accommodate individual needs by way of reasonable adjustments where these are required. If you apply for a job with the Trust and you consider that at either the short-listing or interview stage you have not been treated fairly or you do not understand the recruitment decisions, you may take the following steps:-

1. Contact either the Chair of the recruitment panel or the Chair of the Board of Trustees and request feedback on why you have not been successful at either short-listing or interview.
2. If you are not satisfied with the feedback provided – write to HR Department, Ethos Academy Trust, c/o Reach Academy, Batley Field Hill, Batley, WF17 0BQ or, telephone 01924 478482 and you need to set out reasons why you think you may have been treated unfairly. (This needs to be set out clearly – something more substantial than you simply do not agree with the recruitment decision making). Any concerns need to be made within ten working days of hearing the recruitment outcome that generated the concerns or complaint.

3. Upon receipt of such a complaint, the Academy's HR department will make arrangements to have your concerns looked into and you will receive a response, normally within ten working days. Depending on the nature of the response you may be offered a meeting to explain matters, but more usually it will be possible to do this in writing. If the circumstances are such that it will take longer to look into the matters you have raised, you will be communicated with over the likely timescale.
4. In terms of the Trust's own procedures, any decision by the Chair of the Board of Trustees is final, however, this does not prevent applicants pursuing any statutory rights they may have through an Employment Tribunal.

Statement of Intent

All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The intention is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

Ethos Academy Trust is an equal opportunities employer and welcomes applications from all sections of the community.

**Please get your application form in on time and
GOOD LUCK!**