

Personal Details

Position applied for:			
Where did you find out about this Job?			
Title:			
Full Name:			
Full Name (including all middle names):			
Previous names and dates of change:			
Date of Birth:			
NI Number:			
DBS Number:			
DfE/TRN Number:			
Do you hold a full, clean driving licence?	YES ☐ or YES, with penalty points ☐ NO ☐		
Are you related to an employee who works for the school or Trust?		YES ☐ NO ☐	
If yes, please provide details below:			
Name of school:			
Job Title:			
Relationship to you (aunt, brother, partner etc):			
Are there any restrictions on your being resident or being employed in the UK?		YES ☐ NO ☐	
If yes , please specify			
Do you require permission to work in the UK?		YES ☐ NO ☐	
If selected for interview, are there any special arrangement or adjustments you require? Please specify.			

Personal Contact Details

Mobile Telephone:

Home Telephone:

Email:

Home Address:

Postcode:

Current Employment

Job Title:				
Employer:				
Dates of employment:	Start Date:		End Date:	
Brief Description of main responsibilities:				
Contract Type:				
Notice Required:				
Reason for leaving:				
Full time salary:				
Grade/Point on scale, e.g., M1, UPS1, unqualified etc.				
Additional Allowances:				

Previous Employment (Please provide full employment history starting with most current – more information can be provided on the additional information sheet if necessary).

Name of Employer:	Job Title	Employed From: (DD/MM/YYYY)	Employed Until: (DD/MM/YYYY)	Salary	Reason for Leaving

Education / Qualifications

Name of Schools/ College/ University Attended	Periods of Study Please indicate Full/Part Time		Degrees or certificates obtained	Dates of Awards
	From	To	Details/subject/grades	

Professional Details

Subjects Taught			
Teachers' Pension Scheme:	YES ☐ NO ☐	Key Stages:	
QTS:	YES ☐ NO ☐	Are you qualified to teach in the UK?	YES ☐ NO ☐
NPQH:	YES ☐ NO ☐		

Professional Memberships

Relevant Institute/Body	Class of Membership e.g. Associate, Member, Student, Fellow etc.	Expiry Date	State if Examination

Personal Development & Additional Learning

Learning & Development Activity/Course Details	Date

Gaps in employment/education history

Do you have **any** gaps in your employment or education history?

YES ☐ NO ☐

If yes, please provide details below:

Will this be your only job if successful

YES ☐ NO ☐

If no, please provide details below:

References

Please provide employment references; the first must be your current or most recent employer. If you have worked for more than one employer in the last 3 years, please provide referees to cover each period of employment. If your referee no longer works for the employer, please provide the HR department email address (please note we do not accept personal email addresses or personal referees unless no other can be provided). **Please note references will be requested if you are shortlisted for interview.**

Employer/Company Name:	
Referee Name:	
Position held:	
Referee Type:	
Work Email:	
Telephone Number:	
I consent to you obtaining my reference prior to interview:	YES ☐ NO ☐

Employer/Company Name:	
Referee Name:	
Position held:	
Referee Type:	
Work Email:	
Telephone Number:	
I consent to you obtaining my reference prior to interview:	YES ☐ NO ☐

Supporting Statement

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 in order of each criterion in the Person Specification. No more than 2 pages.

Pre-employment checks

If you are shortlisted for the post you have applied for, employment references, Prohibition Checks (if applicable to the role, e.g. Teacher, Cover Supervisor, HLTA or TA) and online screening checks will commence.

Online screening checks are undertaken in line with the Keeping Children Safe in Education 2022 guidance. These checks involve screening publicly available websites, such as social media profiles, google etc, over a period of 5 years and is conducted by an independent person employed by the Trust.

The Trust complies with the DBS code of practice and has a Safer Recruitment Policy which outlines the policy on the recruitment of ex-offenders, both of which are available on request.

As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and do not need to be disclosed – these offences will also not be taken into account by the school.

Please be aware that **it is an offence to apply for the role** if you are barred from engaging in regulated activity relevant to children.

If you are shortlisted for a role within our Trust, you will be subject to pre-employment checks which will include declaring that:

- you are not on a relevant barred list (a Department for Education list of people whose employment has been barred or restricted on grounds of misconduct or on medical grounds)
- you are not disqualified from work with children and/or vulnerable adults
- you are not subject to sanctions imposed by a regulatory body (for example the DfE)
- you do not have any convictions, cautions, reprimands or final warnings, whether in the United Kingdom or in another country (this does not include those defined as “protected” by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).
- You have never had any of my own children taken into care, nor have they been the subject of a child protection order or court order (applicable only for posts in early years or later years childcare (wraparound care)).
- You have never had a registration cancelled in relation to childcare or children’s homes and have never been disqualified from private fostering (applicable only for posts in early years or later years childcare (wraparound care)).

If you are unsure about whether you should disclose criminal information, you should seek legal advice. There are also organisations who are able to offer free impartial advice, including Nacro (<https://www.nacro.org.uk/>) and Unlock (<http://hub.unlock.org.uk/contact/>).

You can also read the Department for Education's guidance on filtering via this link: <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

If you have any concerns about this and wish to speak in confidence to someone prior to submitting your application, please email HRSupport@togetherlearningtrust.co.uk.

I declare that the information I have provided within this application form is accurate and true and I understand that knowingly giving false information or failing to omit information could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future. I also consent to the processing of my data in respect of pre-employment checks as outlined above.

Signed:

Print Name:

Date:

Equal Opportunities Monitoring

The Together Learning Trust is dedicated to ensuring all its applicants and employees have equal opportunities, dignity in the workplace and are not discriminated against. The information collected in this form will be used to ensure positive equal opportunity practices in our schools and help us improve upon them.

Data collection

Please note that equal opportunities data is not processed as part of your application. It is anonymous and will not be available to anyone involved in shortlisting or selection for appointment to this position. This data is collected to enable us to effectively monitor our recruitment and selection processes and ensure equality of opportunity for all candidates.

Please click [here](#) to complete our short equal opportunities monitoring form

Additional Notes/Referee Information