



Application Form (Teaching)

1. Instructions

Please complete all sections of this form using black ink or type.

The sections of this form containing your personal details and equal opportunities will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full, a letter of application is also required alongside this form. Forms can be sent in post to HR Manager Helen Upson, The Elizabethan Academy, Hallcroft road, Retford, Notts, DN22 7PY or emailed to upsonh@elizabethan.notts.sch.uk

2. Data Protection

Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because:

- You consent to your data being processed
- Processing is necessary to evaluate your application for the position for which you have applied
- Processing is necessary for complying with legal obligations
- Processing is necessary for legitimate reasons

For further information, please see our Privacy Notice for Job Applicants in the recruitment section of our website.

3. Vacancy Information

Post applied for:	Job Reference Number:	What date are you available to begin new post:	Where did you first hear about this job:
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4. DBS and Right to Work

The Elizabethan Academy is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions and bind-overs as well as pending prosecutions, which are not protected under the Rehabilitation of Offenders (Exceptions) Order 1975.

Any data Processed as part of the DBS check will be processed in accordance with data protection regulations and The Elizabethan Academy's Privacy Notice.

Do you have a DBS certificate:

Date of check:

Have you ever been convicted of a criminal offence?	Yes:	No:
Have you ever been cautioned for a criminal charge?	Yes:	No:
Are you at present the subject of a criminal charge?	Yes:	No:

If YES to any of the above, please give brief details including dates.

The Elizabethan Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Academy's Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

If you have lived or worked outside the UK in the last 5 years, the school may require additional information in order to comply with safer requirements. If you answer yes to the question below, we may contact you for additional information in due course.

Have you ever lived, or worked outside of the UK in the last 5 years?: **Yes:** **No:**

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application you agree to provide such information when requested.

1. PERSONAL DETAILS (please complete in block letters)

Surname:		Forenames:	
Former Surnames:			
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)	Date of Birth:		
Address for Correspondence:		Permanent Address (if different):	
Postcode:		Postcode:	
Home telephone no:		Mobile telephone no:	
Work telephone no: Extension (if applicable):		Email address:	
National Insurance No:		Teacher Ref. No.	

2. DISABILITY AND ACCESSIBILITY

The Academy is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment and would like us to make adjustments to assist if you are called for an interview, please state the arrangements you require:

3. RELATIONSHIP TO THE SCHOOL

Please list any personal relationships that exist between you and any of the following members of the school community:

- Staff
- Students
- Governors or trustees

Relationship with a governor, trustee or employee does not necessarily prevent them from acting as a reference.

Name	Relationship	Role at the school

4. EMPLOYMENT

Name and address of employer:		Name and address of establishment where employed (if different):	
Postcode:		Postcode:	
Present Post:		Date Appointed:	
Current Annual Salary:	Point on pay spine:	Additional Responsibility Points:	
Age range of pupils:		Number on roll:	
School group:		Notice required:	
		Date left: (if relevant)	

Brief description of duties:

If no longer in this post, please indicate reason for leaving:

5. PREVIOUS EMPLOYMENT

(Starting with the most recent first and exact dates).

(Please continue on separate sheet if necessary)

Employer (if employed by an LEA, give LEA and School/college)	Post	Grade / Scale	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
				From	To	

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Please use this section to explain any gaps in your employment:

6. POST 16 EDUCATION & TRAINING

Qualifications obtained – Educational and Professional and or qualifications currently being taken

For teaching posts please state the age range of children for which you were trained

Dates		Full or Part Time	Name of Educational Establishment	Qualification gained	Class of degree (eg Hons II (ii))	Date of award
From	To					

7.DETAILS OF TEACHER TRAINING

Please give date when Newly Qualified Teacher status awarded:

QTS Certificate number:

Primary ☐ Secondary ☐ Further ☐

(Please select as appropriate)

Age range for which trained:

Main teaching subject:

Subsidiary subjects:

Membership of professional bodies: (Relevant to position applying for)

Name and address of Professional Body:

Grade of Membership:

Membership number:

8. TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last **3 years** that are relevant to your application.

Course dates	Length of course	Course title	Qualification obtained	Course provider

Are you subject to a teacher prohibition order, or an interim prohibition order issued by the Secretary of State, as a result of bad conduct?

Are you subject to a General Teaching Council sanction or restriction?

9. PERIODS OF UNREMUNERATED ACTIVITY

Have you had any periods of unremunerated activity after the age of 18 years, eg raising family, unpaid voluntary work?

YES ☐ NO ☐

If yes, please give details;	Dates	
	From	To

10. ADDITIONAL INFORMATION

Please support your application by describing what particular experience, skills, attributes you can bring to this role via work, education, home, voluntary activities or special interests:

11. REFERENCES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The Academy reserves the right to approach any previous employer or manager.

Name (Referee 1):		Name (Referee 2):	
Title	Mr/Mrs/Miss/Ms/other	Title	Mr/Mrs/Miss/Ms/other
Status:		Status:	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
Do we have your permission to approach the above prior to interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>		

If No, you may wish to give reasons:

Where references are taken up on shortlisted candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel

12. PENSION

Please give details of any pension scheme to which you have contributed

If you have opted out of the Teachers' Pension Scheme please give details:

Have you elected to have your part time relief employment treated as

YES ☐ NO ☐

pensionable?		
If YES, please give date of election:		
13. GENERAL		
<p>You are required to declare below any relationship with or to an employee of the Academy. Failure to declare any such relationship may lead to disqualification for appointment or to dismissal if employed.</p> <p>Please state name and position:</p> <p>Do you hold a current driving license?</p> <p>Class full, provisional etc</p> <p>If this post is full-time and it has been advertised as being suitable for job sharing. Please indicate whether you are applying for a full-time post, willing to job share, or whether you would consider either.</p> <p>Are there any dates when you will not be available for interview, eg holidays, please state</p>		
Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.		YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>This information is required, including that related to warnings regarded as "spent" in order for the Academy to ensure safe recruitment and meet its obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.</p>		
11. DISCLOSURE OF CRIMINAL BACKGROUND		
Have you ever been convicted of a criminal offence?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever been cautioned for a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Are you at present the subject of a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
If YES to any of the above questions, please give brief details including dates.		
<p>The Elizabethan Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Academy's Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.</p>		
14. HEALTH/MEDICAL DETAILS		
Successful applicants will be required to complete a confidential medical questionnaire and may be required to		

undergo a medical examination.

15. EQUALITY ACT 2010

The Equalities Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. The Act requires an employer to make reasonable adjustments to working conditions in order to enable disabled applicants to have equal access to employment opportunities. The Academy is committed to the development of positive practices to promote equality in employment. The Academy guarantees an interview to disabled applicants who meet the essential shortlisting requirements. If you would like to declare your disability, please tick the appropriate box below.

Do you consider yourself to be disabled?

YES ☐ NO ☐

Is there any information that we need in order to offer you a fair selection interview/process?

16. DATA PROTECTION ACT

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside the Academy without first seeking your permission, unless there is a statutory reason for doing so. This Academy is under duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

17. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, and then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Academy.

Shortlisting will take place within four weeks of the closing date. If you do not hear from us, please assume you have been unsuccessful on this occasion.

Signed

Date

To assist with our recruitment please let us know how you became aware of this vacancy:

Please return your completed application form by email, post or by hand by the closing date to:

Helen Upson, HR Manager – upsonh@elizabethan.notts.sch.uk

The Elizabethan Academy, Hallcroft Rd, Retford, Notts, DN22 7PY .

FOR OFFICE USE

Date received:

Date references take up:

Information from the applicant regarding Disclosure and Barring Service Checked

Yes No

Documents from the Disclosure and Barring Service Checked

Yes No

Medical Pre-Employment check

Yes No

Qualifications checked

Yes No

Signed

Date



Equality and Diversity Monitoring Form

How would you describe yourself?

Choose ONE section from A to E and then tick the appropriate box

- A ☐ Asian or Asian British
- ☐ Bangladeshi
- ☐ Indian
- ☐ Pakistani
- ☐ Any other Asian Background, please state:

- B ☐ Black or Black British
- ☐ African
- ☐ Caribbean
- ☐ Any other Black background, please state:

- C ☐ Chinese or other ethnic group
- ☐ Chinese
- ☐ Any other, please state:

- D ☐ Mixed Heritage
- ☐ White and Asian
- ☐ White and Black African
- ☐ White and Black Caribbean

—

☐

Any other Mixed background, please state:

- E ☐ White
- ☐ British
- ☐ English
- ☐ Irish
- ☐ Scottish
- ☐ Welsh
- ☐ Any other White background, please state:

F ☐ Prefer not to say

Disability monitoring

To make positive changes, The Elizabethan Academy wants to address the different barriers faced by disabled people. Many people who do not consider themselves to be disabled may be covered by the Equality Act 2010 because they have a health condition that has an impact on their lives.

What do we mean when we say disability?

- Do you have a physical or mental impairment?
- Is it long term?
- Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis?

If so, you may have rights under the Equality Act 2010. This includes people who are receiving treatment or using equipment (except glasses or contact lenses) that alleviates the effects of an impairment or a condition, people with an impairment or condition that is likely to recur, people who have conditions that will get worse over time and people with severe disfigurements.

Employees with a disability or health condition are entitled in law to 'reasonable adjustments' to address their needs for support in the workplace. Therefore we are interested in any disability or health condition that may require a reasonable adjustment to overcome any such barriers.

Do you consider yourself to have a disability or a long-term health condition? ☐ Yes ☐ No

What is the effect or impact of your disability or health condition?

☐ Prefer not to say

If you would like to discuss your response, or are unsure of the types of reasonable adjustment that might be possible, please contact your manager who is trained to help and support you.

The Elizabethan Academy is committed to creating an environment where barriers are removed for disabled people and they can give of their best to succeed in our organisations.

The Elizabethan Academy gives a commitment that this information will remain confidential within HR.

Gender monitoring

Concentrations of either men or women into certain jobs, the impact of family commitments are some reasons why men and women experience the workplace differently. Gender monitoring is key to ensuring that all employees have access to the same opportunities and The Elizabethan Academy is committed to work at achieving this.

Would you describe yourself as:

☐ Male

☐ Female

☐ Prefer not to say

Sexual orientation

Monitoring sexual orientation in our staff and in our recruits is a significant step towards acknowledging gay, lesbian and bi sexual staff within The Elizabethan Academy.

We seek to become an exemplar employer and make sure our processes and practices are fair to all staff. Please help us and do this by completing the following questions around your sexual orientation.

What is your sexual orientation

☐ Bisexual

☐ Heterosexual/straight

☐ Gay man

☐ Other

☐ Gay woman/Lesbian

☐ Prefer not to say

This information is for ensuring its staff policies work fairly for all and that your sexual orientation does not count against you.

We will ensure in any analysis that is made public that it will not be possible to identify you.

Age monitoring

We all have an age. Age discrimination regulations in the workplace are designed to ensure that you are judged only by your abilities and not your age.

What is your Date of Birth?

/ / (dd/mm/year)

Religion and belief

Below is a list of religions that are the most commonly found in Britain. They are listed in alphabetical order and not intended to signify rank in terms of importance, furthermore we acknowledge that the list is not exhaustive and if your religion is not specifically listed then we ask you not to take offence as none was intended.

☐ Buddhist

☐ Sikh

☐ Christian

☐ Other Religion or belief (please state)

☐ Hindu

☐ No Religion

☐ Jewish

☐ Prefer not to say

☐ Muslim