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| Shaw Education Trust | **Application Form**  **Teaching Post**  *Confidential* |

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| **Details of Post Applied For** | |
| Name of Employer: |  |
| Position Applied For: |  |
| Job Reference Number (if any): |  |

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| **Personal Information**  Lets talk about you… | | |
| Title: |  | |
| First Name(s): |  | |
| Last Name(s): |  | |
| Previous Name(s): |  | |
| Address: |  | |
| Contact Details: | Contact Number: |  |
| Email Address: |  |
| Country of Birth/Nationality: | |  |
| Do you currently have the right to work in the UK? | | Yes  No |
| If YES and you have a work permit, give date it expires | |  |
| If NO, please specify your circumstances: | |  |
| National Insurance Number (if applicable) | |  |
| Do you consider yourself to have a disability that you wish to declare whilst making this application? | | Yes  No |
| Are there any special arrangements that you wish to request should you be invited to interview? | |  |

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| **Teacher-specific Information** | |
| Subject(s) taught  *(Please include all that apply)* |  |
| Ages you have taught  *(Please include all that apply)* |  |
| Other (please state) |  |
| DfE/TRN Registration No |  |
| Do you have Qualified Teacher Status? | Yes  No |
| Do you have a National Professional Qualification for Headship (NPQH)? | Yes  No |

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| **Teacher Qualifications & Development**  Please list any Teacher Training and Continuing Professional Development (multiple entries allowed). | |
| Teacher Training Provider |  |
| Location |  |
| Qualification |  |
| Date From |  |
| Date to |  |

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| Teacher Training Provider |  |
| Location |  |
| Qualification |  |
| Date From |  |
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| Teacher Training Provider |  |
| Location |  |
| Qualification |  |
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| Teacher Training Provider |  |
| Location |  |
| Qualification |  |
| Date From |  |
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| **Continuing Professional Development**  Please provide details of any CPD that you have completed. | | |
| Provider: | Course Title: | Duration: |
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| **Professional Membership**  Please detail any Professional Bodies that you are associated with. |
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| **Present or most recent leadership/teaching post** | | | | |
| Position Held: | |  | | |
| Post Held From: | |  | | |
| Responsibilities and Achievements: | |  | | |
| Institution Name: | |  | Number on Roll: |  |
| Address: | |  | Age Range Taught: |  |
| Hours: | |  | Type of Institution: |  |
| Notice Period: | |  | | |
| Salary Details: | Total Annual Salary | |  | |
| Scale, e.g. Main Scale | |  | |
| Additional Allowances (state type and annual value) | |  | |
| Reason for Leaving | |  | |

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| **Previous leadership/teaching posts**  Please give details of all previous leadership/teaching posts you have held, starting with the most recent. Please note that there are sections below for details of employment undertaken outside of teaching and any other gaps in employment. | |
| Position Held: |  |
| Name of Institution: |  |
| Address: |  |
| From: |  |
| To: |  |
| Responsibilities and Achievements: |  |
| Salary and Benefits: |  |
| Hours: |  |
| Reason for Leaving: |  |
| Position Held: |  |
| Name of Institution: |  |
| Address: |  |
| From: |  |
| To: |  |
| Responsibilities and Achievements: |  |
| Salary and Benefits: |  |
| Hours: |  |
| Reason for Leaving: |  |

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| Position Held: |  |
| Name of Institution: |  |
| Address: |  |
| From: |  |
| To: |  |
| Responsibilities and Achievements: |  |
| Salary and Benefits: |  |
| Hours: |  |
| Reason for Leaving: |  |

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| Position Held: |  |
| Name of Institution: |  |
| Address: |  |
| From: |  |
| To: |  |
| Responsibilities and Achievements: |  |
| Salary and Benefits: |  |
| Hours: |  |
| Reason for Leaving: |  |

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| Position Held: | |  | |
| Name of Institution: | |  | |
| Address: | |  | |
| From: | |  | |
| To: | |  | |
| Responsibilities and Achievements: | |  | |
| Salary and Benefits: | |  | |
| Hours: | |  | |
| Reason for Leaving: | |  | |
| **Gaps in Employment** | | | |
| Date From: | Date To: | | Reason: |
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| **Referees**  References may be requested prior to interview. Please provide 2 professional referee(s). One must be your current or most recent employer. If not applicable, please provide a college/university course tutor. Please do not name relatives or people as a referee who are acting solely in their capacity as a friend. When providing a reference from a school or college please ensure the referee listed is a senior person within the school/college with appropriate authority. If the referee is school or college based, the reference should be confirmed by the headteacher/principal. | |
| **Referee 1** | |
| Title: |  |
| Name: |  |
| Occupation: |  |
| Employer Name: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| In what capacity do you know the referee: |  |
| Contact Preferences (please select applicable): | Contact referee at any stage  Contact referee if I am shortlisted  Contact me for approval |

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| **Referee 2** | |
| Title: |  |
| Name: |  |
| Occupation: |  |
| Employer Name: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| In what capacity do you know the referee: |  |
| Contact Preferences (please select applicable): | Contact referee at any stage  Contact referee if I am shortlisted  Contact me for approval |

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| **Education and Qualifications** | | | | | | |
| Name of Institution: | Duration: | | Courses/Subjects Taken and Examinations Results or Award and Date: | | | |
| From: | To: | Qualification: | Subject(s): | Grade: | Date: |
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| **Interests and Activities**  Please provide details of any relevant interests or activities |
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| **Additional Questions from Shaw Education Trust**  Shaw Education Trust has added the following questions to the online application form.  Do you consent to reference 1 being contacted upon shortlisting and before your interview?  Yes  No  Do you consent to reference 2 being contacted upon shortlisting and before your interview?  Yes  No |

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| **Supporting Statement**  Please add a supporting statement, detailing your reasons for applying for the job, what makes you suitable, and any key experience you have that fits the specifications. | | | |
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| **Declarations**  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you not declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.  For more guidance, please visit [www.gov.uk](http://www.gov.uk) or [www.hub.unlock.org.uk](http://www.hub.unlock.org.uk) | |
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| **Please answer the following questions:** | |
| Do you have any convictions or cautions that would not currently be filtered by the Disclosure and Barring Service (DBS)?  *You do not need to disclose reprimands, final warnings or youth cautions or anything that would be filtered by the DBS.* | Yes  No |
| Do you have any record of disciplinaries in your current or previous positions, or have you had any allegations made against you? | Yes  No |
| **It is a criminal offence for barred individuals to seek, or to undertake, work with children.**  If you have answered 'YES' to the above and are called to interview, the employer will require you to provide further details at the interview stage. This will be managed in confidence directly by the employer. | |
| **As posts in schools are 'Regulated Activity' the barred list for children will also be checked.**  **You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.**  **For information regarding filtering of convictions please see:** [**www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates**](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)  **Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in withdrawal from any job offer.**  Do you have any unspent and unfiltered spent criminal convictions, disqualifications, cautions or driving offences?  Yes  No  Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or subject to any sanctions imposed by a regulatory body (e.g. GTC/Teaching Agency)?  Yes  No  Have you been cautioned, received a reprimand or warning, or been found guilty of committing any criminal offence whether in the United Kingdom or in another country?  Yes  No  Declaration: To your knowledge are you related to a member of staff, governor of the school or anyone elected to or employed by The Shaw Education Trust?  Yes  No  If ‘Yes’, please state their name and position held:  I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in legal action. I understand that my application form will be retained on file and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.   |  |  | | --- | --- | | **Date:** | **Signed:** | | |