

Application For Employment

Job applied for:	Class Teacher	Paradigm Trust Reference	CTMar16
------------------	---------------	--------------------------	---------

It is important that you read the guidance notes before completing this application form. Please fully complete this form using type or black ink. A curriculum vitae is not an acceptable form of application unless stated otherwise. Applications received after the closing date will not normally be considered.

The information you supply on this form will be treated in confidence.

Personal details

Last name:			
First name(s):			
Address:			
Post code:		Email:	
Home telephone:		Daytime telephone:	
Mobile telephone:			
National insurance no:			
Are you able to take up employment in the UK with no current immigration restrictions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you hold Qualified Teacher Status If yes please give date of award.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
QTS certificate number:	Date:		

<p>Have you successfully completed a period of statutory induction as a qualified teacher in this country where the DfE required this?</p> <p>If yes, please give date of completion:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
---	--

If you are successful you must provide evidence of the above details prior to your appointment

Current or most recent employment

Employer:			
Job Title:			
Address:			
Post code:		Start date:	
Date of leaving if applicable:			
Salary and benefits:			
Reason for leaving:			
Period of notice:			

Brief description of main duties/responsibilities.

Previous Employment / Work Experience

Please provide full details of all your previous paid and unpaid employment in date order since leaving full-time education, explaining any breaks.

Name of employer and type of business	Position held	Reason for leaving	Please be specific about start date and end date

Education, qualifications and professional membership.

Please list ALL qualifications and professional memberships with dates.

Name of education establishment	Details of qualifications / membership including awarding body.	Dates obtained	Grade or level obtained. (Please list each individual grade).

Personal Statement -Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet all of the requirements of the **Person Specification** and why you consider yourself suitable for the post. You must refer to the person specification.

References

Please give the names and contact details of two people who are willingly to act as referee or professional referees in relation to the post you have applied for.

One must be your present or most current employer. Please note that we reserve the right to approach any of your previous employers for a reference.

If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

Please provide details of 2 referees. References will only be sought for short listed candidates. It is our policy to obtain references prior to interview. Please state clearly below if you would prefer us not to contact your referees before interview

The first reference must be your present or most recent employer (unless you have not worked previously, in which case references from your school, college or voluntary work will be acceptable). If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.

If you are not currently working with children but have done so previously the second reference must be that employer.

Please do not give relatives or people solely in the capacity as friends as a referee.

We reserve the right to contact other previous employers with a view to verifying details on your application form such as particular experience or qualifications.

Reference 1

Name:			
Job title:			
Work relationship:			
Organisation:			
Address:			
		Post code:	
Telephone:			
E-mail:			
If you are shortlisted, may we approach them before interview?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Reference 2

Name:			
Job title:			
Work relationship:			
Organisation:			
Address:			
		Post code:	
Telephone:			
E-mail:			

If you are shortlisted, may we approach them before interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Driving Licence Details	
The post details will state whether a driving licence is required for the post.	
Do you hold a full, clean, current driving licence which enables you to drive in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state the type of licence:	
If you are successful you may be required to provide evidence of the licence prior to your appointment.	
DECLARATIONS	
Other interests	
If appointed, do you have any interests, carry out any work or hold any appointments that may conflict with this employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you related to any member of staff, or governor or director of Paradigm Trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes who, and in what capacity? Please provide details:	
Have you previously applied to any role in Paradigm Trust? If yes, please state which role/s?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Criminal convictions	
Do you have any Criminal Conviction(s) or police caution(s)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Paradigm Trust requires all its employees to undertake an enhanced DBS check. An enhanced DBS check that is satisfactory to us will be a condition of employment.

If you answer yes above, and you are made a conditional offer of appointment, you will be required to provide the Academy with details of the conviction(s) or offence(s) (subject to below).

As this position involves working with children and is therefore exempted under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, candidates must disclose all previous convictions and cautions regardless of whether they are considered spent or unspent for other purposes (unless the conviction or caution is subject to 'filtering').

Non-disclosure may lead to any offer of employment being withdrawn / termination of your employment. However, disclosure of a criminal background will not necessarily debar you from employment with the Trust - this will depend upon the nature of the offence(s) and when it/ they occurred.

Data Protection Act 1998

Under the Data Protection Act 1998, The Trust reserves the right to collect, store and process personal data about applicants in so far as it is relevant to your application. This also applies during employment and for six years thereafter. This includes processing of sensitive data for the purposes of monitoring the Trust's equality and diversity policy.

Under the Data Protection Act 1998, The Trust reserves the right to collect, store and process personal data about applicants in so far as it is relevant to your application. This also applies during employment and for six years thereafter. This includes processing of sensitive data for the purposes of monitoring the Trust's equality and diversity policy.

Statement to be signed by the applicant

The Trust is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.

I acknowledge that the Trust and its Academies are under a duty to protect the public funds it administers and to this end I agree they may use information provided on this form for the prevention and detection of crime and may share this information with other bodies solely for these purposes.

I have read, and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

I hereby give consent to the collection, storage and processing of my personal data.

Are you either on the Children Barred List (previously list 99 PoCA list), have ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body? Yes No

Please note it is a criminal offence for barred individuals to seek or undertake work with children.

If you have answered yes to the above you will be required to provide details.

Please note: If you are returning this form by e-mail, you will be asked to sign your application upon being called for interview.

I confirm that to the best of my knowledge, the information given in this application form is true and correct and gives a fair representation of my skills and work experience. I understand that giving false or misleading statements or withholding information may result in disciplinary action including dismissal from the Trust or withdrawal of an offer of employment.

Signed:

Date:



Employment Monitoring Form

Paradigm Trust has an equality and diversity policy and is keen to ensure that the policy is working effectively. The information you provide will be treated in the strictest confidence and will be used only for statistical monitoring and is not used as part of the interview selection process.

About you

Last name:

Post code

Where did you see this job advertised?

name of newspaper/journal, council vacancy bulletin, friend etc.

Gender

Are you

Female Male

Ethnicity

Asian

Bangladeshi

Chinese

Indian

Pakistani

Vietnamese

Asian other

Black

Caribbean

African Somali

Other African

White & Black Caribbean

Black other

Mixed or Dual Heritage

White & Asian

White & Black African

White & Black Caribbean	<input type="checkbox"/>	Mixed other	<input type="checkbox"/>
White			
English	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Scottish	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
White other	<input type="checkbox"/>		

Other Any other ethnic background (please specify)

Sexual Orientation

How would you define your sexual orientation:

Bisexual	<input type="checkbox"/>
Gay	<input type="checkbox"/>
Heterosexual	<input type="checkbox"/>
Lesbian	<input type="checkbox"/>
Decline to state	<input type="checkbox"/>

Date of birth:

What is your religious belief?

Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	Decline to state	<input type="checkbox"/>

Disability

Do you consider yourself to be disabled? Yes No

What do we mean by a disability

The Disability Discrimination Act defines disability as 'a physical or mental impairment with long term, substantial effects on ability to perform day to day activities

Examples of Disabilities

The following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question.

Hearing, speech or visual impairments *(if you wear glasses or contact lenses this is not normally considered a disability)*

Co-ordination, dexterity or mobility *(e.g. polio, spinal cord injury, back problems, repetitive strain injury)*

Mental health *(e.g. schizophrenia, depression, severe phobias)*

Speech impairment *(e.g. stammering)*

Learning Disabilities *(e.g. Down's syndrome)*

Other physical or medical conditions *(e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc.)*

I confirm that to the best of my knowledge, the information given in this monitoring form is true and correct.

I hereby give consent to the collection, storage and processing of my personal data. If you are returning this form by e-mail, you will be asked to sign your application upon being called for interview.

Signed

Date

Guidance on how to fill in this application form

1. Checklist

- √ Complete all sections of the form.
- √ Complete a draft of the form to avoid any mistakes.
- √ Personal Details: Please ensure all full names are given.
- √ Employment History: You must give your full employment history since leaving education; paid or unpaid and explain any gaps in employment.
- √ Education Qualifications & Training: Please list these and record any membership of professional bodies. Please note if you are appointed we will need to see your original qualification certificates. Every subject must have a grade stated individually.
- √ Personal statement: Use the person specification document in the job description. Choose those areas of your abilities, skills and experience that are relevant to the post you are applying for. Remind yourself of qualities and skills you may take for granted. Remember, as well as telling us about paid work you have done, you should also consider other experience you may have. This might include experience gained at home, in the community or through voluntary, leisure or college activities. You should provide evidence, using examples to demonstrate. For Example "I managed conflicting deadlines"-then explain how you achieved this.

If you are starting work for the first time, we know you may not be able to fill in much detail in this part of the application form so give us as much information as you can in the other sections.

If you consider yourself to be disabled, you are encouraged to declare your disability when applying for a job. We are positive about employing disabled people.

2. References

It is our policy to approach current employers, whether or not you name them as a referee. We also approach additional previous employers where necessary. If it is your wish that we do not contact your referees before interview, please indicate this on the form. References will not be accepted from relatives or people writing solely in the capacity of friends.

3. Prevention of illegal working

Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence of an employer to employ a person who is subject to immigration control (i.e. a person who requires leave to enter/ remain in the UK) unless he or she is entitled to be employed in the UK. We are obliged to ask all successful applicants to provide evidence that they are entitled to work in the UK. Before we can confirm the offer of employment, you must provide relevant proof of eligibility to work in the UK.

4. Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 was passed by the Government, to ensure that anyone convicted of a criminal offence were not permanently disadvantaged in the job market. In essence, people are to be given another chance. You do not

have to advise us of 'spent' convictions (except see* below) but if you have a criminal conviction that is not 'spent' (see www.lawontheweb.co.uk) you must advise us of this.

Some jobs*, mostly those involving working with Children (all school based posts) and vulnerable adults, are exempted from the Act and so any criminal conviction is never considered to be 'spent' and you must advise us of any conviction you have had in the past. If you tell us that you have a criminal conviction and we offer you an interview, you must take with you to the interview details of the conviction(s) or offence(s) in a sealed envelope marked 'private and confidential' with your name and the title of the job for which you are applying.

The envelope will only be opened and considered if we agree to appoint you for the post. If you are not selected, the envelope will be securely destroyed. Failure to disclose any conviction(s) for an exempt post, whether spent or not, may lead to the immediate withdrawal of the offer of employment. The job description will state whether the post you are applying for is exempt from the Rehabilitation of Offenders Act. If you declare that you have a criminal record this will be assessed in relation to the tasks you will be required to perform and the circumstances in which the work is to be carried out.

5. Disclosure and Barring Service (Formally known as Criminal Record Bureau) DBS checks.

We use the DBS Service to assess the suitability of applicants for the position of trust and fully comply with the DBS's Code of Practice. We undertake to treat all applicants fairly and to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of convictions or other information revealed. A criminal record will not necessarily be a bar to your appointment.

The job description will state whether a DBS check is required. All school based posts will require you to apply for an enhanced DBS check.

Full details of the DBS can be obtained from <https://www.gov.uk/government/organisations/disclosure-and-barring-service> or by telephoning 0870 9090811. We comply with the requirement of the DBS in relation to secure storage and handling of data.

Good luck with your application form.