

## APPLICATION FOR TEACHING STAFF

We are an Equal Opportunities employer and welcome applications from appropriately qualified persons regardless of gender, race, religion, disability or age.

Post applied for:	Name of Academy:
Where did you <b>first</b> see the post advertised?	Post Reference :

### PERSONAL INFORMATION

Surname:	Preferred Title (eg Mr, Mrs, Miss) :	
Forename:		
Home Address:	Address for immediate correspondence (if different):	
Telephone Numbers: Home	Work	Mobile
Email Address:		
Dates when you would be unavailable for interview and/or difficult to contact:		

### CURRENT OR MOST RECENT EMPLOYMENT

Name & Address of School or institution:		
Post Currently held:		
Brief summary of duties & responsibilities:		
Type of School: (eg mixed, GM, comp, girl's, GS etc)	Approx. Number on roll:	
Age range of students:	Group of School:	
Date commenced:	Full or part time: (if part time, indicate proportion)	
Salary per annum £	Scale:	Point:
TLR's / Other allowances included in above salary:		
Reason for leaving:	Date of Leaving (if applicable):	
Date free to take up appointment:		

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A full employment history must be given. You should include all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You may be asked to explain any gaps

<b>TEACHING EMPLOYMENT (in chronological order)</b>				
Dates From To MM/YY MM/YY	Name of establishment (with name of LA or employing body in brackets)	Type of establishment (eg Girl's comp, Ind. Boys' etc) & number on roll & age range	Nature of Post(s) held (including salary scale, P/T or F/T or Supply)	Reason for Leaving

<b>OTHER EMPLOYMENT (in chronological order)</b>				
Dates From To MM/YY MM/YY	Name & Address of Employer	PT or FT	Nature of Post	Reason for Leaving

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<b>EDUCATION AND QUALIFICATIONS</b>					
Dates From To MM/YY MM/YY	Name and type (eg mixed comp.) of secondary school(s) attended	Examination Subjects passed (please state grades in brackets)		Level	
Dates From To MM/YY MM/YY	<b>FIRST DEGREE</b> University/College Attended	PT / FT	Degree Obtained (please state subject(s))	Hons/ Pass	Class & Div.
Dates From To MM/YY MM/YY	<b>TEACHING TRAINING</b> College or Department of Education attended	PT / FT	Qualifications obtained		
Dates From To MM/YY MM/YY	<b>FURTHER PROFESSIONAL QUALIFICATIONS</b> University, College or other validating body	PT / FT	Qualifications obtained (eg M.Ed, Adv Dip Ed, etc)		
Date Awarded MM/YY	<b>ADDITIONAL QUALIFICATIONS</b> (eg music, coaching)				
Date Awarded MM/YY	<b>MEMBERSHIP OF PROFESSIONAL BODIES</b>				
Date MM/YY	<b>IN SERVICE COURSES Attended during the last 5 years and relevant to this application</b>				
	<b>Course Title / Subject Matter</b>	<b>Course Provider</b>		<b>Duration</b>	

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## RIGHT TO WORK IN THE UK

The Trust 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 evidence when requested.

## TEACHER STATUS

Do you have Qualified Teacher Status (QTS)?  Yes  No

Are you registered with the Teaching Regulation Agency (TRA)?  Yes  No

Teacher Number (formerly known as DCSF Number)

Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the Secretary of State, as a result of misconduct?  Yes  No

Are you subject to a General Teaching Council sanction or restriction?  Yes  No

## HEALTH DECLARATION – Appointment is subject to completion of medical clearance form & occupational health check

I declare that I am medically fit to take up appointment to this post  (please tick)

If you have a disability (as defined by the Equality Act 2010) and meet the essential criteria for the post you will receive an interview. You do not have to declare a disability but we can only guarantee an interview (subject to you meeting the essential criteria for the job) if you tell us.

Do you have a disability  Yes  No

In relation to any disability, would you require special facilities or assistance at interview?  Yes  No

If Yes, please give details:

## REFERENCES

Please give details of **TWO** professional referees. Both referees **must** have knowledge of your professional capabilities either as a former line manager, employer or work colleague. **One referee should be the Headteacher at your current or most recent employer.** Please **do not** provide names of friends or family members as referees. Appointments are subject to satisfactory references and an enhanced DBS check. Referees will be contacted prior to interviews taking place.

Name :

Name :

Title:

Title:

School /Company Name:

School /Company Name:

Address:

Address:

Telephone Number:

Telephone Number:

Fax Number:

Fax Number:

Email Address:

Email Address:

**Safer Recruitment in Education Guidance advises it is best practice to obtain references for shortlisted candidates prior to interview.**

May we contact your present employer if you are shortlisted  Yes  No

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## LETTER OF APPLICATION

Unless instructions to the contrary are given in the advertisement, or in the details sent to candidates, a letter of application, specific to the Academy and the post advertised, should be enclosed with this application form. The letter should be written in black ink or typed, to facilitate photocopying. This application form must be completed in full and signed by the applicant. Candidates may submit a CV in support of this application form or append further details where insufficient space is allocated on this form. Testimonials and references should NOT be enclosed with the application.

Please submit your completed application form to The Personnel Manager/Assistant at Hatton Academies Trust. Electronic applications must be followed by a signed declaration.

## DISCLOSURE & BARRING AND CHILDCARE DISQUALIFICATION

The Trust 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 Act 1974 (Exceptions) Order 1975.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's privacy statement.

Do you have a DBS certificate?:  YES  NO Date of check:

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

Have you lived or worked outside of the UK in the last 5 years?:  YES  NO

## DECLARATIONS

### RELATIONSHIPS TO MEMBERS OF THE GOVERNING BODY

You must declare any relationship you have with a member of the Trust Board of Directors. If you are related to a member of the Board of Directors, any direct or indirect canvassing will disqualify you from employment with the school.

Are you related to any member of the Board of Directors?  YES  NO

If YES, state the relationship:

### FINAL DECLARATION

I certify that, to the best of my knowledge and belief, the information given on this form and any documents which accompany it, is correct. I understand that any offer of employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, the Trust shall be entitled to withdraw any offer of employment or terminate any contract of employment.

SIGNATURE OF APPLICANT

DATE:

CHIEF EXECUTIVE OFFICER: Mr R Hardcastle

CHAIR OF DIRECTORS: Mr W Thallon



Victoria  
EST 1999 PRIMARY ACADEMY





## TEACHING STAFF APPLICATION – GUIDANCE NOTES

These notes are to help you complete your application as effectively as possible. Please read them before completing your application.

It is not possible to interview everyone who applies for a job. Your application form is the only means we have to judge your capability and potential and the information in it will be used to draw up a shortlist for the next stage of selection.

With the application form are a job description and a person specification. Read these documents through so that you are familiar with what the job involves. Have you got all the relevant skills and experiences for the job?

The job description lists the main duties and responsibilities for the post.

The person specification sets out the experience, skills, abilities and qualifications required to do the job. These requirements are split into two categories:

- i) essential criteria – these are the characteristics that are seen as essential to the job. A candidate that does not have these will not be able to carry out the job and will not be shortlisted for interview.
- ii) desirable criteria – these may be used to choose between two or more good candidates.

Your application will be assessed against the criteria listed on the person specification.

### GENERAL POINTS

- This form may be completed on a computer using Microsoft Word. Enter your information by clicking on the **blue text**. Some questions require a yes / no answer. You can indicate your response to these questions by clicking in the
- If you are unable to complete the form electronically you should request a printed copy from the Academy or download it from the website and complete it using black ink.
- Please read each section carefully. You may find it helpful to do a rough draft first. This helps to avoid making mistakes and allows you to organise your application.
- CVs alone are not acceptable. You must complete the application form and sign the declaration at the end.
- Write in a concise, well organised and positive way. Make sure all sections are completed clearly and as fully as possible. Keep to the facts - you may have to justify any information you have given.
- Make sure your application relates to the person specification for the specific job that you are applying for.
- If you run out of space you may use additional pages.
- When you have finished your application re-read it and check for any errors or omissions.
- Make sure your application form is returned by the closing date.
- Keep a copy of your application. It will be useful to refer to for preparation if you are called for interview.

### PERSONAL INFORMATION

Please complete this section fully and clearly. This is the information we need to contact you.

### CURRENT OR MOST RECENT EMPLOYMENT

Please state your employer's name, address and telephone number in full. Do not go into too much detail but list the main activities of the job.

### PREVIOUS EMPLOYMENT

Please account for all time since you left school, college or university. List your jobs, with the most recent first, stating month and year and mentioning any gaps in employment. Check that dates are correct and in the right order. Include voluntary work particularly if there have been times when you have not been in paid work.



## **EDUCATION AND QUALIFICATIONS**

List the qualifications you possess including grades. There is no need to list failed exams. The person specification will say if the job requires any particular qualifications. If you are appointed we will need to see evidence of essential qualifications.

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List any formal, informal or on the job training you have received. Selection will be based on the education and training listed in the person specification. Also list any other awards or certificates you have achieved e.g. music certificates; swimming awards; first aid certificate.

## **RIGHT TO WORK IN THE UK**

Before an appointment is made the Trust must ensure that you are legally entitled to work in the UK. If you are asked to attend an interview you will be asked to bring evidence of your right to work in the UK with you.

## **TEACHER STATUS**

You must provide your Teacher Reference number (formerly known as DCSF Number or Teachers' Pensions Reference number). We will verify this with the Teaching Agency.

## **HEALTH DECLARATION**

### **Disabilities:**

This information will not be used as part of the shortlisting process. If you have declared a disability on your application and you meet the essential criteria for the job, as listed in the person specification, you will be guaranteed an interview. This does not guarantee you the job. At interview you will be assessed along with all the other candidates. You do not have to declare a disability, but we can only guarantee an interview (subject to you meeting the essential criteria for the job) if you tell us.

Please say if you need any special assistance at interview, for example if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

The Equality Act 2010 defines a disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to perform normal day-to-day activities. Further information can be obtained on the Directgov Website - [www.direct.gov.uk](http://www.direct.gov.uk).

All successful applicants will be required to complete a pre-placement medical questionnaire / assessment with our Occupational Health provider.

## **REFERENCES**

No firm offer of appointment will be made until references, that are satisfactory to the Trust, are received. Referees must be able to produce information about your suitability for the post.

You will need to provide the names of two referees. One should be your most recent employer and the second a previous employer, or other employer, where you worked with children, and provided by someone who can give information relevant to the job. If the employment was within a school, the reference must be written by the Headteacher. We reserve the right to ask you for further referees or contact previous employers if necessary.

References provided by relatives, friends or people with whom you live are not acceptable. Use someone who knows your capabilities and is aware of your potential. Testimonies, affidavits and references addressed "to whom it may concern" are not acceptable.

If you have been self-employed or employed by an organisation that has ceased trading give the name of an official such as an Accountant or Bank Manager who can vouch for that period.

References will only be taken up if you are shortlisted for the post you are applying for. Safer Recruitment in Education guidance advises that references for shortlisted candidates should be requested prior to interview. Please state on the form if we should not contact a referee prior to interview. Please note that satisfactory references will be required if you are the preferred candidate after interview and before starting employment.

It is advisable for you to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee.

## **LETTER OF APPLICATION**

**This is your opportunity to tell us why you are suitable for the job.** Read the job description and person specification carefully to see what skills and experience you have that relate to those required by the job. Think about examples you can give to provide evidence of this.

Consider what you have done in the past: at home; at school; at college; in paid work; unpaid work; or in a hobby. These may be useful to show how you meet the items on the person specification. For example running a home can show skills such as organising or budgeting, being active in a club or other groups can show teamwork, communication or organising skills.

Ensure that this section is written in a well-organised manner and is relevant to the job for which you are applying. Write in a positive manner such as 'I was responsible for....' or 'I organised.....'. It is useful to deal with each point of the person specification in turn. This will help you to structure your statement clearly.

## **DISCLOSURE & BARRING AND CHILDCARE DISQUALIFICATION**

This appointment is excluded from the non-disclosure of the Rehabilitation of Offenders Act, 1974. Any offer of employment is subject to satisfactory enhanced DBS clearance.

Please read the Trust's Safeguarding Statement and Disclosure & Barring Service policy. These documents can be found on our website:- <https://www.hattonacademiestrust.org.uk/working-for-us/vacancies/>

## **DECLARATIONS**

Please read your completed form carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment. If you are appointed, and false declarations or omissions are subsequently discovered, this may lead to disciplinary or legal action against you.

**Please do not forget to sign your application form. If you are applying by e-mail, you will be asked to sign your application form if you are invited to interview.**

## **WHAT HAPPENS NEXT?**

**RECRUITMENT FOR ALL POSTS WITHIN OUR TRUST ARE MANAGED THROUGH THE PERSONNEL OFFICE, HATTON ACADEMIES TRUST.**

**Complete applications should be emailed to [personnel@hattonacademiestrust.org.uk](mailto:personnel@hattonacademiestrust.org.uk) or sent to** The Personnel Manager, Hatton Academies Trust, The Pyghtle, Wellingborough, Northants NN8 4RP

Your completed application form will be used to decide whether or not you progress to the next stage of the selection process. No assumptions will be made about your experience. It is vital that you have told us how you meet the selection criteria.

Invitations to interviews will be made initially by telephone then confirmed in a letter or email. Candidates who are unsuccessful at this stage in the recruitment process will be notified in writing.

## **PRIVACY NOTICE**

In accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, the Trust is a controller and processor of your personal data. The Trust processes this information in accordance with Article 6 1(e) of GDPR. For special categories of data (i.e. gender, ethnicity, religion, disability) the Trust processes data in accordance with Article 9 of GDPR. Please see the Trust's staff privacy notice for more details <https://www.hattonacademiestrust.org.uk/wp-content/uploads/2018/10/HAT-Staff-Privacy-Notice.pdf>