

# JOB APPLICATION FORM



**JOB TITLE APPLIED FOR:**

**PERSONAL DETAILS**

Title:	Forename(s):	Surname:
		Previous Surname:

Address:

Postcode:

Day Tel:	Home Tel:	Mobile:
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Email:

National Insurance No:

*In accordance with the Asylum & Immigration Act 1996 (amended May 2004) we are required to check eligibility to live and work in the UK. Please note that you will be requested to provide this evidence.*

Do you have the right to work in UK? Yes No **(please highlight as appropriate)**

If No please detail:

**PRESENT/LAST EMPLOYMENT** (Student teacher NQT seeking first appointment please give details of main school placements)

Employer:	Position:
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Start Date:	Salary (per annum): £
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End Date:	Pension Scheme: LGPS TPS Other <b>(Please highlight as appropriate)</b>
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**Teachers only**

TLR:	QTS Number:
Other Payments:	

Number of students on roll:	Age range of students:
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Subjects taught:

Reason for leaving:

**PREVIOUS EMPLOYMENT (most recent first)**

Employer	Role	From (mm/yyyy)	To (mm/yyyy)	Teachers only		
				Ages taught	Subjects	No. on roll

**EDUCATION (most recent qualifications first)**

If you are currently undertaking Teacher training please detail here

Higher Education College/School	From	To	Qualifications & grades	Year taken/to be taken

**APPLICANTS CURRENTLY IN TEACHER TRAINING ONLY**

University/College:

Course of Study:

Date when QTS will be gained:

Literacy and numeracy no longer tested separately

	Date	Venue
Numeracy Skills	dd/mm/yy	
Literacy Skills	dd/mm/yy	

**PERIODS NOT IN EMPLOYMENT/TRAINING**

Please provide details of any gaps in employment or training:

From	To	Reason

**CONTINUING PROFESSIONAL & PERSONAL DEVELOPMENT – last 3 years**

Course name & provider	Qualification	From	To

## STATEMENT OF SUITABILITY

Please include a statement of personal qualities and experience you believe relevant to your suitability to the role and how you meet the personal specification

## REFERENCES

- Please provide two referees who have recent professional knowledge of your work.
- One must be your present / last employer.
- If any references relate to employment at a school/college, your referee must be the Headteacher/Principal.
- Trainee Teachers: please provide details of your college tutor and the Headteacher of a school where you have undertaken teaching practice.

**OUR POLICY IS TO TAKE UP REFERENCES PRIOR TO INTERVIEW. IF YOU HAVE ANY CONCERNS ABOUT THIS PLEASE CONTACT US.**

Name:

Position:

Address:

Postcode:

Tel:

Email:

If you are not currently working with children, but have done so in the past, please provide details of a 3<sup>rd</sup> referee where you were most recently employed/volunteered to work with children.

Name:

Position:

Address:

Postcode:

Tel:

Email:

## WHERE DID YOU HEAR ABOUT THIS VACANCY?

Please highlight below:

School website / TES/ LinkedIn/ Other website (please specify)/ Local press/ Word of mouth etc.

## PROTECTION OF CHILDREN

The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and individuals that work with our young people to share this commitment.

## DISCLOSURE OF CRIMINAL RECORD

If shortlisted, you will be asked to self-declare any criminal cautions or convictions prior to interview.

Have you lived outside the UK in the last 5 years?

YES/ NO (delete as appropriate)

If YES, successful candidates will be required to provide a police certificate or certificate of good conduct from those countries to complete the DBS check.

## DATE OF BIRTH

To assist with identity and vetting requirements, please provide your date of birth

dd/mm/yyyy

## DECLARATION

Please declare if you have a family member or close relationship with any employee or Member/Trustee/Local Advisor within this school or The Circle Trust itself.

No

Yes

If yes please give details below:

Name(s) of relevant person(s):

Relationship:

In submitting this form to The Circle Trust, I declare that the information provided by me on this application form is correct to the best of my knowledge and belief.

I understand that if I give any information, which is later found to be false, or I withhold any relevant information, this may lead to my application being rejected or, if already appointed, to termination of the employment.

Please HIGHLIGHT YES and sign /type your name below to confirm that you have read, understood and agree with the above declaration.

Yes:

Signed:

Date:

## EQUALITY AND DIVERSITY MONITORING

The Circle Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

**Please highlight below as appropriate**

### GENDER

Man      Woman      Non-Binary      Prefer not to say

If you use your own term, please specify:

### WHAT IS YOUR ETHNICITY?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong:

White	English    Welsh    Scottish    Northern Irish    Irish    British  Gypsy or Irish Traveller    Prefer not to say  Any other white background, please detail:
Mixed/multiple ethnic groups	White & black Caribbean    White & Black African    White & Asian  Prefer not to say  Any other mixed background, please detail:
Asian/Asian British	Indian    Pakistani    Bangladeshi  Prefer not to say  Any other Asian background, please detail:
Black/African/Caribbean/Black British	African    Caribbean    Prefer not to say  Any other Black/African/Caribbean background, please detail:
Other ethnic group	Arab    Prefer not to say  Any other ethnic group, please detail:

### DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY / HEALTH CONDITION?

Yes    No    Prefer not to say

If YES what is the effect or impact of your disability or health condition on your ability to give your best at work?

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment' please discuss this with your manager, or the manager running the recruitment process.