



HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

'Be the very best you can be'

Application form for a teaching post

Hailsham Community College Academy Trust is committed to being an equal opportunities employer. The aim of our policy is to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, disability, gender, religion, age, marital status, sexual orientation, medical condition (including people living with HIV or AIDS) or is disadvantaged by any conditions or requirements which cannot be shown to be justified. The Academy is committed to the safeguarding and promotion of welfare of all children and young people.

The information requested in this form is important in assessing your application. Please complete this form in full. Unless stated otherwise, CVs are not acceptable. Please write/type in black ink. Please ensure that you save this document before sending, otherwise all data may be lost

Job details	
Post applied for:	
School / Establishment:	
Subjects (if to specialise):	
If the post is full-time, would you be prepared to consider working on a job-share basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If appointed when can you start:	

Personal details	
Title:	
First name:	
Family Name / Surname:	
Maiden or previous name(s):	
Home address:	
Correspondence address (if different from above):	
Email address:	
Daytime telephone number:	
Home telephone number:	
Mobile telephone number:	
National Insurance number:	
Teacher's Reference number	

Education & Qualifications

(NB: Shortlisted candidates will be required to produced qualification certificates at interview)

GCSE or equivalent	Pass marks	Dates
'A' OR AS level	Pass marks	Dates
Higher Education		
University :		Date:
Degree in:		Award:
Subject (s) studied	Pass marks	Dates

Additional Education & Qualifications – Initial Teacher Training

University / College / Designated Recommending Body (DRB):			
Qualification gained:		Date:	
Date Qualified Teacher Status obtained:			
Have you passed the QTS skill tests:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Age range(s) for which trained:			
Principal Subject:			
Subsidiary subject(s):			

Further Qualifications & Further Training

(Including one year and one term courses and any recent short courses (e.g. NPQH))

University, College or Organising Body	Subjects & Course Title	Qualifications Obtained	Length of courses & Dates

Current or most recent teaching post

Name & Address of school / establishment			
Name of Local Authority:			
Type of school:	<input type="checkbox"/> Boys <input type="checkbox"/> Girls <input type="checkbox"/> Mixed (Please select as appropriate)		
Number on roll:			
Telephone no:			
Position title:			
Subjects taken:			
Date appointed:			
Working hours:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (please specify hours per week)		
Pay Scale:	<input type="checkbox"/> Main <input type="checkbox"/> Upper <input type="checkbox"/> Leadership		
Spinal Column Point:			
Additional allowances (Please specify type and value)			
Are you still employed by this establishment?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Date and reason for leaving (if applicable)			

Previous Teaching Experience

(Please give the fraction of full-time where the post is / was part-time)

Name of School & Authority	Type of School & Number on Roll	Post held	Period of service From To (exact dates)	Reason for leaving

Non-teaching employment experience

Employer	Position	From / To	Reason for leaving

Other History

(Please ensure that you provide a complete chronological history by listing below any periods not covered above in your employment history, e.g. travel, unemployment, sabbatical, carer responsibilities etc.)

From	To	Reason

Declaration by Applicant	
Other employment	
In order to ensure compliance with the Working Time Regulations and the relevant pensions legislation, you must tell us about any other employment you hold that you intend to continue with should you be appointed. We also need to know which, if any, pension scheme you are an active member of in respect of these posts.	
Job title, hours per week and employer	Active pension scheme membership
<i>e.g. Teacher, 0.5FTE, Kent County Council</i>	<i>Teachers Pension Scheme</i>
Pension	
Are you in receipt of a pension awarded through the teachers' ill health retirement arrangement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'YES', give details below: (including the date pension arrangements took effect)	
(Please note that if you were awarded an ill-health pension on or after 01 April 1997, you are not eligible for future employment as a teacher)	
Safety and Welfare of children	
Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered 'YES' to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	
I have attached details as requested.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Disciplinary Record	
Are you (or have you ever been) dismissed from a teaching post for alleged misconduct or incompetence or resigned in the face of such allegations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'YES', please give details:	
Have you ever received a final warning for misconduct or incompetence or have you received a lesser warning which has not time expired at the point of making this applications?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'YES', please give details:	
Have you ever been barred from working with children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'YES', please give details:	

Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006

Under the Rehabilitation of Offenders Act (ROA) job applicants are only required to declare criminal convictions which are not considered “spent” under the Act. Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, all roles in schools are now classified as “regulated”. This means that they are all exceptions to the ROA and therefore you are required to declare any convictions (including bind over and cautions) regardless of whether or not they would be considered spent in other circumstances.

Please read the guidance notes before completing this section.

Have you ever been convicted of a criminal offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Are there any alleged offences outstanding against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If 'YES' to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.

Asylum and Immigration Act 1996

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have a right of abode in the UK. You will be required to provide evidence prior to appointment of a National Insurance Number, passport or other document on the approved list to satisfy the Academy that the asylum and Immigration Act 1996 is being complied with.

Do you require a work permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Relevant Experience & Other Information

The information you provide in this section is important in assessing your application. Please use the space (and/or additional A4 sheets, if necessary) to state your reasons for applying for the post, relating your skills, experience and personal qualities to the requirements of the job (please refer to the person specification for the post).

You should include details of the following, where they are relevant to the requirements of the post: present and previous teaching posts or teaching practices if you are newly qualified, other paid or unpaid employment or any other activities outside the workplace.

Leisure Interests

Referees

Name, address (inc Post Code if known) and Status/Position of two persons to whom reference may be made who can comment on your teaching and/or organisational ability. One must be your present or most recent employer. The other must be a previous employer unless you have had no previous employment, in which case, a character reference will be needed or a reference from a School, Higher Educational Establishment or an Initial Teacher Training provider at which you most recently carried out teaching experience. If you are not currently working with children, you should provide details of the employer where you last worked with children.

If you are a trainee teacher, please provide the name and address of your course tutor from your teacher training college. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Headteacher Application Process:

In the case of applications from serving Headteachers, please give the name and address of your current school Chair of Governors and Director of Children's Services.

In the case of applications from serving Deputy Headteachers, please give the name and address of your current Headteacher and Director of Children's Services.

1) Present/Most recent employer/Chair of Governors

Name:			
Address:			
Occupation:			
Telephone no.		Fax no.	
Email address:			

2) Previous employer/Director of Children's Services

Name:			
Address:			
Occupation:			
Telephone no.		Fax no.	
Email address:			

3) Course Tutor (trainee teachers only)

Name:			
Address:			
Occupation:			
Telephone no.		Fax no.	
Email address:			

NOTE: References will be taken up if you are called for interview. In view of the nature of the job no offer of employment can be made without these. We also reserve the right to take up employment references from previous employers listed in this application form. If, for any reason, you feel unable to give your present or most recent employer as a referee, please send a covering letter explaining why.

Canvassing

You are required to declare any relationships with Senior Officers or Members of the Academy as canvassing, whether direct or indirect, will invalidate your application.

Are you related to any existing employees or Senior Officers of the Academy?

Yes No

If 'YES', please give details (stating department and job title)

Declaration

I declare that the information given is true and understand that (a) canvassing of Members or Officers directly or indirectly will invalidate this application, and (b) the Academy reserves the right to seek verification from me of the factual basis for any information provided.

I suffer no legal impediment to taking up employment with the Academy if so appointed and I accept that the discovery of any legal impediment after an appointment has been made may lead to my immediate dismissal.

Signature:

Date:

Print name:

If form has been completed electronically, please place an 'x' in this box to indicate your consent →

Data Protection Act 1998

Hailsham Community College Academy trust will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

Guidance Notes for Applicants

Application Form

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form will very likely be photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions. Please make sure you complete the application form that was sent to you with the application pack as this will be the most up to date version.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates' experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form and these should be attached to the application on a separate sheet. Please refer to the information contained within the recruitment pack for the length and presentation of your personal statement.

Letter of Application

In addition to the application form, we ask that you write a covering letter describing briefly the extent to which your experience has prepared you for the post for which you have applied.

The selection panel will look to see how well you have focused your application on the needs of the school in addition to relating your skills and knowledge to the person specification with supporting evidence which demonstrates how you meet the range of criteria.

Referees

We take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees; as an applicant for a Headteacher post, you should provide the name and address of your Director of Children's Services, together with a second referee who should be the Chair of Governors of your current school. If you are applying for the post of a deputy Headteacher, your referees should be your Director of Children's Services and your Headteacher.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in your present school for less than five years, the governing body may wish to seek further supporting information from your previous employer(s).

Qualifications

Please bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications (excluding GCSE, "O" and "A" levels) to your interview. The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved the National Professional Qualification for Headteachers (NPQH) or any other professional qualifications e.g. National Qualification for School Leaders (NPQSL), National

Qualification for Middle Leaders (NPQML), please bring copies of these qualifications to the interview for checking.

Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health form which will be assessed by one of the Academy's Occupational Health Team.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with this Academy as the employer.

This disclosure will need to be approved by the Academy before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DCSF and other employment-related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- a full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK.
- a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)

We would like to take this opportunity to thank you for your interest in working with Hailsham Community College Academy Trust and wish you every success in the future.

Note to Candidates:

If you have not heard from the Academy within 4 weeks of the closing date, you should normally assume that on this occasion you have not been selected for interview.

CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form

This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. The Academy aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce. The Academy's Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person's ability to do the job.

The Academy has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably. This information will not affect the consideration of your application.

Job applied for			
Job No. or Ref (if applicable)			
Location			
How did you learn of this vacancy?		Worthwhile work campaign <input type="checkbox"/> Other (please specify)	
Surname and initials			
Age		Date of Birth	
Gender	M <input type="checkbox"/> / F <input type="checkbox"/>		

Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific. Please identify your ethnic origin either by putting an 'x' in ONE of the boxes below or by giving your own description in the space provided.

A. White	<input type="checkbox"/>
British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Gypsy / Roma	<input type="checkbox"/>
Traveller of Irish Heritage	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>

B. Mixed	<input type="checkbox"/>
White and Black Caribbean	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other mixed	<input type="checkbox"/>

C. Black or Black British	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>

D. Asian or Asian British	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>

E. Other ethnic groups	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Any other ethnic group (please specify)	<input type="checkbox"/>

Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

Do you consider yourself to be disabled as set out in the Equality Act?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please describe your disability.	
If you need any assistance to attend or participate in the interview, please give details.	

Religion

Please identify your religion by putting an 'x' in ONE of the boxes below.

Christian	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Other religion	<input type="checkbox"/>
No religion	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Sexual Orientation

Please identify your sexual orientation by putting an 'x' in ONE of the boxes below.

Bisexual	<input type="checkbox"/>
Gay man	<input type="checkbox"/>
Gay woman / lesbian	<input type="checkbox"/>
Heterosexual / straight	<input type="checkbox"/>
Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Gender Identity

Is your gender identity the same as the gender you were assigned at birth?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Military Status

Please identify your military status by putting an 'x' in the relevant box below, if required.

Army Reserve	<input type="checkbox"/>
Regular Reserve	<input type="checkbox"/>

Employees with caring and parental responsibilities

We value the contribution of carers, and we understand the additional pressures carers face in managing their work and caring responsibilities at the same time. We consider a carer to be anyone who spends a significant proportion of their time providing unpaid support to family or friends. This could be caring for a partner, relative or friend who is ill, frail, disabled, or has mental health or substance misuse problems.

Examples of caring activities

A lot of people with caring responsibilities don't identify themselves as being a carer. We consider you to be a carer if you provide:

- personal care such as help with bathing, washing, dressing, going to the toilet and administering medicines
- physical care such as help getting out of bed, walking, eating and feeding, getting out of the house and/or in the community and with shopping
- administrative support such as help with finances and filling in forms
- emotional support and company including listening, prompting, encouraging and raising confidence.

According to the definition given above, do you have caring responsibilities for an adult?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Are you a parent carer?

The term parent carer means any person with parental responsibility for a child or young person with special educational needs or disability. It is an inclusive term and covers for instance foster carers, adoptive parents and other family members.

According to the definition of a 'parent carer' given above, do you have caring responsibilities for a disabled child under the age of 18 years?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Are you a parent?

We define a parent as:

- a mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or a person who has been granted a residence order in respect of a child, or
- a person married to, or the civil partner of the child's mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or person who has been granted a residence order in respect of a child.

According to the definition of a 'parent' given above, are you a parent of a child or children under the age of 17 years?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>