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### **Application for Employment**

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and DBS checks and, where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

**Position applied for:**

**Closing date:**

Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title (Mr, Mrs, Miss, Ms) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forename(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Previous Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ National Insurance No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Phone No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Telephone No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if appropriate)

Where did you see this appointment advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How soon after an offer of a job would you be able to start? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Are you related to any employee / trustee / governor of the Prospere Learning Trust or member schools?  Yes No Don’t know  If yes please give the name of the individual \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

(1)The Prospere Learning Trust does not discriminate on grounds of age. Date of Birth and dates are requested in line with the recommendations of Safeguarding Children, Safer Recruitment in Education Settings, DfES-1568/ 2005

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date mm/yyyy  From To | | SECONDARY: School/College & address | Qualifications gained (with grades) | |
|  |  |  |  | |
| Date mm/yyyy  From To | | HIGHER: University/Other Institution & address | Qualifications gained (with grades) | Name of Awarding Body |
|  |  |  |  |  |

**OTHER EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date mm/yyyy  From To | | Establishments attended  State full or part time | Qualifications awarded or to be awarded. Give a brief outline of courses taken, chief fields of study and specialist area of teacher training where appropriate. | Name of awarding Body |
|  |  |  |  |  |

**SKILLS TEST (teaching vacancies only)**

|  |  |  |
| --- | --- | --- |
| Please list the skills test undertaken, date of successful completion and registration number. | | |
| QTS Skills Test | Registration Number | Date of successful completion |
| Literacy |  |  |
| Numeracy |  |  |
| ICT |  |  |

**EMPLOYMENT HISTORY**

Please give details of your employment history since you left full-time education. This can be paid, voluntary or work from home. Please give details of any breaks in employment in the section below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date  mm/yyyy  From To | | Name of Employer/Service | Nature of appointments held or rank of service. Specify duties. | Reason for Leaving | Salary on Leaving |
|  |  |  |  |  |  |
| If there are any gaps in your education or employment, please explain them here | | | | |  |
|  | | | | |  |

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| **CONTINUING PROFESSIONAL DEVELOPMENT:** |
| Please give details of significant aspects of your Continuing Professional Development over the last three years. Explain how it has:   * made a difference to your current role and * prepared you for the next stage of your career |
|  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| IT Skills. Training will be provided where required. Information given here will help us to plan training schemes | | | | | | | | |
| Microsoft office | Basic | Competent | High |  | Microsoft Office | Basic | Competent | High |
| Word |  |  |  | PowerPoint |  |  |  |
| Excel |  |  |  | Databases |  |  |  |
| Email |  |  |  | Other |  |  |  |
| Project |  |  |  |  |  |  |  |

**REFERENCES**

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (Note: If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend)

|  |
| --- |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  In what capacity do you know the referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Can we seek this reference prior to interview? YES / NO |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  In what capacity do you know the referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Can we seek this reference prior to interview? YES / NO |

Please note that unless indicated otherwise we will contact these referees if you are short listed for this post and seek reference before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact Alison Meehan on 0161 882 1150 to discuss the issues

**Personal Statement:**

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| --- |
| Using the person specification alongside the job description that you have been sent with your application pack, please demonstrate using examples, your suitability for the position for which you are applying. To help structure your answer we would advise that you take each point on the person specification as a new section header.  **Please also include your reasons for applying and interest in this position**  Please continue on an additional sheet if necessary |

|  |
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| For persons who are not British or EU Nationals |
| If you have any conditions relating to your employment please give details |

**PERSONAL DECLARATIONS**

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| --- |
| The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, “bind-over”, or any criminal convictions including any that would otherwise be considered “spent” under the Act .  Have you ever been convicted of any offence or “bound-over” or given a caution? YES/NO  If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure”.  I understand that if my application is successful I will be required to obtain a DBS Disclosure at the appropriate level |

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| --- |
| **Declaration – Please read carefully** |
| For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Prospere Learning Trust relating to the subject matter of this form, being processed by them in administering the recruitment process.  I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview |

##### Are you disabled? Yes No

If ‘yes’ are you registered as disabled? Yes No

Please return completed application to: **Alison Meehan, School Office Manager**

[**a.meehan@chorltonhigh.manchester.sch.uk**](mailto:a.meehan@chorltonhigh.manchester.sch.uk)

**Equal Opportunities Monitoring**

|  |  |  |  |
| --- | --- | --- | --- |
| The information on this section will be treated in the strictest confidence. The results will be used to produce overall statistics about recruitment and section and to take action to prevent discrimination. | | | |
| **ETHNIC ORIGIN:**  **What is ethnic origin? -** Ethnic origin refers to members of an ethnic group who share the same cultural identity. This does not mean country of birth or nationality.  I would describe my ethnic origin as:- *(Please put a* ***x***  *next to the relevant item)* | | | |
| Bangladeshi |  | Middle East |  |
| Chinese |  | Other Black please specify |  |
| East African Asian |  | White & Black Caribbean |  |
| Indian |  | White & Black African |  |
| Kashmiri |  | White & Asian |  |
| Pakistani |  | Other Mixed Origin please specify: |  |
| Vietnamese |  | Irish |  |
| Other Asian please specify: |  | White British |  |
| Black British |  | Other White please specify |  |
| Caribbean |  |  |  |
| Somali |  |  |  |
| Other African |  |  |  |