



The Petchey Academy

Application Form

Internal use only

Reference Number:

Date received:

Position applied for

1. Personal details

Title:	<input type="text"/>	Last name:	<input type="text"/>
(Mr, Mrs, Ms, Other)			
First name(s):	<input type="text"/>	Known as:	<input type="text"/>
Address:	<input type="text"/>	Postcode:	<input type="text"/>
	<input type="text"/>	How would you like us to contact you?	Email: <input type="text"/> Post: <input type="text"/>
Preferred telephone no.	<input type="text"/>	Mobile phone no.	<input type="text"/>
National Insurance no.	<input type="text"/>	Email address:	<input type="text"/>

If your application is successful you will be asked to provide documentary evidence of your entitlement to work in the UK before you commence employment.

Are you eligible to work in the UK?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	What date did you become a resident in the UK?
Are you eligible to work under the EU Settlement Scheme	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	<input type="text"/>
Do you need a work permit or sponsorship certificate work in the UK?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Do you require further leave to remain?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	

If yes, please clarify your status

Do you hold Qualified Teacher Status (QTS)? Yes: ☐ No: ☐ If Yes, please give QTS Certificate number (if applicable)

Have you successfully completed a period of induction as a qualified teacher in the country where the DFE require this? Yes: ☐ No: ☐

If yes please give date of completion: Are you registered with the General Teaching Council Yes: ☐ No: ☐

If Yes, please give your GTC Teacher Reference number (DFE Number i.e. 12/34567)

Are you subject to any conditions/prohibitions placed on you by the GTCE or another GTC in the United Kingdom? Yes: ☐ No: ☐

If yes, please give full details:-

2. Present or most recent employment

School/LEA:	<input type="text"/>	Type of School:	<input type="text"/>
Address:	<input type="text"/>	No. of pupils:	<input type="text"/>
		Boys/Girls/ Mixed?	<input type="text"/>
Post code:	<input type="text"/>	Tel no:	<input type="text"/>
Position held and main subjects taught: <input type="text"/>			
Salary	<input type="text"/>	Spine Point	<input type="text"/>
TLR(s)	<input type="text"/>	Recruitment/Retention	<input type="text"/>
Agency	<input type="text"/>	Temp role	<input type="text"/>
Fixed term	<input type="text"/>		

Full time: ☐ Part time: ☐ If part time, provide details. E.g. 0.5

Date of appointment: Date of resignation: Date available to take up post:

3. Previous Teaching Experience

Starting with your most recent job, paid and /or unpaid, please list previous employment providing all of the details requested. It is important that you include periods of unemployment: detailing which office you may have received benefits from, and if you have been self-employed you will need to provide proof. *(please give **precise** dates and number of hours worked if part- time)*

School /LEA name and address	Position held	Dates from (mm/yyyy)	Dates to (mm/yyyy)	Scale and Salary	Reasons for leaving

Employment other than teaching

Employer's name	Job Title	Dates from (mm/yyyy)	Dates to (mm/yyyy)	Salary	Reasons for leaving

PLEASE PROVIDE DETAILS OF ANY GAPS IN YOUR EMPLOYMENT HISTORY		
Dates from (mm/yyyy)	Dates to (mm/yyyy)	Reason for the gap in employment

4. Education, Training and Qualifications (since age 11)		
Please state the name(s) of the Secondary School, College and University attended and grades / qualifications obtained (please list degrees / PGCE / diplomas etc. (Most recent first)		
From/To	Name of establishment	Examination results <i>Subject, level, grade</i>

Professional Qualifications / Registrations		
Please provide details of any professional qualifications and membership of professional institutes that you hold.		
Name of professional body	Membership grade and number	Date obtained

5. Training Courses attended if relevant		
Please give details of any training that you have received, which support your application. Include any on the job training as well as formal courses.		
Course title or description and provider	Courses attended	Date from - to

6. Statement in Support of Application

Please use this space to tell us how you meet each of the points on the person specification.

Please limit your statement to 1000 words. This form needs to be opened in Adobe Reader to copy and paste text.

7. Referees

If you are successful we will obtain references which **may cover a full five year history**, they could include time spent in education. Your first referee must be your current or last employer (if you have one). If you are a Newly Qualified Teacher / Graduate give details of your course tutor and the other Head teacher from your teaching practice.

Please note: - that it is our policy to request references prior to interviews for short listed candidates only.

Referee's name:	<input type="text"/>	Referee's position:	<input type="text"/>
Address:	<input type="text"/>	Post Code:	<input type="text"/>
Email address:	<input type="text"/>	Telephone number:	<input type="text"/>
Referee's name:	<input type="text"/>	Referee's position:	<input type="text"/>
Address:	<input type="text"/>	Post Code:	<input type="text"/>
Email address:	<input type="text"/>	Telephone number:	<input type="text"/>

OUR COMMITMENT TO SAFEGUARDING

The Petchey Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The successful candidate will be requested to undertake an Enhanced Disclosure and Barring Service check.

A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.

OUR COMMITMENT TO EQUALITY

The Petchey Academy is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect and his or her contribution to the learning process will be valued.

COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS

If you are shortlisted, you will be required to complete a "Disclosure of Criminal Record" form and return the completed form prior to interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one, which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2020.

Declaration

I will declare to The Petchey Academy, if appointed, my intention to continue work for another employer or on a self employed basis (under the Working Time Directive). I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal. I authorise The Petchey Academy to check the information supplied.

Signed:

Date:

Application Guidance Notes

Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

Prohibition from Teaching

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice and Data Retention Policy which can be found on our website: <http://www.petcheyacademy.org.uk/Privacy-Policy>
The person responsible for Data Protection in our organisation is Judicium Consulting Limited and you can contact them with any questions relating to our handling of your data. You can contact them by dataservices@judicium.com.

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website: <https://ico.org.uk/>

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

Notes

(a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".

(b) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

(c) Individuals who have lived or worked outside the UK must undergo the same checks as all other staff

These checks could include, where available:

- Criminal records checks for overseas applicants
- Obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional body applicants should contact is available from the National Recognition Information Centre for the United Kingdom
- For those engaged in management roles an additional check is required to ensure individuals are not prohibited under section 128 provisions.

(d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate.
 - Details of the applicant's current post and salary.
 - Performance history.
 - All formal time-limited capability warnings which have not passed the expiration date.
 - All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
 - All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns.
 - Details of any child protection concerns, and if so, the outcome of any enquiry
 - Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.
- By signing the below I consent to my named referees being contacted in accordance with the above.

Sign:

Print:

Date:

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RECRUITMENT MONITORING FORM

As an equal opportunities employer, The Petchey Academy is committed to monitoring the effectiveness of its employment policies. All stages of the recruitment process are monitored to check that unfair discrimination is not taking place. The information you provide below will be treated in strict confidence unless indicated otherwise.

To ensure that the aims of the policy are being achieved the academy needs to record certain personal details about applicants. You are therefore requested to provide the monitoring information, which will be treated in the strictest confidence.

This information will be held on computer files for the purposes of monitoring the operation of the policy on equalities and is subject to the provisions of the Data Protection Act. All unsuccessful application forms will be destroyed after six months.

Post title applied for:			
Surname:		Forename:	
Title: Miss/Ms/Mrs/Mr/Dr		Other	
AGE (DOB)			
Gender	Male	Female	Gender neutral Prefer not to say

Advertising monitoring How did you find out about this vacancy? (Newspaper, friend, colleague, website (please state name))

Relationships

Canvassing of employees or members of the Governing Body directly or indirectly will disqualify candidates from appointment.

Are you related to, or have a close personal relationship with, any member of staff or Academy Governor? **Yes:** **No:**

If YES, please state their name and the position they hold

Name: **Position held:**

Name: **Position held:**

Ethnic Background

Choose one section from (A) to (E) then tick the appropriate box to indicate your ethnic background

A. White WBRI (British, English, Welsh, Northern Irish, Scottish) WIRI (Irish) WIRT (Traveller of Irish Heritage) WROM (Gypsy/Roma) WOTH (Any other White Background, please describe:	B. Mixed MWAC (White and Black Caribbean) MWBA (White and Black African) MWAS (White and Asian) MOTH (Any other Mixed Background, please describe:
C. Asian or Asian British AIND (Indian) ABAN (Bangladeshi) CHNE (Chinese) AOTH (Any other Asian background, please describe:	D. Black or Black British BCRB (Black- Caribbean) BAFR (Black- African) BOTH (Any other Black Background, please describe:

E. Other ethnic group *Please describe:

Religion tick the appropriate box to indicate your Religion or belief

No religion	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Prefer not to say
Any other religion, please state:							

Sexual orientation tick the appropriate box

Bi-sexual	Gay man	Lesbian	Heterosexual	Other	Prefer not to say
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Legal marital or civil partnership status tick the appropriate box

Divorced	Civil Partnership	Married	Not married	Widowed	Other	Prefer not to say
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Disability Do you consider yourself to have a disability? **YES** please tick the appropriate box(es) **NO**

Physical Impairment	Sensory Impairment	Mental Health Condition	Learning Disability/Difficulty
Long Standing Illness	Other, please state:		Prefer not to say