|  |
| --- |
| **Application number** |

**EGGBUCKLAND COMMUNITY COLLEGE ACADEMY TRUST**

**APPLICATION FORM**

****

|  |  |
| --- | --- |
| Eggbuckland Community College  Westcott Close, Eggbuckland,  Plymouth, Devon, PL6 5YB  Tel: 01752 779061  Email: [mailbox@eggbuckland.com](mailto:mailbox@eggbuckland.com)  Website: [www.eggbuckland.com](http://www.eggbuckland.com)  CEO/Principal: Matthew Corrigan | Austin Farm Academy  Delamere Road, Eggbuckland,  Plymouth, Devon, PL6 5XQ  Tel: 01752 705367  Email: [mailbox@austinfarmacademy.com](mailto:mailbox@austinfarmacademy.com)  Website: [www.austinfarmacademy.com](http://www.austinfarmacademy.com)  Headteacher: Colin Randall |

|  |  |
| --- | --- |
| Applicant Name |  |
| Post or Posts  Applied for: |  |

(if handwritten, please complete in black ink)

## FAIRNESS AND EQUALITY OF OPPORTUNITY

We do not operate an anonymous process but we will treat your application fairly and honestly, and consider it only in relation to the requirements of the job. We will do this regardless of whether or not you currently work for the Trust, another employer, or are unemployed. Your application will be processed in strict confidence. Our aim is to appoint the best person for the job. We believe in equal opportunities, and will not unfairly discriminate against anyone.

Wherever possible and reasonable, we will help a disabled person with the application process. If you consider yourself to be disabled person and need such help, please contact the Trust and we will put you in contact with the relevant officer.

**RETURNING THIS FORM**

This form must reach us by the closing date. LATE APPLICATIONS CANNOT BE CONSIDERED.Please send it to the email address as indicated in the advertisement, or post it to the relevant postal address above.

## DOCUMENTARY EVIDENCE

In accordance with the Immigration, Asylum and Nationality Act 2006 it is a criminal offence to employ someone without entitlement or permission to work in the UK. The Act requires all employers in the UK to make basic document checks on every person before they start work to help ensure that they do not employ illegal workers. Candidates called for interview will be required to bring **3** **original** ID documents to comply with a DBS check and qualification certificates as listed below, for verification purposes:

* Current Passport or Photocard Driving Licence
* Birth certificate or Marriage certificate
* Proof of address (less than 3 months old) eg council tax/utility bill, bank/mortgage statement
* Any relevant certificates of academic and professional qualification

**WARNING**: If you provide false information, this could lead to dismissal. If you do any sort of canvassing, it will lead to you being automatically disqualified.

SJP 18.8.20

SJP 30.3.21

**1 PERSONAL DETAILS**

**General Data Protection Regulation (GDPR)**

Information given for this application may be processed by computer, for purposes registered by the Eggbuckland Community College Academy Trust under the General Data Protection Regulation and associated Data Protection Bill. Individuals have the right of access to personal data concerning them.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Surname: |  | | |
| 2 | Forenames: |  | | |
| 3 | Title: |  | | |
| 4 | Address:  Post Code: |  | | |
| 5 | Home Telephone No: |  | | |
| 6 | Mobile No: |  | | |
| 7 | Email Address: |  | | |
| 8 | National Insurance No.: |  | | |
| 9 | Do you need permission to work in the UK? | | Yes ❑ | No ❑ |
| 10 | Are you able to produce documents if asked for at interview which demonstrate that you are entitled to work in the UK? | | Yes ❑ | No ❑ |
| 11 | If this post is open to job share, do you want to be considered for this option? | | Yes ❑ | No ❑ |
| 12 | When are you available for employment? | |  | |

**2 EDUCATION AND PROFESSIONAL QUALIFICATIONS**

(checks on qualifications and information will be made)

|  |  |  |
| --- | --- | --- |
| 1 | **Secondary School/College Education** | |
| Name of School/College: |  |
| Dates attended from/to: |  |
| GCSE and A Level Qualifications  (including subjects, grades and dates): |  |
| 2 | **Higher Education** | |
|  | University/College: |  |
| Qualification  (eg Cert Ed / BA / BEd): |  |
| Class of Degree: |  |
| Subjects: |  |
| Date awarded: |  |
| 3 | **Post graduate Qualifications** | |
| University/College: |  |
| Qualification  (eg MEd, PGCE): |  |
| Class of Degree: |  |
| Subjects: |  |
| Date awarded: |  |
| 4 | **Other Qualifications / Professional Memberships** – please specify giving title / awarding body and date: | |

**3 TEACHING PROFESSIONAL DETAILS - for teaching vacancies ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you hold Qualified Teacher Status? | Yes ❑ | | No ❑ | |
| If yes, please give date of award |  | | | |
| QTS Certificate Number |  | | | |
| Will you be an NQT on the date of taking up appointment? | Yes ❑ | | No ❑ | |
| What is the age range for which you are trained? |  | | | |
| Have you successfully completed a period of induction as a qualified teacher in this country where the DfE required this | Yes ❑ | | No ❑ | |
| If yes, please give date of completion |  | | | |
| Teacher Reference Number (DfE Number) |  | | | |
| Are you registered with the TRA? | Yes ❑ | | No ❑ | |
| Are you subject to any conditions or prohibitions placed on you by the TRA? | Yes ❑ | | No ❑ | |
| Please list subjects and levels you are competent to teach: | KS3 | KS4 | | Post 16 |
| Subject name: | ❑ | ❑ | | ❑ |
| Subject name: | ❑ | ❑ | | ❑ |
| Subject name: | ❑ | ❑ | | ❑ |

**4 CURRENT EMPLOYMENT – complete for all vacancies**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of employer |  | | |
| Telephone number |  | Job Title |  |
| Date of Appointment |  | Present Grade/Salary |  |
| Notice Period |  | | |
| Reason for wishing to leave |  | | |
| Description of role/responsibilities/duties |  | | |

**3 PREVIOUS EMPLOYMENT & EXPERIENCE**

Please ensure that full employment history is provided from leaving full-time education, providing months/years. Most recent appointments first.

Newly Qualified teachers should include periods of school-based training.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer/Voluntary Organisation | Position Held | Dates | Grade/Salary | Reason for Leaving |
|  |  |  |  |  |

(if handwritten, further appointments / experience may be continued on additional sheets and attached)

**4 EMPLOYMENT BREAKS**

|  |
| --- |
| Please give reasons for any breaks in employment: |
|  |

**5 RELEVANT PROFESSIONAL DEVELOPMENT**

|  |  |  |
| --- | --- | --- |
| Please give details of any other relevant, professional, development / training undertaken in the last five years. | | |
| **Course or Activity** | **Dates** | **Key learning outcomes** |
|  |  |  |

**6 REFERENCES**

The first reference should be from your present employer or headteacher, or last employer if possible. School leavers should give their headteacher as reference one or two. If you have not been in employment in recent years, please give a suitable alternative referee of your choice. Referees will normally be contacted before interview. **For teaching vacancies only** – please provide a 3rd referee.

IF YOU **DO NOT** WISH YOUR REFEREES TO BE CONTACTED PRIOR TO INTERVIEW, PLEASE TICK 🞏

|  |  |
| --- | --- |
| **Reference 1** |  |
| Name |  |
| Occupation |  |
| Company Name |  |
| Address  Post Code |  |
| Telephone Number |  |
| Email Address |  |

|  |  |
| --- | --- |
| **Reference 2** |  |
| Name |  |
| Occupation |  |
| Company Name |  |
| Address  Post Code |  |
| Telephone Number |  |
| Email Address |  |

|  |  |
| --- | --- |
| **Reference 3** | **FOR TEACHING VACANCIES ONLY** |
| Name |  |
| Occupation |  |
| Company Name |  |
| Address  Post Code |  |
| Telephone Number |  |
| Email Address |  |

**7 LETTER OF APPLICATION**

|  |
| --- |
| Please write in support of your application, showing how your experience and qualifications are relevant, and how you would contribute to the post.  If you are a disabled person and because of your impairment, cannot fulfil certain aspects of the Person Specification, but you feel you can meet the job requirements in an alternative / adjusted way, you can provide details here. Please state any particular assistance or facilities you may require in attending an interview. The Trust is not accessible in all areas, to disabled people. However the Trust is committed to providing access aids, adaptations and alternatives, wherever possible and reasonable, to enable disabled people to fulfil the criteria for, and undertake the duties of its jobs.  Please continue on a separate sheet if necessary. |
|  |

**9 RELATIONS**

|  |
| --- |
| A candidate for any appointment within Eggbuckland Community College Academy Trust who knows he/she is related to any member of the Trust, a Trustee, senior officer, or staff is required to disclose that relationship when submitting an application. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice. |
| If applicable, please give details: |
|  |

**10 REHABILITATION OF OFFENDERS**

|  |
| --- |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |

1. **DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. | | | |
| Signed: |  | Date: |  |

|  |
| --- |
| **Application number** |

**MONITORING FORM:**

**PRIVATE AND CONFIDENTIAL (FOR HR USE ONLY)**

THIS INFORMATION IS FOR MONITORING PURPOSES ONLY IN ACCORDANCE WITH GDPR AND RETENTION OF RECORDS POLICY. IT WILL NOT BE CONSIDERED AS PART OF THE SELECTION PROCESS

Eggbuckland Community College Academy Trust believes in equal opportunities. Part of this involves ensuring that our recruitment and selection practices are fair, equitable and consistent, with the aim of appointing the best person for the job, and fulfilling statutory duties relevant to equality in employment. To make equal opportunities meaningful, it is essential that the Trust monitors the effectiveness of its policy. All information will be treated in the strictest confidence, and will not be made available to the selection panel.

Please, therefore complete the following:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Job Applied for: |  | | | | | | |
| 2 | College/School: |  | | | | | | |
| 3 | Grade: |  | | 4 Closing Date: | | |  | |
| 5 | Where did you see this vacancy? |  | | | | | | |
| 6 | What is your sex? | Male ❑ | | | | Female ❑ | | |
| 7 | What is your age? | 17-18 ❑ | 19-50 ❑ | | 51-65 ❑ | | 66-75 ❑ | 76 + ❑ |

#### ETHNICITY

To which of these groups do you consider you belong? (please tick one box only):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **White** |  | **C** | **Asian or Asian British** | |
| British | | Yes ❑ | Bangladeshi | | Yes ❑ |
| Gypsy/Traveller | | Yes ❑ | Indian | | Yes ❑ |
| Irish | | Yes ❑ | Pakistani | | Yes ❑ |
| Any other White Background  (please state) | |  | Any other Asian Background (please state) | |  |
| **B** | **Mixed** |  | **D** | **Black or Black British** | |
| White and Black Caribbean | | Yes ❑ | African | |  |
| White and Black African | | Yes ❑ | Caribbean | |  |
| White and Asian | | Yes ❑ | Any other Black Background (please state) | |  |
| Any Other Mixed Background  (please state) | |  |  | |  |
| **E** | Chinese or other ethnic group (please state) | |  | | |
| **F** | Any other ethnic group (please state) | |  | | |

**DISABILITY**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you consider yourself to be a disabled person? | Yes ❑ | No ❑ | Prefer not to say ❑ |
| Would you like to let us know more about your disability? (Please write in). | | | |

**RELIGION**

|  |  |  |  |
| --- | --- | --- | --- |
| How would you describe your faith, belief, religion? (Please tick one box) | | | |
| Buddist | Yes ❑ | Jewish | Yes ❑ |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) | Yes ❑ | Muslim | Yes ❑ |
| Hindu | Yes ❑ | Sikh | Yes ❑ |
| Other religion (please state) | Yes ❑ | None | Yes ❑ |
| Prefer not to say | Yes ❑ |  |  |

**SEXUAL ORIENTATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your sexual orientation? (please tick one box)** | | | |
| Bisexual | Yes ❑ | Hetrosexual/straight | Yes ❑ |
| Gay Man | Yes ❑ | Other (including questioning) | Yes ❑ |
| Lesbian/Gay Woman | Yes ❑ | Prefer not to say | Yes ❑ |

**MARITAL STATUS**

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your marital status? (please tick one box)** | | | |
| Single | Yes ❑ | Married | Yes ❑ |
| Civil Partnership | Yes ❑ | Living with partner | Yes ❑ |
| Prefer not to say | Yes ❑ |  | |