

**Application for employment with**

**Cygnus Academies Trust**

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We follow Safer Recruitment procedures.*

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| Please return this form to the address given in the advertisement or application pack. This form should be typed or handwritten in black ink for photocopying purposes. | |
| Application for the post of |  |
| At (establishment) |  |
| Reference number (if applicable) |  |
| Closing date |  |
| How did you hear about this post? (Name of publication if advertised) |  |

**Part A: Personal details**

|  |  |
| --- | --- |
| Surname |  |
| Previous surname(s) |  |
| Forename(s) |  |
| Known name: (If different from forename) |  |
| Preferred title (Eg. Mr, Mrs, Miss, Ms, Dr) |  |
| Current address |  |
| Postcode |  |
| National insurance number |  |
| Preferred contact telephone number |  |
| Alternative telephone number |  |
| Email address – (only if preferred form of contact and in regular use) |  |
| Date of birth (must be provided for any post working with children) |  |

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| --- | --- |
| DFE Teacher number |  |
| Date of DBS Enhanced Disclosure |  |

**Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that I am entitled to live and work in the United Kingdom.  I am willing for this data to be held and processed by the Cygnus Academies Trust and to be verified with relevant third parties. This may include previous employers.  The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police. | | | |
| Signed |  | Date |  |
| If you apply online and are shortlisted, you will be asked to sign your application at interview. | | | |

**Notes for candidates**

1. All sections of the application form must be completed. Incomplete applications will not be accepted. The application must then be forwarded to the School or Academy Trust recruitment team, as specified in the advertisement, for processing.

2. Cygnus Academies Trust is committed to the protection of children, young people and adults who access our services. You are therefore required, in this application, to provide dates and details of your employment history that you might not, in other forms of employment, be required to provide. In order to ensure that our recruitment practices are safe and robust we will explore any gaps in your employment history and any dates that you provide in your application.

3. If you are completing the application form electronically, additional information, which you consider relevant, may be submitted on a separate sheet or sheets if there is insufficient space on the form. Please do not glue/attach information to the form as it makes it difficult to photocopy.

4. You are welcome to attach a letter in support of your application but, unless requested otherwise in the advertisement or job details, you are asked **not** to send curriculum vitae, testimonials or other documents.

5. The information supplied by you on this form will be used for recruitment and selection purposes only.

The academy trust undertakes that if it needs to use the information for any other purpose, it will not do so without having first obtained your consent.

6. Cygnus Academies Trust has a duty to ensure the fitness of all employees to carry out the duties for which they are employed. You may be required to complete a confidential health declaration form and, if so, the offer of employment will be subject to receipt of a satisfactory medical report. In some cases a medical examination may be necessary before an appointment can be confirmed.

7. All successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this, the successful applicant will be asked to provide relevant documentation.

8. This post requires a criminal background check with the Disclosure and Barring Service (DBS).

9. Spent Criminal Convictions: The post for which you are applying is exempt from Section 4(2) of the

Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order

1975 which requires you to reveal  **any** information concerning spent or unspent convictions, cautions, reprimands or warnings. Failure to disclose information concerning such convictions in your application for this post may lead to dismissal or disciplinary action by Governors or the Academy Trust. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post.

10 Cygnus Academies Trust strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, ethnic or national origin, gender, marital status, religion, sexual orientation or political belief.

11. Cygnus Academies Trust is committed to safeguarding and promoting the welfare of children and young people and our recruitment and selection processes are particularly rigorous in relation to child protection. You should be aware that aspects of the assessment process and interview will explore your motivation and suitability to work with children.

12. **DATA PROTECTION ACT 1998:** INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE ACADEMY TRUST UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE ACADEMY TRUST. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 12 MONTHS.

**Part B: Education and training**

Please provide information about post-16 education and training you have received in this country or abroad and include all qualifications obtained, including degrees, with class and division and Teaching Certificates (most recent first).

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| --- | --- | --- | --- | --- |
| Establishment | Full or part  time | Subjects studied and  examinations taken | Qualification  obtained | Dates attended |
|  |  |  |  |  |

**Part C: Teaching experience**

Please give details of all teaching experience (most recent first). NB: It is a requirement of DCSF Guidance: Safeguarding Children and Safer Recruitment in Education (2010) that any gaps in employment history are identified and fully explained.

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| --- | --- | --- | --- | --- |
| Local Education Authority or employer, name and size of school (number on roll). | Age range taught  (specific range required) | Dates of employment and reasons for leaving | Post / position held Curriculum responsibilities / subjects | Point or relevant salary scale and allowances |
| Current post | | | | |
|  |  |  |  |  |
| Previous posts | | | | |
|  |  |  |  |  |

**Part D: Previous appointments, other than teaching (most recent first)**

Please provide information on any other relevant experience, including family commitments and voluntary work.

|  |  |  |
| --- | --- | --- |
| Name and address of employer or organisation | Dates of employment and reasons for leaving | Job title and description |
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**Please explain any gaps in your employment history**

**Part E: Professional development**

Please give details of any professional development and in-service training courses attended which you consider to be relevant to this post (most recent first).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organising body /  provider | Course title / theme | Date | Duration | Outcomes, including assessed result as appropriate |
|  |  |  |  |  |

**Part F: Personal statement**

You may continue on a separate sheet if you need to, or include a covering letter.

**Key competencies, knowledge and skills**:

Use this part of the form to tell us about yourself. We would like to know what you feel you will bring to the role in terms of your personality, skills and aptitudes (include experience and achievements gained outside of the workplace).

**Part G: References**

**References will be taken up prior to interview for shortlisted candidates**. If you need to discuss this please contact the school or School Business Manager contact specified in the advertisement. Unless you are seeking your first teaching appointment, you must quote your present or most recent Headteacher/Principal or equivalent person. Your referees will be asked about your suitability to work with children and at least one of your referees must be able to comment on your teaching abilities. We reserve the right to approach any of your previous employers in connection with this application. References will not be accepted from relatives or from people who are responding solely in the capacity of friends of their applicant. References will be requested by email where possible and it is your responsibility to ensure that your referees consent to their details being provided.

|  |  |
| --- | --- |
| **Name of first referee** |  |
| Job title of referee |  |
| Address (Including Postcode) |  |
| Email address if available |  |
| Daytime telephone number |  |
| Position / relationship to you |  |
| Dates of your employment | From: / To: / |

|  |  |
| --- | --- |
| **Name of second referee** |  |
| Job title of referee |  |
| Address (Including Postcode) |  |
| Email address if available |  |
| Daytime telephone number |  |
| Position/ relationship to you |  |
| Dates of your employment | From: / To: / |

**Part H Supplementary information**

|  |  |
| --- | --- |
| Have you previously opted out of the Teachers’ Pension  Scheme? | Yes No |
| If you have opted out, please give date |  |
| Are you a member of another pension scheme? | Yes No |
| If, yes, please specify the name of the pension scheme |  |

**Part I Positive about disability**

|  |  |
| --- | --- |
| Do you consider yourself to have a disability? | Yes No |
| If yes, would the provision of any aids or modification assist  you in carrying out the duties of the post? |  |
| Is there anything we need to know about your disability in  order to offer you a fair selection interview? |  |

**Part J Declarations**

|  |  |
| --- | --- |
| Are you recognised as a qualified teacher? | Yes No |
| If not, are you eligible for recognition? | Yes No |
| Are you registered with the Teaching Agency? | Yes No |
| If Yes, please give Teaching Agency registration number |  |

**Induction**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Have you successfully completed a NQT induction | period? | Yes No |
|  | | |

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| --- | --- |
| **Disclosure of criminal offences** | This post involves working with children, is exempt from the Rehabilitation of Offenders Act and requires a Disclosure and Barring Service Enhanced Disclosure Certificate. You should declare and give full details, including dates and places, of any ‘spent’ or ‘unspent’ criminal convictions, cautions and bind-overs.  We will also check List 99 and the PoCA (Protection of Children Act) List and the replacement  ‘barred lists’ maintained under the Vetting and Barring Scheme to check whether you are disqualified from working with children. |
| **Teaching**  **Agency** | We will also check whether you are subject to sanctions imposed by the Teaching Agency. |
| **Important**  **Reminder** | Please ensure that you inform us of any relevant information. By signing the Declaration on page one you understand that withholding information or providing false information is an offence and could result in the application being rejected, or summary dismissal if you have been selected, and possible referral to the police. |
| Details of spent or unspent convictions (see above). These can be included on a separate sheet in a sealed envelope if you wish. | |

**Declaration**

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| --- | --- |
| I confirm that the details given above are accurate and authorise the Lilac Sky Schools Academy Trust to verify this with the awarding bodies. | |
| Signature |  |
| Date |  |

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