



RECRUITMENT APPLICATION FORM

We are committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age.

Vacancy Details	
Surname	
Forename	
Position Applied For	
Main Subject <i>(for teaching positions)</i>	
Subsidiary Subject <i>(for teaching positions)</i>	
School <i>(NQTs should indicate any preferences here)</i>	

Office Use Only			
Application Number			
Date of Receipt			
Reference 1	Date Requested:		Date Received:
Reference 2	Date Requested:		Date Received:
Reference 3	Date Requested:		Date Received:
Reference 4	Date Requested:		Date Received:

Application Form Guidance Notes

It is most important that you complete the application form as clearly and as fully as possible. If any section does not apply to you, enter "n/a" (not applicable).

Please do not include a CV with your application, but try to include all relevant information on the form itself, using additional sheets if necessary.

When completed, read through your application form carefully, checking for errors and omissions.

Applications must be received by the closing date. Make certain your application form is sent well in advance.

You may find it useful to keep a copy of your application.

All applications are treated confidentially.

If you have a disability (for instance, if you find it difficult to move up and down the stairs or have a hearing, or speech difficulty), please inform us so that we can make suitable arrangements if you are called for interview. This information will not be used in deciding your suitability for the job.

If you have a complaint: The Learning Partnership operates a Complaints Procedure; a copy is available on request. If you feel you have been treated in an unfair or unlawful way, at any stage of your application, you should contact the school (within one month of the event taking place). You will be given a copy of the Procedure including details of how to make a complaint. Representatives of Professional Associations will be pleased to give advice.

General Information					
Surname					
Forename(s)					
Preferred Forename					
Preferred Title					
Permanent Home Address					
Address for Correspondence <i>(if different from above)</i>					
Daytime Telephone Number					
Mobile Telephone Number					
Email Address					
Date of Birth		Day		Month	
National Insurance Number					

Teaching Information <i>(for teaching positions only)</i>		
Teacher Reference Number		
Date qualified as a teacher		
Type of teacher training undertaken		
Subjects qualified to teach		
Do you have QTS?		
Have you successfully completed:	Your probationary/induction year?	
	QTS professional skills tests?	
Are you registered with the GTC?		

Secondary and Further Education Details						
Date From	Date To	Name of School/College	Qualification Level (eg GCSE, A Level)	Subjects	Grades	Date Gained

Higher Education Details						
Date From	Date To	Name of Institution	Qualification Level (eg BA(Hons))	Subject(s)	Class/Division Obtained	Date Gained

Professional Qualification Details (including Teaching Qualifications)						
Date From	Date To	Name of Awarding Body / Institution	Qualification Level / Type	Subject(s) / Professional Area	Class/Division Obtained	Date Gained

Present or Most Recent Employment					
<i>(Include details of teaching practice if newly qualified. If you have recently left school, college or training and have not yet had a full-time or permanent job please give details of any other employment you have had such as work experience gained on Government training schemes, part-time, holiday work or voluntary activities.)</i>					
Date From	Date To	Employer's Name and Address	Position Held	Salary	Reason for Leaving
Current Duties and Responsibilities					

Past Employment and Experiences Gained*Include voluntary, part-time, and other relevant activities (most recent first)*

Date From	Date To	Employer's Name and Address	Position Held	Salary	Responsibilities	Reason for Leaving

Recent Training*(List all relevant training and courses attended including INSET)*

Date From	Date To	Organising Body	Course Title	Award (if any)

Additional Information

Dates not available for interview:

Do you wish to job share?

As part of our Equal Opportunities policy, all of our vacancies are considered for job sharing on request. Governors, in deciding about a job share, consider the interests of the candidates and the interests of the school.

Are you related to any Trust Member, Governor or Employee of The Arthur Terry Learning Partnership?

If yes, please state name, position, and relationship:

Please note that canvassing any Trust Member, Governor or employee of the Learning Partnership will disqualify a candidate for appointment.

Other Information in Support of Your Application: *(attach additional sheets if necessary)*

References

(Please provide details of at least two referees covering a minimum 5-year employment period, including your current or most recent employer. If your employment history is less than 5 years, you may provide details of other professional/academic referees. College/school leavers should give details of their principal/head as their first referee.)

Referee 1		Referee 2	
Name		Name	
Job Title of Referee		Job Title of Referee	
Address		Address	
Telephone Number		Telephone Number	
Email Address		Email Address	
Capacity in which you are known to the Referee:		Capacity in which you are known to the Referee:	
Referee 3		Referee 4	
Name		Name	
Job Title of Referee		Job Title of Referee	
Address		Address	
Telephone Number		Telephone Number	
Email Address		Email Address	
Capacity in which you are known to the Referee:		Capacity in which you are known to the Referee:	

NB: Please be aware that, in line with safeguarding and safer recruitment best practice, it is our standard practice to seek references if you are considered for shortlisting. In some instances, we may take references of all candidates who apply to ensure references are available at the time of interview. If this is a problem, please explain below:

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Working with Young Persons under 18 years of age

Please note that this post involves working with children or vulnerable adults. Appointment will therefore be subject to satisfactory Disclosure and Barring Service clearance.

Please disclose below any convictions, warnings, reprimands, cautions or other orders including "spent convictions", that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (Amendment) (England and Wales) Order 2013. Failure to do so is likely to result in dismissal should it later be discovered. Any information given in this application or on interview will be treated entirely as confidential and will be considered only in relation to this application.

You must also disclose details of any current sanctions imposed by a regulatory body, e.g. the General Teaching Council. If you have any such sanctions, please provide details below:

Declaration

I hereby certify that:

- All the information given in this form is true and correct to the best of my knowledge
- Questions related to me have been answered accurately and in full
- I am in possession of the certificates I claim to hold
- I understand that providing misleading or false information will disqualify me from appointment or may lead to my dismissal, if discovered after appointment
- My name has not been placed on any list which disqualifies me from working with children
- I consent to the information contained in this form, and any other information received by or on behalf of the Arthur Terry Learning Partnership relating to my application, being processed by the Arthur Terry Learning Partnership in administering the recruitment process.

(If you submit this form electronically you will be required to sign this declaration if invited to attend interview)

Signed:

Dated:

Recruitment Monitoring Form

To help us in supporting monitoring of our Equal Opportunities Policy please provide the information below and return it with your application (or separately if you prefer). Please be assured that the monitoring form is separated from the application form on receipt and is not included in the selection process:

Position applied for:		School:	
Where did you see this post advertised?			
Ethnicity <i>(mark one box only)</i>	White British <input type="checkbox"/>	White Irish <input type="checkbox"/>	White Other <input type="checkbox"/>
	White & Black Caribbean <input type="checkbox"/>	White & Black <input type="checkbox"/>	White & Asian <input type="checkbox"/>
	Other Mixed Background <input type="checkbox"/>	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>
	Bangladeshi <input type="checkbox"/>	Other Asian <input type="checkbox"/>	Arab <input type="checkbox"/>
	Black Caribbean <input type="checkbox"/>	Black African <input type="checkbox"/>	Other Black Background <input type="checkbox"/>
	Chinese <input type="checkbox"/>	Gypsy or Irish Traveller <input type="checkbox"/>	Any Other <input type="checkbox"/>
Religion <i>(mark one box only)</i>	Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>	Hindu <input type="checkbox"/>
	Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>
	None <input type="checkbox"/>	Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Sexual Orientation <i>(mark one box only)</i>	Bisexual <input type="checkbox"/>	Gay <input type="checkbox"/>	Heterosexual <input type="checkbox"/>
	Lesbian <input type="checkbox"/>	Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Disability	Do you consider yourself to have any disabilities? Are you registered disabled?	If yes, please give brief details:	
	<i>(Under equality legislation you are considered disabled if you have a physical or mental impairment that has a substantial and long term negative effect on your ability to do normal daily activities.)</i>		
Gender <i>(mark one box only)</i>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Age			

We are committed to the principles of our Equal Opportunities policy. The aim of this policy is to ensure that the Learning Partnership's employment practices and procedures do not allow unfair discrimination. As part of this commitment we also have a specific duty to monitor the recruitment and selection process.

Information provided on this form is kept strictly confidential at all times.

The information is used for monitoring our recruitment and selection process only. This ensures that all applicants are treated fairly and appointed solely on their suitability for the post.