

**RECRUITMENT APPLICATION FORM**

**The Arthur Terry Learning Partnership (ATLP) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including enhanced DBS, prohibition check, qualifications (where applicable), medical fitness, identity and right to work. The ATLP is an equal opportunities employer.**

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| **Vacancy Details** | **Name of School :** | | **Position Applied for :** | |
| **Candidate Name** | **Surname:** |  | **Forename** |  |

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| **Section 1 -Personal Details** | |
| **Surname** |  |
| **Forename(s)** |  |
| **Preferred Forename** *(if different from above)* |  |
| **Date of Birth** | dd/mm/yyyy |
| **Preferred Title** |  |
| **Permanent Home Address** |  |
| **Address for Correspondence**  *(if different from above)* |  |
| **Daytime Telephone Number** |  |
| **Mobile Telephone Number** |  |
| **Email Address** |  |
| **National Insurance Number** |  |
| **Do you have any restrictions on being a resident or being employed in the UK?** | **If yes please give details** |
| **Have you lived outside the UK for more than three months during Last 5 years?**  (information required under safer recruitment guidelines) | **If yes, please provide details** |

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| **Teaching Information *(To be completed for teaching positions only)*** | | |
| **Teacher Reference Number** |  | |
| **Date qualified as a teacher** |  | |
| **Type of teacher training undertaken** *(e.g. PGCE, SCITT)* |  | |
| **Subjects qualified to teach** | 1st | 2nd |
| **Do you have QTS?** |  | |
| **Have you successfully completed:** | **Your probationary/induction year?** |  |
| **QTS professional skills tests?** |  |

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| **Section 2 - Education up to and including A Level (chronological order – earliest first)** | | | | | | | | | |
| **Date From**  **MM/YY** | **Date To**  **MM/YY** | **Name of School/College** | | **Qualification Level (eg GCSE, A Level)** | | **Subjects** | | **Grades** | **Date Gained**  **MM/YY** |
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| **Section 3 -Further Education Details including Teacher Training (chronological order – earliest first)** | | | | | | | | | |
| **Date From**  **MM/YY** | **Date To**  **MM/YY** | **Name of Institution** | **Qualification Level (eg BA(Hons)** | | **Subject(s)** | | **Class/Division Obtained** | | **Date Gained**  **MM/YY** |
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| **Section 4 - Present or Most Recent Employment** | | | | | |
| *(Include details of teaching practice if newly qualified. If you have recently left school, college or training and have not yet had a job please give details of any other employment you have had such as work experience, holiday work or voluntary activities.)* | | | | | |
| **Date From**  **MM/YY** | **Date To**  **MM/YY** | **Employer’s Name and Address** | **Position Held** | **Salary** | **Reason for Leaving** |
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| **Current Duties and Responsibilities** | |  | | | |

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| **Section 5 – Employment since 18th birthday** | | | | | | |
| Please list in chronological order, most recent first, please include voluntary work, full and part-time work and any other relevant activities | | | | | | |
| **Date From**  **MM/YY** | **Date To**  **MM/YY** | **Employer’s Name and Address** | **Position Held** | **Salary** | **Responsibilities** | **Reason for Leaving** |
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| **Section 6 –** Have you had any gaps not detailed in section 5?   If yes please give further details below, please include time off to work to raise a family or for caring responsibilities, extended travel abroad or time unemployed. | | |
| **Date From**  **MM/YY** | **Date To**  **MM/YY** | **Reason for gap** |
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| **Section 7** - **Training**  *(List all relevant training and courses attended)* | | | | |
| **Date From**  **MM/YY** | **Date To**  **MM/YY** | **Organising Body** | **Course Title** | **Award (if any)** |
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| **Section 8 - 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 upon request*** | | | |
| **Are you related to/ have a close relationship with any Trust Member, Governor or Employee of The Arthur Terry Learning Partnership?** |  | **If yes, please state name, position, and relationship:** |  |
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| ***Please note that canvassing any Trust Member, Governor or employee of the Learning Partnership will disqualify a candidate for appointment.*** | | | |

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| **Other Information in Support of Your Application:** | | | |
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| **Section 9 – References** | | | |
| *(Please provide details of at least two referees covering a minimum 5-year employment period, including your current or*  *most recent employer. School based referees* must *be obtained from the Headteacher in accordance with Safer Recruitment guidelines****.***  *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 teacher as their first referee – we do not accept character references)* | | | |
| **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:** |  |
| ***NB: Please be aware that, in line with safeguarding and safer recruitment best practice, it is our standard practice to seek references if you have been shortlisted. If you do not want us to take references prior to being interviewed then please detail your reason below;*** | | | |

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| **Section 10 - 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 a satisfactory Disclosure and Barring Service (DBS) clearance.*  **Are you on the DBS Update Service? Yes** ☐  **No** ☐ |
| ***The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.***  [**https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974**](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)**.**  **All shortlisted candidates will be asked to complete a Self-Disclosure of Criminal Convictions prior to interview** |
| **You must disclose details of any current sanctions imposed by a regulatory body, e.g. the General Teaching Council. If you have any such sanctions in the UK or abroad please provide details below:** |
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| **Have you ever been subject to any disciplinary action in your current or previous positions or had any allegations made against you? If you answer yes, this will be discussed further with you should you be selected for interview.**  **Yes** ☐  **No** ☐ |

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| **Section 11 - Declaration** | |
| I hereby certify that:   * All the information given in this form is true and correct to the best of my knowledge * Questions 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:** |  |