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| **Aston Manor Academy** | **Equitas Academies Trust**    **TEACHING AND NON-TEACHING - APPLICATION FORM** | **Chilwell Croft Academy Chilwell-Croft-world-and-children.gif** |



Applicant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICATION FOR**

Equitas Academies Trust is committed to equal opportunities in employment and we positively welcome your application irrespective of your age, gender reassignment, race, disability, colour, ethnic origin, nationality, sexual orientation, marital status, religion/belief or sex.  
This form is an opportunity for you to tell us as much as possible about yourself and will help us to make a fair decision in the selection process. Please ensure you complete all sections of the application form. Please do not include Curriculum Vitae with your application, but try to include all relevant information on the form itself using, additional sheets if necessary.

Applying for Teaching post? Yes No

Applying for Non-Teaching post? Yes No

Job Applied for?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a). Please complete in black font/ink.**

If you are shortlisted, we will conduct an online search as part of our safer recruitment process.

Successful applicants will be required to undertake an enhanced DBS check.

*Equitas Academies Trust confirms that the data provided on this sheet will be processed in accordance with the requirements of the General Data Protection Regulation 2018.  For more information on how we use your data, please see our Privacy Notice on the Equitas Academies Trust website.* <https://www.equitasacademiestrust.com/about-us/policies-procedures/>

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| **1. Personal Details** | | | | | | |
| First name(s) |  | Last name: |  | Title: |  | |
| Address |  | | | | | |
|  |  | Postcode: |  | | | |
| Daytime Tel No: |  | Evening Tel No: |  | | | |
| Mobile Tel No: |  | Email: |  | | | |
| National Insurance  Number: | |  | | | | |
| Do you have the Right to Work in the UK**?** Yes  No  Do you require a work permit? Yes  No | | | | | | |
| Please note: [Original identification documents verifying your right to work in the UK](https://www.gov.uk/government/publications/right-to-work-checklist) will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.  We are unable to employ anyone who does not have the right to work in the UK legally. Please explain the basis upon which you believe you will be able to live and work in the UK legally on the commencement date of your role: | | | | | | |
| **2. Teacher Status / Induction (For Teaching posts only)** | | | | | | |
| Do you have a Teacher Reference Number? Yes  No  Teacher Reference Number  Are you subject to a Teaching Regulation Agency (TRA) sanction or restriction?  Are you subject to a teacher prohibition order or Interim prohibition order issued by the Secretary of State as a result of misconduct?  Do you have QTS including skills test if qualified post 2004? Yes  No  Date of QTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Induction**  Did you qualify as a teacher after May 1999? Yes  No  If yes, where was the induction served? ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Between what dates did you serve your induction? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Did you pass the induction? Yes  No  Do you have any period left to serve on your induction? Yes  No  If yes, how much longer have you got to serve? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **If not complete, please attach copies of your induction reports for the period served.** | | | | | |  |

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| **3. General Information** | | | | | |
| Are you related to an employee or Trustee of Equitas Academies Trust? Yes  No | | | | | |
| If yes, please tick as applicable and provide details: | | | | | |
| Equitas Academies Trust Trustee | | Equitas Academies Trust Employee | | | |
| Name: |  | | |  | |
| Relationship: |  | | |  | |
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| **4. Retirement and Dismissal** | | | | | |
| Are you in receipt of a Teachers’ Pension? Yes  No | | | | | |
| If yes, from what date did it take effect and what type  of pension are you receiving? i.e. Actuarially Reduced  Benefits, Premature Retirement, Ill Health | | |  | | |
|  | | |
|  | | |
| Have you ever been dismissed from employment for a reason other than redundancy? | | | | | Yes  No |
| Please attach full details of the reason for the dismissal in a sealed envelope marked ‘Private and Confidential’ and return with your application. | | | | | |
| Please be assured that providing this information will not necessarily bar you from employment. | | | | | |

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| **5. Education Details** Please start with secondary education (including overseas) | | | | | | |
| **From** | **To** | **Name of School/College** | **Subjects** | **Type of Exam** | **Grades** | **Date Gained** |
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| **6. Education Details** Further/Higher Education – Earliest First (including overseas) | | | | | |
| **From** | **To** | **Institution(s)**  **Attended** | **Certificate, Diploma Degree, Higher Degree** | **Class/Div Obtained** | **Date Gained/**  **Expected** |
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| **7. Experience – previous career and other** | | | | | | | | |
| Please complete the following, in full chronological order, starting with your current employment and include all employment including non-teaching, if applicable. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18, including any part time or voluntary work. Failure to provide the correct and accurate information may result in an incorrect salary assessment.  (**Teaching staff only**) - If you have passed threshold you will need to supply a copy of your letter of confirmation with this form. Please continue on a separate sheet, If necessary. When giving details of school employment please include the age range, the approximate school roll number and school type i.e. Maintained, Independent, Foundation or Academy. | | | | | | | | |
| **From (DD/MM/YYYY)** | **To**  **(DD/MM/YYYY)** | **Employer’s Name** | **Employer’s Address** | **Position Held** | **Salary of current or most recent teaching/non teaching position** | **Full Time / Part Time** | **Responsibilities (Please indicate type and size of school, subjects and ages taught) where applicable** | **Reason for Leaving/Reason for break in employment** |
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| **8.** **In Service Training/Professional Development** (Earliest First) | | | | |
| **Date(s)** | | **Organising Body** | **Course Title** | **Length of Course** |
| **From** | **To** |
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| **9. Arrangements for Interview** |
| If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise? Yes  No |
| If yes, please specify, e.g. ground floor venue, sign language interpreter, audiotape etc. |

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| **10. Other Information in Support of your Application**  Please provide other relevant information that fully demonstrates your teaching and learning, managerial, administrative, technical or manual worker skills, knowledge and experience, required for this role. Please refer to the criteria within the job description and person specification when completing this section. Continue on a separate sheet(s), if necessary. | |
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| **11. References**  Please give the name of two referees, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.  Written references will not be accepted from relatives or people writing solely in the capacity of friends. Please provide all business contact details including an email address, a home personal email address is unacceptable. You should contact your referees to let them know they may be required to provide a reference. | |

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| **Reference 1.**  Name: |  | | | | |
| Address: |  | | | | |
|  | | Postcode: | |  | |
| Tel No: |  | Fax No: |  | | |
|  |  | Email: |  | | |
| Job Title: |  | Relationship to you: | | |  |
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| **Reference 2.**  Name: |  | | | | |
| Address: |  | | | | |
|  | | Postcode: | |  | |
| Tel No: |  | Fax No: |  | | |
|  |  | Email: |  | | |
| Job Title: |  | Relationship to you: | | |  |
| \*Please note references will be requested prior to interview if you are shortlisted at this stage. | | | | | |
| *\*To comply with* [Keeping Children Safe In Education Guidance](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)***,*** *we will seek and scrutinise references prior to interviews. Referees will be contacted to provide further clarification if needed. All information provided by referees will be compared for consistency against the information disclosed in your application form, and you will be asked about any discrepancies at interview.* | | | | | |

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| **12. Data Protection Act 1998 – Consent and Certification of Details** |
| The information collected in the form will be used in compliance with the Data Protection Act 1998. The information is being collected by the Personnel and Equalities Division for the purpose of administering the employment and training of employees of the Education Service. The information may be disclosed, as appropriate, within the Education Service, to school governors, to Occupational Health, to the Department for Education, to the Teachers Pensions Agency, to the Department for Education and Skills, to the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies.  You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.  Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.  In carrying out the recruitment processes the Trust:  (a) will comply with the requirements of Data Protection Legislation (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). (c) our Data Protection Policy sets out how we will comply with Data Protection Legislation. (d) will comply with the requirements of the Equality Act (2010) and are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation. |

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| **13. Disclosure** |
| 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.  Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)? Y/N  If you do have any convictions or; before signing this section of the application form, you must check the [filtering rules](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards) to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.  **Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered.**  Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.  Please tick one of the following statements:  I confirm that I have NO criminal convictions or cautions which would not be filtered in line with current guidance. I am not barred or disqualified from working with children, or subject to a prohibition order. **☐**  I confirm that I DO have criminal convictions or cautions which would not be filtered in line with current guidance or are barred or disqualified from working with children, or subject to a prohibition order. I enclose full details in a sealed envelope or submit full details via email in a separate document, marked ‘Private and Confidential’ **☐**  Please be assured that any declaration will be treated in the strictest confidence and full consideration will be given to:   * Whether the information is relevant to this position   A copy of the DBS’s Code of Practice is available at [DBS Code of Practice](https://www.gov.uk/government/publications/dbs-code-of-practice)  Or [NACRO](https://www.nacro.org.uk/news/nacro-news/dbs-filtering-regime-changes-to-come-into-effect-end-of-nov/) can offer advice on disclosing convictions and can be contacted on 0300 123 1999 |

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| **14. Confirmation of details** | |
| I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police. | |
| Signature: | Date: |

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| **Return address** | **Academy Contact Details** |
| Aston Manor Academy  Phillips Street  Aston  Birmingham  B6 4PZ | **Aston Manor Academy**  Email: jobs@equitasacademiestrust.com |
| Telephone: 0121 359 8108 |
| Website: [www.astonmanoracademy.com](http://www.astonmanoracademy.com) |
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| Chilwell Croft Academy  Chilwell Croft  Newtown  Birmingham  B19 2QH | **Chilwell Croft Academy**  Email: jobs@equitasacademiestrust.com |
| Telephone: 0121 464 3402 |
| Website: [www.chilwellcroftacademy.com](http://www.chilwellcroftacademy.com) |

We look forward to receiving your application.