**STAFF APPLICATION FORM**

Please use this form for applications for all staff posts (teaching and support roles)

**SECTION ONE: THE ROLE**

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| --- | --- |
| School |  |
| Post |  |
| Where did you hear about this vacancy? |  |

**SECTION TWO: PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Address |  |
| Surname |  | Postcode |  |
| (Previous Surname) |  | Tel (home) |  |
| First Name |  | Tel (mobile) |  |
| TRN  (teaching posts only) |  | Email |  |
| NI Number |  |  |  |

Are you eligible to work in the UK? YES / NO

If NO please specify your circumstances:

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**SECTION THREE: EDUCATION AND TRAINING**

**Education**

Please include details of all awards from schools / colleges you have attended, including GCSEs, A Levels, Degrees and other formal qualifications.

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| --- | --- | --- |
| Dates | Institution | Level / Grades / Awards |
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**Training and Personal Development**

Please give details of training courses relevant to this application.

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| Dates | Course Title | Provider | Awards (if applicable) |
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Please tell us about any other specialised training, knowledge, interests or experiences not outlined above; such as knowledge of another language, written or spoken, and personal achievements.

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**SECTION FOUR: EMPLOYMENT HISTORY**

**Most Recent Employer**

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| --- | --- | --- | --- |
| Name of Employer |  | Position |  |
| Address |  | Date(s) |  |
| Postcode |  | Current Salary and Grade |  |
| Website |  | Allowances |  |
| Telephone |  | Notice Period |  |
| Reason(s) for Leaving (if applicable) | |  | |
| Brief description of duties and responsibilities | | | |

**Full Employment History**

In chronological order (most recent first). Please include part-time and voluntary work as well as full-time employment. Please include any periods of unemployment or gaps in employment history with an explanation. Checks will be conducted to verify previous employment history.

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| --- | --- | --- | --- |
| Dates | Employer | Position Held | Reason(s) for Leaving |
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**SECTION FIVE: SUPPORTING STATEMENT**

On no more than two sides of A4 paper (font size 11) please outline the motivation for your application, and the reasons you consider your experience, qualifications and abilities make you suitable for the position for which you have applied.

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**SECTION SIX: REFEREES**

References will only be sought for those short listed for interview. It is our policy to obtain references prior to interview for all teaching posts. If you have any concerns about this please indicate in your application email.

If you are applying for a support role, please give below your permission for references to be taken prior to interview.

* The first reference must be your present or most recent employer, or if you are in full time education, from your university or college.
* If any of your references relate to your employment at a school or college your referee must be the Headteacher or Principal. For senior posts, such as Headteacher, your referee should be the Chair of Governors or Chief Executive.
* If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been subject to child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously, these issues will be raised with your former employer.
* If you are not currently working with children but have done so previously the second reference must be that employer.
* Please do not give details of relatives or people solely in the capacity as friends as referees.
* Please seek the permission of referees prior to giving their details.
* Other previous employers may be approached for information, before interview, to verify details on your application form.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Position |  | Position |  |
| Capacity known to the referee |  | Capacity known to the referee |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Tel |  | Tel |  |
| Email |  | Email |  |
| Permission to contact prior to interview |  | Permission to contact prior to interview |  |

**SECTION SEVEN: SAFEGUARDING AND DISCLOSURES**

**Safer Recruitment**

This post is exempt from the Rehabilitation of Offenders ACT 1974. All shortlisted candidates will be required to declare ANY convictions, cautions and bind-overs they may have, regardless of how long ago they occurred, including those regarded as ‘spent’. Consequently, if you are appointed you will be required to undertake an enhanced DBS check.

Please disclose any relevant matters confidentially below.

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Have you lived or worked abroad within the last five years? YES / NO

If YES, you will be required to obtain a certificate of good conduct from that country or countries. Please provide details of countries you have lived or worked in within the last five years.

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**Prohibition from Teaching and Working with Children**

The Trust is required to check whether staff who work with children are prohibited from doing so. We use the Employer Access Online service to check whether successful applicants are the subject of a prohibition order, or another order issued by a professional conduct panel on behalf of the NCTL. We also undertake Section 128 checks, and in line with the latest KCSIE guidance, we perform online searches on all shortlisted candidates.

Please confirm whether any of the above apply to you.

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**Disclosure of Relationships**

Are you related by marriage, blood or as a cohabiter to any trustee / school governor or employee of the Trust? YES / NO

If YES, please provide details:

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**Data Protection Statement**

As part of our recruitment process, the Girls’ Learning Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Further information about this and to read our Data Protection and Freedom of Information Policy please see: [www.girlslearningtrust.org/our-governance/policies](http://www.girlslearningtrust.org/our-governance/policies)

**Declaration of Agreement**

* I declare that the information given on this form is correct to the best of my knowledge and belief.
* I understand that any false statements on this form will justify dismissal from GLT.
* I understand that the school will undertake an enhanced DBS check and rigorous pre-employment checks including medical history, eligibility to work in UK and reference/previous employment history checks.

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| Signature |  | Date |  |