

**APPLICATION FORM**

Forward Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is committed to equal opportunities in employment and positively welcomes your application.

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

**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.**

**It is important that you refer to the Guidance Notes available on our website before completing this form.** [**http://www.fet.ac/vacancies/**](http://www.fet.ac/vacancies/)

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1. **VACANCY DETAILS**

Position Applied For:

Name(s) of School for which you want your application to be considered:

**If you are applying for a position in the Trust but not in a school, please indicate here by ticking the box** [ ]

**Teacher Applicants Only**

**If applying for a teaching position, please enter phase/s you wish to teach and provide details of your qualification status below**

Nursery:[ ]  Reception: [ ]  KS1: [ ]  KS2: [ ]  KS3:[ ]  KS4:[ ]  KS5:[ ]  Special: [ ]

**Main Subject (where appropriate):**

**Subsidiary Subject:**

**Other Subject Interests, e.g. Sport, Music, Drama, Community Language.**

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**2. PERSONAL DETAILS**

**First Name(s):       Last Name:****Any Previous Name/s:**

**Address:**

**Postcode:**

**Daytime Tel:****Evening Tel:** **Mobile Tel No:**

**Email Address:**

**Do you have the right to work in the UK?** Yes: [ ]  No: [ ]

**National Insurance Number:**

Please note: Original identification documents verifying your right to work in the UK 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.

**Teacher Applicants Only**

**Teacher Reference Number:**

**Do you have QTS, including skills test if qualified post 2004?** Yes:[ ]  No: [ ]

**Did you gain QTS after May 1999? If yes, where was the induction served:**

**Between what dates did you serve your induction:****to**

**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 do you need 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, or do you have a close relationship with:**

**Any member of the Board of Trustees or Directors of Forward Education Trust** Yes: [ ]  No: [ ]

**Any employee of the school(s) to which you are applying** Yes: [ ]  No: [ ]

**Any employee of the Trust?** Yes: [ ]  No: [ ]

**If yes, please provide details:**

**Person 1**

**Name:**

**Relationship:**

**Position:**

**Trust, Board or school:**

**Person 2**

**Name:**

**Relationship:**

**Position:**

**Trust, Board or school:**

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**4. ARRANGEMENTS FOR INTERVIEW**

**If you have disability?** Yes: [ ]  No: [ ]

**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, audio loop, etc):**

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**5. EDUCATION/QUALIFICATIONS**

**EDUCATION/QUALIFICATIONS IN FURTHER/HIGHER EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From | To | Cert, Diploma, Degree, Higher Degree, etc. | University/College name and Awarding body | Grade/classobtained | Date gained/expected |
| Month | Year | Month | Year |
|      |       |       |       |       |       |       |       |
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**EDUCATION/QUALIFICATIONS IN SECONDARY SCHOOL (MOST RECENT FIRST)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From | To | Name of Secondary school/College/University, etc. | Examination name, Awarding Body Name and Level taken or to be taken | Results and Grades | Date gained/expected |
| Month | Year | Month | Year |
|      |       |       |       |       |       |       |       |
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**6. TRAINING (Most recent first)**

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| --- | --- | --- | --- |
| Year | Organising body | Course title | Length of course |
|       |       |       |       |
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**7. MEMBERSHIP**

Please indicate membership of any organisation(s) relevant to this position

**Name of organization**

**Type of membership       Date of membership**

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**8. PRESENT AND MOST RECENT EMPLOYMENT (If any)**

**Job title:      Employer:       Salary:**

**Date Started:       Date left (if applicable):**

**Address:       Post code:**

**Reason/s for leaving (if applicable):**

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 **9. PAST EMPLOYMENT & EXPERIENCE**

Please complete the following, in full chronological order, starting with your current employment/experience. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. Please also include any breaks in employment history together with the reason for the break.

Attached CVs will not be accepted.

**Teaching applicants:**

 Please complete the following, in full chronological order, starting with your current employment and include all employment including non-teaching. 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.

**If you have passed threshold you will need to supply a copy of your letter of confirmation with this form.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Name of Employer | Job Title and pay/ grade | Reason for change |
| Month | Year | Month | Year |
|       |       |       |       |       |       |       |
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 **10. ILL HEALTH RETIREMENT/DISMISSAL**

**Are you in receipt of a Teachers’ Pension?** Yes: [ ]  No: [ ]

**If yes, state date effective from and the type of pension you are receiving?**

*i.e. Actuarially Reduced Benefits, Age, Phased, Premature or Ill Health retirement***:**

**Have you ever taken ill health retirement?** Yes: [ ]  No: [ ]

If yes, date:

Name of Department:

**Have you ever been dismissed from a school or establishment for misconduct?** Yes: [ ]  No: [ ]

If yes, date:

Name of school and LA/Trustor establishment:

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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**11. WRITTEN REFERENCES**

**Please give the name of two referees,** **one of whom MUST BE your current or most recent employer.** If this employment has been within a school, ***this must be the head teacher***, unless there are exceptional circumstances that you can explain.

If you are applying for a post to work directly with childrenand 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.

Head teacher applicants from maintained schools should provide the name of a senior officer designated to respond on behalf of the maintaining authority of their current or most recent school. Head teacher applicants from academies or other independent schools should provide the name of an appropriate person responding on behalf of the Academy Trust or other employer. The second referee would normally be the Chair of the Local Governing Body or Academy Council at that school.

To comply with [**Keeping Children Safe in Education**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf)**,** 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.

**Written references are not accepted from relatives or people writing in the capacity of friends.**

**Please include their direct email address**

**Name:**

**Address:**

**Postcode:**

**Telephone Number:**

**Email:**

**Relationship to You:**

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**Name:**

**Address:**

**Postcode:**

**Telephone Number:**

**Email:**

**Relationship to You:**

**12. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION** *(No more than 3 sides of A4 paper in total).*

**Attached CVs will not be accepted**

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**13. CONSENT, DISCLOSURE AND CONFIRMATION**

**Consent**

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 2018. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, at the discretion of Forward Education Trust, including to Occupational Health and to other relevant public and 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.

I consent   to   my   employer   recording   and   processing   the   information   detailed   in   this   application   form. I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 2018.

**Please tick to acknowledge that you have read and accept these conditions** [ ]

Application forms will not be processed without this box being ticked.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job advertised.

**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)

If you do have any convictions or cautions; 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.

If you are short-listed for the post applied for, you will be required to disclose this information on a self-declaration form.

**Confirmation**

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.

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

**Signature:** **Date:**

**Print Name:**

**14. RETURN ADDRESS**

**Please return to:** **recruitment@fet.ac**

**or post\* to HR, Forward Education Trust, Leycroft Avenue, Tile Cross, Birmingham, B33 9UF**

**\* Postal applications must be received by the Trust no later than the closing date for the applied for vacancy**