

**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 or type your answer.**

**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** [ ]

**If you would like your application to be considered for similar posts in other schools within the Trust,**

**please indicate by ticking the box available ☐**

**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, Local Academy Councils or Executive 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. DISABILITY AND ACCESSIBILITY - ARRANGEMENTS FOR INTERVIEW**

**Do you consider yourself to have a disability or impairment?** Yes: [ ]  No: [ ]

**If you consider yourself to have a disability or impairment and would like to us to make adjustments or arrangements to assist you if you are called for interview, please state the arrangements you require (e.g. ground floor room venue, sign language, interpreter, audio loop, assisted technology 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 organisation**

**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**

**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:

**11. DISMISSAL**

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

If yes, date:

Name of school and LA/Trust or 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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**12. 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 Headteacher (or Chief Executive Officer, if appropriate to the role you held)***, 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.

Headteacher 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. Headteacher 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,** 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, which for a reference relating to a school/Trust must be their work email address.**

**Name:**

**Address:**

**Postcode:**

**Telephone Number:**

**Email:**

**Relationship to You:**

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**Name:**

**Address:**

**Postcode:**

**Telephone Number:**

**Email:**

**Relationship to You:**

**If you have been known to a previous employer by a different name, please clearly state the details here:**

**13. 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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**14. 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.

Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

* You have given us your consent
* We must process it to comply with our legal obligations

Please refer to our Privacy Notice for Applicants for further information.

To comply with **Keeping Children Safe in Education** we will conduct online searches for shortlisted candidates as part of our due diligence process, relating to publicly available information that will support our assessment of suitability for the role. Further details of the nature of those checks and the process are available upon request.

**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 Rehabilitation of Offenders Act 1974 provides that certain criminal convictions become ‘spent’ after the passage of time. This means that the law will treat them for the most purposes as if they have never happened and it is not necessary to disclose them on Applications Forms. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 contains certain classes of employment where a person can be asked to disclose spent convictions. The job for which you are now applying falls within that order.

However, the amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. A conviction will not necessarily be a bar to obtaining employment.

Please note that it is an offence to apply for a role in regulated activity if you are barred from engaging in regulated activity with children.

If your application is shortlisted, you will be asked to complete a criminal records declaration form which will need to be submitted prior to your interview. In addition, we will conduct online searches in accordance with Keeping Children in Education 2022.

In the event of a successful application a Disclosure will be sought from the Disclosure and Barring Service (DBS) in relation to criminal and child protection matters.

If you have lived or worked outside of the UK in the last 5 years, Forward Education Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last 5 years?:**  ☐Yes   ☐No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

**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. If your signature to this application is typed or in electronic format, you will be required to apply a “wet” signature to a copy of the application at interview.

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

**Print Name:**

**15. RETURN ADDRESS**

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

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

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

**16. JOB ADVERTISEMENT**

It would help us, as we constantly improve our processes, to hear from you how you heard about this role, if you could please specify the information below:

DfE Teaching Vacancy website [ ]  BCC/WM Jobs [ ]  LinkedIn [ ]

Twitter [ ]  TES [ ]  Trust/school website [ ]

Facebook [ ]  Indeed [ ]  Hays [ ]

Other (please specify):       Printed publication (please specify)