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| **ADVANTAGE SCHOOLS**  **Please return to:**  [**recruitment@bedfordfreeschool.co.uk**](mailto:recruitment@bedfordfreeschool.co.uk)  **E Logan**  **Bedford Free School**  **Cauldwell Street**  **Bedford**  **MK42 9AD**  **Telephone (01234) 332290**  **Websites:** [**www.bedfordfreeschool.co.uk**](http://www.bedfordfreeschool.co.uk) **and** [**www.elstowschool.co.uk**](http://www.elstowschool.co.uk) |
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**Application for Employment (Teaching Post)**

**Advantage Schools is committed to safeguarding and promoting the welfare of children and/or vulnerable adults and expects all staff and volunteers to share this commitment.**

**Please read the information and guidance given on this form carefully. Your application will be rejected if it is not completed correctly. If hand written, please complete in black ink. If completing electronically, please DO NOT complete in capitals.**

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| **SECTION A** | **Job Details** | | | | |
| **Job applied for:** | |  | | | |
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| **SECTION B** | **Personal Information** | | | | |
| **Surname:** | |  | | | |
| **First Name:** | |  | | | |
| **What title do you use?**  **(For e.g. Mr/Mrs/Miss/Ms/Dr):** | |  | | | |
| **Address (including post code):** | |  | | | |
| **How may we contact you quickly:** | |  | | |  |
| **Telephone Number:** | |  | | |  |
| **Mobile Number:** | |  | | |  |
| **Email Address:**  **Please note, this will be used wherever possible to contact you during the recruitment process.** | |  | | | |
| **Are you recognised as a qualified teacher?** | | **Yes**  **No** | **Date Qualified Teacher Status (QTS) awarded** |  | |
| **If you obtained your QTS after 1999 have you successfully passed your induction year?** | | **Yes**  **No** | **If no, please state reason:** |  | |
| **If you obtained your QTS after 1999 have you successfully passed your skills test?** | | **Yes**  **No** | **If no, please state reason:** |  | |
| **Teacher Reference Number** | |  | | | |

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| **SECTION C** | **Current or most recent Employment/Voluntary Work** | | | | | | | | |
| **Name and address of school/ organisation:** | | | | | **Job held:** | | | **Current Salary/Pay Rate:** | |
|  | | | | |  | | |  | |
| **Date of appointment:** | | | **Length of notice:** | |
|  | | |  | |
| **Brief summary of duties and responsibilities** (List any duties you consider to be of relevance to the post you are applying for. Provide details of any other jobs (paid or unpaid) that you intend to continue doing (Working Time Regulations require us to monitor the hours you work each week, including those you work in other organisations)**:** | | | | | | | | | |
| **Salary – State scale point (s) or Spot Salary and any allowance for any specific responsibility:** | | | | | | | | | |
| **Scale** | | | | | | **Allowance(s)** | | | |
| **Either Main Pay Spine / Spot Salary:** | | | **£**  **pts** | | | **Teaching and Learning Responsibility: \*tick as appropriate** | | | **£**  **TLR1 \*\_\_**  **TLR2 \*\_\_** |
| **Or Upper Pay Spine** | | | **£**  **pts** | | | **Recruitment and Retention Allowance** | | | **£**  **Pts** |
| **Leadership Spine Point** | | | **Pts** | | | **Special Educational Needs Allowance** | | | **£**  **Pts** |
| **If Head or Deputy Head, School Group Number:** | | |  | | |
| **Individual School Range of Points** | | | **From pts**  **to pts** | | | **Safeguarding: (former management allowance)** | | | **£**  **Pts** |
| **Are you currently in employment?** | | **Yes**  **No** | | **If no, please state the date when last employment ended and the reason:** | | |  | | |

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| **SECTION D** | **Educational and Professional/Specialist Qualifications** | | |
| **Please list details relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to interview.** (Please use an additional sheet if necessary) | | | |
| **Name and address of School,**  **College or University attended:** | | **Qualifications: (for example NVQ, GCSE, A level, Degree)** | **Grade/Result received:** |
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| **SECTION E** | **Training relevant to this post.** (Please use an additional sheet if necessary) | | |
| **Name of Organisation:** | | **Name of specialist training courses:** | **Result received:** |
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| **SECTION F** | **Employment History (continued on next page)** | | | | |
| **Please give details of your full employment history in date order starting with the most recent.**  **You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps.**  (Please use an additional sheet if necessary) | | | | | |
| **Organisation’s name and address:** | | **Employment dates to nearest month** | | **Your role:** | **Reason for leaving:** |
| **From:** | **To:** |
|  | |  |  |  |  |
| **Please give details and reasons of any gaps in work history:** | | | | | |

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| **SECTION G** | **Additional information** |
| **This is a very important section. Please follow these instructions carefully. Failure on your part to do so will result in the rejection of your application.**  You must convince the shortlisting panel that you meet each of the selection criteria, ideally by giving practical examples, in order to have a chance of reaching the interview stage. You will find the Person Specification, Job Description in the information pack. Please use the selection criteria to make your application. You may well find that you repeat information when saying how you meet the different criteria. This does not matter. It is important that you show how you meet each criterion separately, regardless of what you may have said elsewhere on the form. Please use extra sheets as necessary. **DO NOT ATTACH A CV. It will not be considered.**  **REMEMBER: Please address each criterion separately. If you do not do this your application form will be rejected.** | |
| **Please continue on separate sheets as necessary** | |

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| **SECTION H** | **References** |
| Please give the names of two referees who can provide professional or educational references.   * The first **must** be from your **present or last employer/voluntary organisation.** If you cannot give an employer, please provide the name of someone who can provide an educational reference. **If you are employed in a School this must be your current Headteacher/Principal** * The second should be a previous employer. If you cannot provide a previous employer, please give either an educational referee or the name of someone who has known you for 3 years who can provide a character reference. * If neither of the two referees given have known you for a period of 3 years or more, please provide an additional referee. This could be a further previous employer, an educational referee, or someone who has known you for 3 years who can provide a character reference.   The person you name must hold a managerial or personnel position in that organisation and have access to your records. Please ensure that you inform any educational/character referees that you have given their name, and confirm that they are happy to provide a reference.  The employment referees provided will be asked if you have any live disciplinary offences and also about any ‘time expired’ disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.  **Where you are not currently working with children or vulnerable adults but have done so in the past, you are required to nominate a referee from the organisation where you were most recently employed to work with children or vulnerable adults as one of your nominated referees. If you are recommended for appointment in these circumstances we will then seek to gain your current employer as a referee.** Failure to comply with these instructions may cause a delay in joining the School.    **PLEASE NOTE THAT Advantage Schools reserves the right to ask you for permission to contact a referee from any organisation you have been associated with. This can be in addition to, or instead of, the names you supply. No referee you give should be related to you.** | |

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| **Referee from Present or Last Employer/Voluntary Organisation (see guidance above)** | | | | | |
| **Referee Name:** |  | **Job Title:** |  | | |
| **Address (including postcode):** |  | | **Telephone Number:** | |  |
| **Length of time known:** | |  |
| **Email Address:** |  | **Type of reference:** | | **Employer** | |
| **I agree to this reference being taken prior to any interview** | | **Yes / No** (delete as appropriate) | | | |

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| **Second Referee (This should be your previous employer – see guidance above)** | | | | | |
| **Referee Name:** |  | **Job Title:** |  | | |
| **Address (including postcode):** |  | | **Telephone Number:** | |  |
| **Length of time known:** | |  |
| **Email Address:** |  | **Type of reference:** | | **Educational** | |
| **I agree to this reference being taken prior to any interview** | | **Yes / No** (delete as appropriate) | | | |

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| **Additional Referee – Please provide an additional referee if neither of the two referees above have known you for a period of 3 years or more (see guidance above)** | | | | | |
| **Referee Name:** |  | **Job Title:** |  | | |
| **Address (including postcode):** |  | | **Telephone Number:** | |  |
| **Length of time known:** | |  |
| **Email Address:** |  | **Type of reference:** | | **Employer/Educational/**  **Character** (delete as appropriate) | |
| **I agree to this reference being taken prior to any interview** | | **Yes / No** (delete as appropriate) | | | |

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| **SECTION I** | **Further Information** | |
| 1. Your job may require you to travel. Would this present any difficulty for you? | | **Yes  No** |
| 1. Are you subject to any legal restrictions in respect of your employment in the UK?   You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service. | | **Yes  No** |
| 1. Are you, to your knowledge, related to or have a close relationship with any member of staff at Advantage Schools? | | **Yes  No** |
| 1. Do you hold any other appointment that would continue if you were appointed to this job? | | **Yes  No** |
| 1. Are you subject to a sanction or have you been at any time barred from working with children or vulnerable adults by the DfES, GSCC or been placed on List 99,   POVA or PoCA? | | **Yes  No** |
| **If you have answered 'yes' to questions 1, 2, 3, 4, 5 please give details below:** | | |
| 1. The post you are applying for is exempt from the 'Rehabilitation of Offenders Act 1974’. You will be required at interview stage to declare any unspent convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings/ cautions or reprimands.   Do you understand the above and agree to declare this information? | | **Yes No** |

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| **SECTION J** | **Declaration** |
| I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct.  I understand that any subsequent contract of employment with the School will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.  **Signature:** **Date**:  **If you lobby, either directly or indirectly, in connection with your application you will be disqualified.** | |

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| **Data Protection Act 2018: Assurance of Fair Processing:** We will hold on computerised records the details you supply on this and related forms. This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details to organisations or individuals with whom we consult regarding human resource related matters.  We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes. |

**Monitoring Equality and Diversity in Employment**

This section of the application form will be detached from your application from and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

Advantage Schools recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We have an Equality & Diversity Policy which aims to make sure that we treat everyone fairly.

To help us monitor this Policy, please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.

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| **SECTION A** |  | | |
| **Your full name:** | | **Title:** | **Date of Birth:** |
| **Gender: (please specify)** | | **National Insurance Number:** | |
| **Other names you have been known by:** | | | |
| **Please state where you saw this post advertised:** | | | |

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| **SECTION B** | |  | | | | | | | | | | | | |
| **a) Ethnic Classification** Which of the following groups do you feel best describes your ethnic origin? | | | | | | | | | | | | | | |
| **Asian/Asian British** | Indian | | |  | Pakistani | | |  | Bangladeshi | |  | Other Asian background, please specify |  | |
| **Black/Black British** | Caribbean | | |  | African | | |  | Any other Black background | |  | Please specify background |  | |
| **Chinese or other Ethnic**  **Group** | Chinese | | |  | Any other Ethnic group | | | | | |  | Please specify Ethnic Group |  | |
| **Mixed** | White and Black Caribbean | | |  | White and Black African | | |  | White and Asian | |  | Other Mixed background, please specify |  | |
| **White** | British | | |  | Irish | | |  | Any other Mixed background | |  | Please specify background |  | |
| **b) Disability** The Disability Discrimination Act defines disability as ‘a physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out day to day activities’. | | | | | | | | | | | | | | |
| **Do you consider yourself to have a disability under the Disability Discrimination Act 1995?** (Please select Yes/No as appropriate) | | | | | | | | | | | | **Yes** | **No** | |
| **If you have answered 'yes' please complete the form overleaf.** | | | | | | | | | | | | | | |
| **c) Sexual Orientation:** Which of the following do you feel best describes your sexual orientation? | | | | | | | | | | | | | | |
| **Lesbian** |  | | **Gay Man** | | |  | **Bisexual** | | |  | **Heterosexual** | | |  |
| **d) Religion/Faith/Belief:** Which of the following groups do you feel best describes your religion/faith/belief?Religion/Faith/Belief? | | | | | | | | | | | | | | |
| **Buddhist** |  | | **Christian** | | |  | **Hindu** | | |  | **Jewish** | | |  |
| **Muslim** |  | | **Sikh** | | |  | **No Religion** | | |  | **Other** please specify | |  | |

**Guaranteed Interview Scheme**

Advantage Schools are committed to the employment and career development of disabled people.

We guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post.

**What do we mean by disability?**

The Disability Discrimination Act, 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

**How do I apply?**

Simply complete this section, and read the declaration below and sign.

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| **Please give details of your disability:** |
|  |
| **Are there any arrangements that may be required to be made should you be invited for interview?** |
|  |

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

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| **Declaration:**  **I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme:**  **Signature:**  **Name:**  **Date:** |

**Any false declaration of disability to obtain an interview will invalidate any**

**contract of employment.**