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| |  |  | | --- | --- | |  | **Rushden Academy**  **Hayway**  **Rushden**  **Northamptonshire**  **NN10 6AG**  **Telephone 01933 350391**  [www.rushden-academy.net](http://www.rushden-academy.net)  Return completed application to:  Mrs D Pilcher [d.pilcher@rushden-academy.net](mailto:k.lloyd@rushden-academy.net) | | | | | | | | | | | | | | | | | |
| **APPLICATION FOR EMPLOYMENT** | | | | | | | | | | | | | | | | |
| **Post applied for:** |  | | | | | | | | | | | | | | | |
| 1. **Personal Details** | | | | | | | | | | | | | | | | |
| **Surname and title:** |  | | | | **Forename(s):** | | | | | | |  | | | | |
| **Address:** |  | | | | | | | | | | | | | | | |
| **Postcode:** |  | | | | | | | | | | | | | | | |
| **Mobile telephone number:** |  | | | | **Daytime telephone number(s):** | | | | | | |  | | | | |
| **Email Address:** |  | | | | | | | | | | | | | | | |
| **National Insurance Number:** |  | | | | | | | | | | | | | | | |
| **Are you eligible to work in the UK? YES ☐ NO ☐**  Please note: you will be required to provide evidence of your eligibility if selected for interview. | | | | | | | | | | | | | | | | |
| **Have you spent time living or working outside of the UK?**       **YES ☐ NO ☐** | | | | | | | | | | | | | | | | |
| **Do you need a work permit to work in the UK?**  If Yes, please give the date that your current work  permit expires: Day /Month/ Year | | | | | | | | | | **YES ☐ NO ☐**  *A copy of the permit will be required if selected for interview.* | | | | | | |
| **If appointed, when could you start? *(Give period of notice if applicable)*** | | | | | | | | | | | | | | | | |
| **2.** **Education**  Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications. | | | | | | | | | | | | | | | | |
| **School (11+)** | | | | **Dates**  (from and to) | | | **Qualifications gained and Grade(s)** | | | | | | | | **Date Obtained** | |
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| **College/University** | | | | **Dates**  (from and to) | | | **Qualifications gained and Grade(s)** | | | | | | | | **Date Obtained** | |
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| **Any other relevant training and qualifications, including qualifications you are studying for now?** Include dates, qualifications, and expected grades | | | | | | | | | | | | | | | | |
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| **3. Teaching Qualifications (To be completed by Teachers only)** | | | | | | | | | | | | | | | | |
| **Have you successfully completed a period of induction as a qualified teacher in this country?** | | | | | | | | | | | **YES ☐ NO ☐** | | | | | |
| **If yes, please give details of completion** | | | | | | | | | | |  | | | | | |
| **Are you registered with the DfE?**  **If Yes, please provide your DFE Number** | | | | | | | | | | | **YES ☐ NO ☐** | | | | | |
|  | | | | | |
| **Are you subject to any conditions or prohibitions placed on you by the DFE?**  **If yes, please give detail** | | | | | | | | | | | **YES ☐ NO ☐** | | | | | |
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| **Do you have Qualified Teacher Status?**  **If Yes, please provide date of award** | | | | | | | | | | | **YES ☐ NO ☐** | | | | | |
|  | | | | | |
| **QTS Certificate Number** | | | | | | | | | | |  | | | | | |
| **Age range you are qualified to teach** | | | | | | | | | | |  | | | | | |
| **Preferred age range you like to teach** | | | | | | | | | | |  | | | | | |
| **Subjects you are qualified to teach** | | | | | | | | | | | | | | | | |
| **Main:**    **Subsidiary:** | | | | | | | | | | | | | | | | |
| **Additional subjects you would be willing to teach** | | | | | |  | | | | | | | | | | |
| **4. Professional Training and Development**  Please include details of any relevant training or continuing professional development. | | | | | | | | | | | | | | | | |
| **Institutions attended** | | | **Course** | | | | | | | | | | | | | **Date** |
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| **5. Employment History**  Please provide **ALL** employment history and include/explain any previous experience (paid or unpaid), starting with the most recent first**. Please explain any employment gaps.** Please use additional sheets if necessary. | | | | | | | | | | | | | | | | |
| **Current or most recent employer (1)** | | | | | | | | | | | | | | | | |
| **Name of Employer:** | |  | | | | | | | | | | | | | | |
| **Address of school or organisation:** | |  | | | | | | | | | | | | | | |
| **Position Held:** | |  | | | | | | | | | | | | | | |
| **Date Started:** | |  | | | | | | **Leaving Date** | | | | | |  | | |
| **Reason for Leaving:** | |  | | | | | | | | | | | | | | |
| **Salary on leaving:** | |  | | | | | | | | | | | | | | |
| **Brief description of key duties and responsibilities:** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Previous employer (2)** | | | | | | | | | | | | | | | | |
| **Name of Employer:** | |  | | | | | | | | | | | | | | |
| **Address of school or organisation:** | |  | | | | | | | | | | | | | | |
| **Position Held:** | |  | | | | | | | | | | | | | | |
| **Date Started:** | |  | | | | | | | **Leaving Date** | | | |  | | | |
| **Reason for Leaving:** | |  | | | | | | | | | | | | | | |
| **Salary on leaving:** | |  | | | | | | | | | | | | | | |
| **Brief description of key duties and responsibilities, and key achievements:** | | | | | | | | | | | | | | | | |
| **Previous employer (3)** | | | | | | | | | | | | | | | | |
| **Name of Employer:** | |  | | | | | | | | | | | | | | |
| **Address of school or organisation:** | |  | | | | | | | | | | | | | | |
| **Position Held:** | |  | | | | | | | | | | | | | | |
| **Date Started:** | |  | | | | | | **Leaving Date:** | | | | |  | | | |
| **Reason for Leaving:** | |  | | | | | | | | | | | | | | |
| **Salary on leaving:** | |  | | | | | | | | | | | | | | |
| **Brief description of key duties and responsibilities, and key achievements:** | | | | | | | | | | | | | | | | |
| **Previous employer (4)** | | | | | | | | | | | | | | | | |
| **Name of Employer:** | |  | | | | | | | | | | | | | | |
| **Address of school or organisation:** | |  | | | | | | | | | | | | | | |
| **Position Held:** | |  | | | | | | | | | | | | | | |
| **Date Started:** | |  | | | | | | **Leaving Date:** | | | | |  | | | |
| **Reason for Leaving:** | |  | | | | | | | | | | | | | | |
| **Salary on leaving** | |  | | | | | | | | | | | | | | |
| **Brief description of key duties and responsibilities, and key achievements:** | | | | | | | | | | | | | | | | |
| **Previous employer (5)** | | | | | | | | | | | | | | | | |
| **Name of Employer:** | |  | | | | | | | | | | | | | | |
| **Address of school or organisation:** | |  | | | | | | | | | | | | | | |
| **Position Held:** | |  | | | | | | | | | | | | | | |
| **Date Started:** | |  | | | | | | **Leaving Date** | | | | |  | | | |
| **Reason for Leaving:** | |  | | | | | | | | | | | | | | |
| **Salary on leaving:** | |  | | | | | | | | | | | | | | |
| **Brief description of key duties and responsibilities, and key achievements:** | | | | | | | | | | | | | | | | |
| *Please use additional sheets if required – and tell us how many additional sheets you have used* | | | | | | | | | | | | | | | | |

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| **6. Personal Statement**  Please state why you have applied for this position and how your experience and skills meet the requirements of the job description and the skills/attributes needed. Provide evidence/examples of how you meet the person specification and your ability to carry out the job description. It is recommended that you use the headings provided to structure your statement. **Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities.** Please use a separate sheet if required. | | | | | |
|  | | | | | |
| **7. References**  Please supply the names and addresses of two referees; one should be your current or most recent employer and the other your previous employer (someone who knows you in a professional or training/education context).  Please note that under the Keeping Children Safe in Education (KCSIE) 2021 and Safer Recruitment guidelines, contained therein, references will be required prior to interview for all School based jobs for both teaching and non-teaching posts. | | | | | |
| **FIRST REFEREE** | | | | | |
| **Name of Referee and relationship to you:** |  | | | | |
| **Organisation:** |  | | | | |
| **Address:** |  | | | | |
| **Email:** |  | | **Tel:** | |  |
| **SECOND REFEREE** | | | | | |
| **Name of Referee and relationship to you:** |  | | | | |
| **Organisation:** |  | | | | |
| **Address:** |  | | | | |
| **Email:** |  | | **Tel:** | |  |
| I hereby authorise you to take up references from my present Employer, my previous Employer (s) or the people that I have submitted above as personal referees, once an invite to interview has been confirmed to me.  I hereby authorise you to take up other reference checks as you may deem appropriate. | | | | | |
| **Signed :** | | **Dated:** | |  | |
| **8. Safeguarding Statement** | | | | | |
| Rushden Academy is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment. | | | | | |

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| **9. Criminal Convictions/Cautions or Disqualifications** | | |
| Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice? Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service website.  <https://www.gov.uk/government/organisations/disclosure-and-barring-service> | | |
| Amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) states 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. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  <https://www.gov.uk/government/organisations/ministry-of-justice> | | |
| **Applicants should note that providing false information to obtain employment is a criminal offence.**  Rushden Academy is committed to safeguarding the welfare of our students. Enhanced Disclosure and Barring Service Checks will be carried out on all successful applicants. Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in summary dismissal.  Disclosure of a criminal record will not necessarily debar you from employment with Rushden Academy, this will depend upon the nature of the offence(s), frequency and when they occurred.  Full details of our Child Protection Policy can be found on the Rushden Academy website:  https://www.rushden-academy.net/index.php/kf/si/policies  **Where a role involves engaging in regulated activity relevant to children it is an offence to apply for the role if you are registered on the barred list.** | | |
| Have you previously used, or do you currently use, any other surname (s)? | | **YES ☐ NO ☐** |
| If YES, please state the other surname(s) you use(d): | | |
| Do you have any criminal records to declare? (this includes criminal convictions or police cautions, spent or otherwise) | **YES ☐ NO ☐** | |
| If YES, when did this take place? | **YES ☐ NO ☐** | |
| Are there any current criminal proceedings against you? (This includes any cautions, bind-overs, police warnings, or pending prosecutions) | **YES ☐ NO ☐** | |
| **If you answer yes to any of the questions in Section 9 you will be expected to provide details of the conviction(s) or offence(s) in a sealed envelope marked 'private and confidential'. If you are not short-listed the envelope will be securely destroyed.**  Please note that it is a condition of your employment that you inform Rushden Academy if you are convicted of any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment. | | |

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| **10. Additional Information** | | | | | | |
| Do you have a disability as defined by the Equalities Act 2010? | | | | | **YES ☐ NO ☐** | |
| If yes, please provide brief details to tell us if there is support which we can provide at interview or in employment if offered the job: | | | | | | |
| Have you been dismissed from employment for a reason other than redundancy? | | | | | **YES ☐ NO ☐** | |
| If YES, please give reasons: | |  | | | | |
| **11. How did you hear about this vacancy?** (Please give details) | | | | | | |
| **Social Media** | | | **☐** | **Word of Mouth** | | **☐** |
| **Website** (Please state which below) | | | **☐** |  | | |
| **Details:** | | | | | | |
| **12. Declaration** | | | | | | |
| Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.  I agree that Rushden Academy can store my personal data in accordance with the guidelines set out in the academy’s Data Protection Policy and the General Data Protection Regulation (GDPR). In summary this allows Rushden Academy to hold your data for as long as recruitment for this role continues, if you are successful and accept the position your data will be kept otherwise it will be destroyed within one month of a successful appointment. Rushden Academy will only use your information for the purposes of this application and will not pass your information to any external agencies without first seeking your consent separately.  I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated. | | | | | | |
| **Signed:** |  | | | | | |
| **Date:** |  | | | | | |
| **When completed please return this application form by the advertised closing date to Rushden Academy and the contact person, whose address appears on the top of this Application Form.** | | | | | | |