



Unless a disability prevents you from doing so, this application form should be completed personally by the applicant. If you require assistance to complete the application form, please contact [clong@newtown.reading.sch.uk](mailto:clong@newtown.reading.sch.uk)

In submitting this form, I confirm this personal statement of my skills and knowledge has been written by me.

APPLICATION FOR TEACHING POST within the Berkshire Schools Trust			CONFIDENTIAL	
<ul style="list-style-type: none"> <li>• Please do not include a CV</li> <li>• Please refer to the enclosed guidelines when completing your application form.</li> <li>• Pages 1 &amp; 2 will not be seen by those who decide on the list of applicants to be invited for interview.</li> </ul>				
Post Title:		Location of Post (if known):	Location:	
Where did you see the post advertised?				
<input type="checkbox"/> Magazine/Newspaper <input type="checkbox"/> Internet/Website <input type="checkbox"/> Job Centre <input type="checkbox"/> Other:				

Personal Details			
Preferred form of address:		(e.g. Mr, Mrs, Ms, Miss, Dr, Prof, Rev, etc)	
Surname / Family Name:		Previous Surnames:	
First Name(s):		Date of Birth:	
Address & Post Code:		National Insurance No:	
		E-Mail:	
Home Tel. No:		Mobile No:	

References			
Please give <b>two</b> referees to whom confidential enquiries may be made. <b>One MUST be from your current employer where you work with children, or the most recent employer where you have worked with children. Referees must not be members of your family, your spouse/partner, or friends.</b>			
Name:		Name:	
E-Mail:		E-Mail:	
Address:		Address:	
Telephone No:		Telephone No:	
Relationship:		Relationship:	
If shortlisted, may we approach this person prior to interview?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If shortlisted, may we approach this person prior to interview?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Please note that references will only be taken up if you are shortlisted for interview, unless you have requested otherwise. However, no offer of employment can be made until two satisfactory references are received. Please also note that the recruiting manager may delay interviews, or decline to interview, if references are not made available. All references available before interview will be read by the chair of the interviewing panel prior to the interview, and the content may be shared with the panel and discussed with you during the interview. Referees will be asked to comment on any disciplinary issues that may be relevant. Interviewing panels reserve the right to request references from further back in your career if it is felt necessary.

Declaration
I declare that the information set out in this application form is, to the best of my knowledge, true in all respects. I understand

that canvassing from any Councillor or employee of The Berkshire Schools Trust, giving false information or omitting to give information in any part of this application, will be a disqualification, or if appointed, may render me liable for dismissal. In some cases, if there are concerns around child protection or the protection of a vulnerable adult, the matter may be referred to the police.

**Signed:**

**Date:**

### Equal Opportunities Monitoring

Royal County of Berkshire Schools Trust operates a policy of equal opportunity and fair treatment for employment and development. To assist us in monitoring this policy, and for this reason only, applicants are asked to give details of their age (date of birth), ethnic origin, gender, sexual orientation, religion or belief and any disability. Your answers to these questions will help the Council to maintain fair selection for all, and within the provisions of the Equality Act 2010. This page of the application form will not be seen by those who decide on the list of applicants to be invited for interview. The provision of the details requested below is voluntary. The information provided will be kept securely and in accordance with data protection legislation.

### Disability

We welcome applications from people with disabilities and guarantee you an interview should you meet the minimum criteria for the job. The Equality Act (2010) defines disability as “any physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”. Please continue on a separate sheet if necessary.

Do you consider yourself to have a disability which falls within this definition?  YES  NO

If YES, please give details:

Would the provision of any aids or adaptations assist you in carrying out the duties of this job?  YES  NO

If YES, please give details:

Is there anything we need to know about your disability in order to provide you with any help you may need for the interview (e.g. a sign language interpreter, or an easily accessible interview room)?  YES  NO

If YES, please give details:

Is there anything else about your disability in relation to this job that you want to make us aware of, and which is not covered elsewhere on this form?  YES  NO

If YES, please give details:

If you are selected for interview, only then will the panel will be made aware that you have declared a disability, and they may wish to explore this further with you at interview in the context of assessing any required adjustments.

### Gender

Male

Female

**Sexual Orientation**

Please tick the box that describes you:

 Heterosexual/Straight     Gay Woman/Lesbian     Gay Man

 Bisexual     Other     Do not wish to declare
**Ethnic Origin**

Please tick the box that best describes you:

**Asian or Asian British**
 Indian     Pakistani     Bangladeshi     Other Asian - Please State:
**Black or Black British**
 African     Caribbean     Other Black - Please State:
**Mixed**
 White & Black Caribbean     White & Black African     White & Asian     Other Mixed - Please State:
**Other Ethnic Groups**
 Chinese     Arab     Other Ethnic Groups – please state:
**White**
 British     English     Welsh     Scottish

 Northern Irish     Irish     Gypsy or Irish Traveller

 Other White Background - Please State:

 Do not wish to declare
**Religion or Belief**

Please tick the box that best describes you:

 Buddhist     Christian     Hindu     Jewish

 Muslim     Sikh     Other     Do not wish to declare
**Asylum and Immigration Act 1996**

Do you have European Union (EU) Nationality?

 YES NO

If your answer is NO and your application is successful, you will be required to provide evidence of your entitlement to live and work in the UK. Note that The BST is only registered to sponsor tier 2 (general) workers.

PTO

Education & Training	
Please list all education, qualifications and training you have undertaken, giving the most recent first, and provide dates. Please include accredited professional development.	
School/College/University:	
Dates attended	FROM: TO:
Qualifications & Award Date(s):	
School/College/University:	
Dates attended:	FROM: TO:
Qualifications & Award Date(s):	
School/College/University:	
Dates attended:	FROM: TO:
Qualifications & Award Date(s):	
School/College/University:	
Dates attended:	FROM: TO:
Qualifications & Award Date(s):	

*Please continue on an additional sheet if required*

Qualified Teacher Status (QTS) Details		
Do you have QTS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	DfE No:

Relationships within the Berkshire Schools Trust		
Have you previously been employed by or sought employment with the Berkshire Schools Trust?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, please give details:		
Is any current employee of the Berkshire Schools Trust your partner, spouse or relative?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, please give details:		

**Employment****Current or Most Recent School / Position with Access to Children**

<b>School:</b>	
<b>Headteacher:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	
<b>Type of School:</b>	<input type="checkbox"/> BOYS <input type="checkbox"/> GIRLS <input type="checkbox"/> MIXED
<b>Number on Roll:</b>	
<b>Dates of Employment:</b>	<b>FROM:</b> <b>TO:</b>
<b>Salary:</b>	
<b>Reason for Leaving:</b>	
<b>Age Group(s) Taught:</b>	
<b>Group Size:</b>	
<b>TLRs:</b>	
<b>Position Held:</b>	
<b>Main Responsibilities:</b>	

**Previous Employment/Activity**

Please list all previous employment and activity, *excluding education and training*. **Start with your most recent employment, if different from that stated in the previous section, and list chronologically backwards.** Please include all employment, unpaid work, voluntary work, and periods away from work such as raising a family.  
**Please, ensure all dates are provided and no gaps in activity are left unaccounted for.**

<b>Employer/Other Activity:</b>	
<b>Dates of employment/training</b>	<b>FROM: TO:</b>
<b>Position Held:</b>	
<b>Grade/Salary:</b>	
<b>Main Responsibilities:</b>	
<b>Reason for Leaving:</b>	
<b>Employer/Other Activity:</b>	
<b>Dates of employment/training</b>	<b>FROM: TO:</b>
<b>Position Held:</b>	
<b>Grade/Salary:</b>	
<b>Main Responsibilities:</b>	
<b>Reason for Leaving:</b>	
<b>Employer/Other Activity:</b>	
<b>Dates of employment/training</b>	<b>FROM: TO:</b>
<b>Position Held:</b>	
<b>Grade/Salary:</b>	
<b>Main Responsibilities:</b>	
<b>Reason for Leaving:</b>	
<b>Employer/Other Activity:</b>	
<b>Dates of employment/training</b>	<b>FROM: TO:</b>
<b>Position Held:</b>	
<b>Grade/Salary:</b>	
<b>Main Responsibilities:</b>	
<b>Reason for Leaving:</b>	

<b>Have all gaps in employment/activity been accounted for?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
---	------------------------------	-----------------------------

If NO, please provide further details:

By signing this application form on the front page, you are also confirming that the declaration above is correct. If later background checks confirm that information in this section has been falsified or omitted it will lead to disqualification or, if appointed, could render you liable for dismissal or, in some cases, to the matter being referred to the police.

**Skills, Abilities, Knowledge & Experience**

Do you hold a full current driving license (if relevant to this position)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
--	------------------------------	-----------------------------

Describe how you consider your skills, abilities, knowledge and experience to be relevant to this position and the factors that make you a suitable candidate. You may include voluntary work and experience gained outside of work. Please refer to the guidance notes enclosed, and ensure you link this part of your application to the criteria listed in the Person Specification.

Please continue on a separate sheet if necessary.

## Disclosure of Criminal Convictions and Cautions

Under the Rehabilitation Of Offenders Act 1974, ex-offenders do not have to disclose their criminal convictions when applying for most – **but not all** – jobs if their convictions become spent.

It takes between 6 months and 11 years for a conviction to become spent.

Custodial sentences of more than 4 years can never become spent.

Jobs where cautions and criminal convictions have to be disclosed are called “exempted posts”. For exempted posts (e.g. working with vulnerable groups – please refer to the note below), **POLICE CAUTIONS AND CONVICTIONS ARE NEVER SPENT AND MUST BE DISCLOSED**. If the post for which you are applying is exempt from Section 4 (2) of the Rehabilitation Of Offenders Act (Exemptions) Order 2001, you will be required to complete a DISCLOSURE check and an offer of employment would be subject to receipt of a satisfactory check.

The disclosure of a criminal record will not debar you from appointment unless the selection panel determine that the conviction renders you unsuitable for appointment.

**Please complete the DECLARATION OF CRIMINAL CONVICTIONS AND CAUTIONS FORM enclosed with your application pack. It will not be possible for us to consider your application further if you have not completed this form.**

Should you be appointed to the post that you have applied for it is essential that you inform your manager immediately should your circumstances change in regard to Criminal Convictions and Police Cautions before or during employment.

## Safeguarding Vulnerable Groups

The Berkshire Schools Trust is committed to protecting the welfare of vulnerable groups through safe recruitment and selection practices.

The information you have provided in your application, and that you may be invited to discuss at interview, will assist in assessing your suitability to work with people in a vulnerable group – both children and adults.

Your references, and any information that may need to be obtained via pre-employment checks will also be taken into account.

The vulnerable groups covered by The Berkshire Schools Trust are children accessing any service, and adults (over 18) who require personal care either at home or in a residential home or day centre, adults accessing social care services, and adults attending establishments that cater for people with learning or physical impairments.

*The information provided by you in this application form will be used for the purposes of administering and monitoring the recruitment and selection process only. If appointed the information will form the basis of the employment record. No information will be passed to third parties. March 2018*