



Application Form – Teacher

CONFIDENTIAL

Central Learning Partnership Trust

Thank you for your interest in our vacancy. Please complete ALL sections. To comply with Safer Recruitment Guidelines and as stipulated in the statutory guidance – Keeping Children Safe in Education, we are required to request this information. Please let us know if you have difficulty completing this form.

School Name:

Vacancy Title:

1. EQUALITY

CLPT will guarantee an interview for people with disabilities who meet the essential criteria on the personal specification.

Are you registered disabled? Yes / No

2. PERSONAL DETAILS

Title:

Full Name:

Address:

Postcode:

Telephone Number:

Email Address:

National Insurance Number:

3. PRESENT OR LAST EMPLOYMENT

School Name and Address	Local Authority and Phase	Position Held	Date From	Date To	Salary Pay Point and Actual

4. PREVIOUS EMPLOYMENT

Please complete in chronological order, starting with your most current employment. Please include all employment including non teaching roles. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for from the point of leaving full time education. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where you worked.

Please detail any breaks in employment history together with the reason for the break. This information may form part of our salary assessment, therefore please ensure accuracy and you have included all experiences since the age of leaving full time education including any part time or voluntary work. Failure to provide accurate information may result in an incorrect salary assessment.

If you have passed through the upper pay range threshold, you will need to supply a copy of your letter of confirmation with this form.

School and Phase	Approx Numbers on Roll	Local Authority	Position Held	Date From	Date To	Salary

5. EDUCATION, TRAINING & QUALIFICATIONS

School / College / University / Placement	Date From	Course Taken / Qualification	Grade	Date Awarded

QUALIFIED TEACHER STATUS

Date of recognition as a Qualified Teacher:	
Teacher Reference Number:	
Have you successfully completed a period of induction as a qualified teacher in this country?	Yes / No If Yes, please give date of completion:
Are you subject to any conditions or prohibitions placed on you by the DfE?	Yes / No If Yes, please give details:
What is/are your main teaching subject(s)?	
What are you subsidiary teaching subjects?	
What age range is relevant to your training?	

OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)

Name of Provider	Course Taken / Qualification	Date Awarded

MEMBERSHIP OF PROFESSIONAL BODIES

Are you currently a member of any professional bodies? If so please give details.

--

6. INFORMATION IN SUPPORT OF YOUR APPLICATION

To assess your suitability for the position, based on the personal specification and the job description please provide supporting information and examples from your personal, educational or work/career demonstrating your skills, experience and knowledge. (Please continue on another sheet if required)

NOTE: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.

--

7. REFEREES

To comply with our statutory obligations under Keeping Children Safe in Education we will seek and scrutinise references prior to interview. All information provided by referees will be compared for consistency against the information disclosed in your application form, you will be asked about any discrepancies at interview.

In line with current statutory safer recruitment guidance, references will be sought if you have been successfully shortlisted and invited to an interview.

Please provide details of two referees below that we can contact for a reference. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without this particular reference.

CLPT reserves the right to approach any previous employer or manager you have detailed in section 4.

REFERENCE ONE: Present of most recent employer.

Name of school/company:	
Address of school/company:	
Full name:	
Job title:	
Contact telephone number:	
Contact email address:	
Relationship to you:	

REFERENCE TWO: Previous employer.

Name of school/company:	
Address of school/company:	
Full name:	
Job title:	
Contact telephone number:	
Contact email address:	
Relationship to you:	

If your referee knew you by another name, please give details.

8. ONLINE CHECKS

In accordance with our statutory obligations under Keeping Children Safe in Education CLPT is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which CLPT may wish to explore with you at interview.

Please provide your profile name/handle for any social media platform that you use:

If you would like to inform us of anything that might come to light when we perform this search, please outline the details below:

9. SAFEGUARDING CHILDREN – DISCLOSURE AND BARRING

CLPT is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If shortlisted for an interview you will be required to disclose to us information about any:

- adult cautions (simple or conditional);
- conditional cautions;
- convictions in a Court of Law; and

This information can be disclosed either verbally at interview or by completing a relevant conviction form after interview if that is your preference.

If you are shortlisted for an interview, to comply with Keeping Children Safe in Education we will also ask you to complete a self-declaration form prior to interview to provide any relevant information which may make you unsuitable to work with children. For example, whether you are included on the barred list, prohibited from teaching, prohibited from taking part in the management of an independent school, known to the police and children's social care or disqualified from providing childcare and any relevant overseas information.

If you are subsequently employed by CLPT and it is found that you failed to disclose any relevant previous convictions, cautions or other relevant information as defined above, this could result in dismissal, or disciplinary action being taken. During the course of your employment with CLPT, should you be arrested by the police you are obliged to notify the Executive Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

It is an offence for anyone to apply for a role if they are barred from engaging in regulated activity relevant to children.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

10. CHILDCARE (DISQUALIFICATION) REGULATION (Applicable to Primary 'aged' Schools)

In accordance with the Childcare Act 2006 and the Childcare (Disqualification) Regulation 2009 the Governors are required to obtain an additional staff disqualification declaration for employees within settings providing care for early years childcare (this covers the age range from birth until 1st September following a child's fifth birthday i.e. up to and including reception age) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school educational settings, or if when directly concerned with the management of such childcare related establishments. This declaration is to confirm that you are not disqualified 'by association' to anyone currently residing within your household who is disqualified under the Childcare (Disqualification) Regulation 2009.

11. ELIGIBILITY TO WORK IN THE UK

We are legally obliged to ask you to provide evidence of your right to live and work in the UK. If you are successful, we will ask you to provide appropriate documents, such as a passport, visa of full birth certificate and national insurance number to confirm this. (Further details are available from the UK Border Agency website).

Are you legally able to work in the UK immediately?	Yes / No
Do you require a Visa or a Permit to legally work in the UK?	Yes / No

12. GENERAL

Please give details of any dates within the next month when you will not be available for interview. We cannot guarantee being able to offer you an alternative date.

Do you hold a current full driving license?	Yes / No
Do you have regular use of a vehicle?	Yes / No
You are required to declare any relationship with or to an employee, Governor, or Trustee of CLPT. Please state their name and position, how they are related to you, together with the school in our Trust that they are affiliated with.	

13. REASONABLE ADJUSTMENTS FOR A DISABILITY

If you are disabled and believe that you may require adjustments to this application process, please provide details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact the school to discuss any requirements. If you believe adjustments would only be required for a later stage of the process (such as at interview stage), you are not required to provide information at this stage of the selection process.

14. MEDICAL CLEARANCE

Successful applicants will be required to complete a confidential medical questionnaire.

15. DATA PROTECTION

CLPT will use the information on this form to process your application. In completing this application form you should refer to the Recruitment Privacy Notice available on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside CLPT without first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

For full information regarding Data Protection and GDPR please refer to government guidelines.

16. DECLARATION

I hereby consent to the recruiting organisation to use my personal data contained within this application form for the recruitment, selection and employment process relating to this vacancy only. I declare that, to the best of my knowledge and belief, the statements and information I have given is correct. I understand that should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with CLPT.

Signed	Date
---------------	-------------

Please return your completed application form to the person detailed on the job advert