

CONFIDENTIAL



**Discovery Schools**  
Academy Trust

## APPLICATION FORM

Pre-employment screening checks may be undertaken on recruitment applications and applicants for the purposes of confirming information requested and provided within this application form.

### 1. POST DETAILS

|                     |                              |
|---------------------|------------------------------|
| Post applied for:   | Post ref:                    |
| School applying to: | Department (if applicable) : |

### 2. PERSONAL DETAILS

|   |   |
|---|---|
| Surname:  | Forenames:  |
| Previous Names:   | National Insurance Number:  |
| Title:  | Contact Telephone Number:   |
| <b>Please only answer the questions below if they are a requirement on the Job Description /Person Specification for this post.</b>                             |   |
| Address:  | Do you have a current full Driving License? Yes <input type="checkbox"/> No <input type="checkbox"/><br>(Press enter to select) |
|   | Do you have use of a vehicle? Yes <input type="checkbox"/> No <input type="checkbox"/><br>(press enter to select)               |
| Post Code:  |   |
| Email:  |   |
| Do you have the National Professional Qualification for Headship (NPQH)?  | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| Date awarded Qualified Teacher Status (QTS)?  | / / (day/month/year)  |
| Are you currently registered with the GTC in England?   | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| If you gained QTS after 7 May 1999, have you completed the Statutory Teacher Induction Period?  | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| Have you worked as a Supply Teacher for 16 months or more?  | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| If you have indicated that your induction period is part completed, please provide the name of the appropriate body where your induction period was undertaken. |   |
| Teacher Reference No:<br>(formerly DfES Number)   | <i>If you have lost/cannot recall your teacher Reference Number please contact the GTCE by calling +44 (0)370 001 0308</i>      |
| Which subject area(s) did you specialise for in teacher training?   |   |
| Other subject areas of interest e.g. sport, music, drama?   |   |

**3. PRESENT EMPLOYMENT**

(If you are not currently in employment please leave blank)

|                  |  |
|------------------|--|
| Job Title:       | Telephone Number:  |
| Employer's Name: | May we contact you on this number?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Address:         | Basic Pay/grade:   |
|                  | Other Pay:   |
| Postcode:        | Date Started:  |
|                  | Period of Notice:  |

Outline of key duties and responsibilities:

|  |
|--|
|  |
|--|

**4a. EXPERIENCE (This should include paid and unpaid employment, work experience, placements etc) Please list most recent post first.**

| Organisation | Role | Salary<br>(If Applicable) | Date Employed   |               | Reason for leaving |
|--------------|------|---------------------------|-----------------|---------------|--------------------|
|              |      |                           | From<br>MM/YYYY | To<br>MM/YYYY |                    |
|              |      |                           |                 |               |                    |

**4b. Please specify all time not accounted for above with dates and reasons**

**5. SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES**

Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you the best person for the job. Always give examples of things you have done in your work/home life to fulfill the Person Specification. Please use additional paper if necessary.

**6. CRIMINAL CONVICTIONS AND CAUTIONS**

**To be read in conjunction with the criminal convictions section on the application form guidance notes.**

Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning?

Yes

No

Please give details of all convictions and/or cautions in a sealed envelope and attach this to your form including date, court and nature of offence.

The Terms and Conditions of Employment found in your job pack will tell you if this post is defined as a 'Regulated Activity' under the Safeguarding Vulnerable Groups Act 2006.

**7. EDUCATION**

| Qualifications gained or pending.<br>Please state subject<br>(Please be prepared to provide<br>evidence at interview) | Grade | Date Achieved<br>(MM/YYYY) | School/College/University |
|---|-------|----------------------------|---------------------------|
|   |       |                            |                           |

| 8. MEMBERSHIPS OF RELEVANT ORGANISATIONS |                                 |                                     |
|--|---------------------------------|-------------------------------------|
| Professional Body/Association            | Qualification/ Membership Level | Dates of Qual/ Membership (MM/YYYY) |
|  |                                 |                                     |

| 9. RELEVANT COURSES/ AWARDS (e.g. short courses attended/ certificates/awards) |                         |          |    |
|--|-------------------------|----------|----|
| Organising Body  | Brief Details of Course | Duration |    |
|  |                         | From     | To |
|  |                         |          |    |

**10. DISABILITY/ HEALTH CONDITIONS**  
 Discovery Schools Academies Trust seeks to promote the employment of people with disabilities and will make any adjustments considered reasonable to job duties within the terms of the Disability Discrimination Act 1995, to accommodate a suitable candidate with a disability.

**The Equality Act 2010 defines disability as:**

*‘A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.’*

Please see notes of guidance for further clarification of this definition.

I consider myself to be:      Disabled       Non Disabled

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.

- Interview information on audio tape
- Interview information in large print format
- Sign language interpretation or other assistance with communication at interview
- Induction loop in interview room
- Wheelchair-accessible location for interview
- Car parking space for interview (for people with mobility problems only)
- Facility for Personal Carer, assistant or other person to accompany you at interview

Please specify any other support, which you would like to be made available on the day:

## 11. DATA PROTECTION ACT

**The information you supply when requesting a job pack will be held for monitoring and evaluation purposes and in connection with any future contact.**

**Discovery Schools Academies Trust (DSAT)**, is committed to maintaining the confidentiality of its information and ensuring that all records within the organisation are only accessible by the appropriate individuals. In line with the requirements of the General Data Protection Regulation (GDPR), DSAT also has a responsibility to ensure that all records are only kept for as long as is necessary to fulfil the purpose(s) for which they were intended.

**Any data sharing will only be in accordance with our policies and processes – further information can be found on our Privacy Notice.**

When you sign and return this form you are giving your permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive, If your application is unsuccessful, the form will be held for up to 6 months and then destroyed.

## 12. INTERVIEW ARRANGEMENTS

Please indicate below any dates when you would not be able to attend for interview:

### 13. REFERENCES

|  |                            |
|--|----------------------------|
| Name:  | Name:                      |
| Address:   | Address:                   |
| Postcode:  | Postcode:                  |
| Email Address:   | Email Address:             |
| Telephone Number:  | Telephone Number:          |
| Title/ Position:   | Title/ Position:           |
| Relationship to applicant:   | Relationship to applicant: |
| One of your references should be your present or most recent employer.<br>For all candidates shortlisted for posts which have been designated as a regulated activity, it will be necessary to approach both referees at the shortlisting stage. |                            |

### 14. DECLARATION

- I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.  
By signing this form I agree to Discovery School Academies Trust using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.
- I also confirm that I have not directly or indirectly approached an employee of Discovery School Academies Trust or Governor of a school from the multi academy trust to support me in making this application as this would disqualify me as a candidate.
- I understand that if I don't tell you about any relationships with any employees of Discovery School Academies Trust or I neglect to tell you about any criminal convictions/cautions/reprimand/final warnings detailed in the guidance notes, and this is discovered after appointment, I could be dismissed without notice.
- I also understand that satisfactory references, DBS disclosure (if appropriate), medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

Signature:

Date:

**If you are applying online you will be required to bring a signed application with you to the interview.**

## EQUAL OPPORTUNITIES MONITORING

It would be really helpful if you could complete this section for us. Discovery School Academies Trust is committed to equality of opportunity in employment and service delivery and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike. The details you supply will be stored separately to the information on the rest of the application form and will not be used as a basis for decision-making within the selection process.

Work Location:

Application for post of:

1) **How would you describe your ethnicity?**

(a) White

- British  
 Irish  
 Any Other White Background \*

\*(please specify below)

(b) Mixed

- White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any Other Mixed Background\*

\*(please specify below)

(c) Asian & British Asian

- Indian  
 Pakistani  
 Bangladeshi  
 Any Other Asian Background\*

\*(please specify below)

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

(d) Black or Black British

- Caribbean  
 African  
 Any Other Black background\*

\*(please specify below)

(e) Chinese or other ethnic group

- Chinese  
 Any Other ethnic group\*

\*(please specify below)

(f) Gypsy/Traveller

- Irish Traveller  
 Romany Gypsy  
 Any Other Background\*

\*(please specify below)

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Prefer not to say

2) **My sex is** Male  Female  Prefer not to say

3) **My date of birth is (DD/MM/YY)** **Age:**

4) **The Equality Act 2010 defines disability as:**

*'A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities.'*

I consider myself to be Disabled  Non-Disabled  Prefer not to say

5) **My religion is:** Buddhist  Christian (all denominations)  Hindu  Jewish  Muslim

Sikh  None  Other  Please specify  Prefer not to say

6) **My sexual Orientation is:** Bi-sexual  Gay  Lesbian  Heterosexual

Other  Please specify  Prefer not to say

**7) Do you describe yourself as Trans?**

Yes  No  Prefer not to say

**8) Where did you see this vacancy advertised? (Please be specific e.g. Eteach/Leicester Mercury/ Connexions/ Jobcentre Plus/ County Council Website/ Word of mouth)**

**9) Do you or have you worked for Leicestershire County Council? Yes  No**

**If yes do you consider this job to be a promotion? Yes  No**

|                        |                     |                    |                  |
|------------------------|---------------------|--------------------|------------------|
| Family Name:           | Other Names:        |                    |                  |
| <b>OFFICE USE ONLY</b> | <b>Short listed</b> | <b>Interviewed</b> | <b>Appointed</b> |