

CONFIDENTIAL

Brook Learning Trust Application for Appointment of Teaching Staff



This application form can be completed by hand and sent by post, or completed digitally and emailed to us. For sending instructions, see page 10.

POST DETAILS

Post applying for:

Grade:

PERSONAL DETAILS

Surname:

Previous surnames:

Title:
(Mr/Mrs/Miss/Ms)

First names:

Home Address:

Post Code:

Home phone:

Work phone:

Mobile phone:

Email address:

National Insurance No:

DfE Reference No:

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes or No:

If 'Yes', please give details:

EDUCATION AND TRAINING

Secondary School/College/University

Please give dates and state whether full or part-time courses.

| Dates from/to | Institution name | Subjects studied | Qualifications and grades | Full or part-time | Year taken |
|---------------|------------------|------------------|---------------------------|-------------------|------------|
| | | | | | |

EDUCATION AND TRAINING (continued)

Membership of Professional Institutes or Societies

| Institute or society | Grade of membership | Year attained |
|----------------------|---------------------|---------------|
| | | |

Awards and Other Education and Training

Non-Academic Awards:

In-Service Education and Training:

TEACHING EXPERIENCE

Date of recognition as a qualified teacher by DfE:

Original documentation of qualifications will be required prior to an appointment.

Present School/Place of Work

School/Company Name:

Address:

Post Code:

Telephone no:

Fax no:

Number on roll:

Student age range:

Student gender:

(Boys/Girls/Mixed)

Date commenced
present post:

Full or part-time:

If part-time,
state your proportion:

Scale of post:

Title of post:

Point on CPS Spine:

Management Allowance points:

Salary:

Employing Authority:

TEACHING EXPERIENCE (continued)

Previous posts

Please list in chronological order and explain any gaps.

| Dates from/to | LEA/Trust/ Governing Body | School/Place of Work | No. on roll | Scale and Post | Full or part-time |
|---------------|------------------------------|-------------------------|----------------|----------------|----------------------|
| | | | | | |

TEACHING EXPERIENCE (continued)

Non-teaching Experience

Please give particulars of all other paid or unpaid employment or experience after the age of 18, (e.g. commercial experience, raising family, youth work) explaining any gaps.

| Dates from/to <i>(if applicable)</i> | Company/ Organisation Name <i>(if applicable)</i> | Experience |
|--|---|------------|
| | | |

SUITABILITY

Please explain how your ability, skills and knowledge match those required for the appointment. Please consider all your experience whether paid or unpaid. Give examples where you can, in support of your application. Continue on a separate sheet if necessary.

Statement of Suitability:

REFERENCES

Please give the name and address of two professional people willing to give a reference, including your present or last Headteacher. Or, if you are in, or have recently completed full-time education, one referee should be from your College/University. References will be taken up before interview.

Referee 1

Name:

Job Title:

Address:

Post Code:

Telephone no:

Email address:

Referee 2

Name:

Job Title:

Address:

Post Code:

Telephone no:

Email address:

DISCLOSURES

Disclosure of Relationship

Are you related by marriage, blood or as co-habitee to any member of the school's Governing Body, or member of the School's Senior Management? Yes or No:

If 'Yes', state the name, relationship and position held:

Disclosure of Criminal Convictions

Under the Rehabilitation of Offenders Act 1974 (Amendment Order 1986) and regulations issued by the Home Office, the Governors have a duty to ensure that a police check for possible criminal convictions is undertaken for all those who apply for positions that give substantial access to children. Applicants are not entitled to withhold information about convictions which for other purposes would be "spent" under the provisions of the Act.

Have you ever been cautioned, convicted or found guilty of any offence by any Court (even if you were only placed on probation or conditionally discharged)? Have you ever been the subject of any investigation or inquiry into abuse or other inappropriate behaviour by an enforcement agency? Answering 'Yes' does not necessarily bar you from appointment. Every application is considered on its own merits. Yes or No:

If 'Yes', please give details of court, charge and sentence on a separate piece of paper and place in an envelope, this will be removed before selection.

Have you had a DBS/Criminal Records Bureau Check carried out? Yes or No:

If you have replied 'Yes', please provide a copy of your disclosure certificate. If you have replied 'No', please confirm by signing below that you have no objection to a DBS being carried out before an appointment is confirmed. A refusal could prevent further consideration of your application.

Signature:

EQUAL OPPORTUNITIES POLICY

The Brook Learning Trust is committed to developing and implementing its Equal Opportunities Policy. We recognise that discrimination occurs on the basis of race, sex, age and disability, and against lesbians, gay men and bisexuals. We are setting up procedures to ensure recruitment and selection is carried out fairly. In order to ensure the policy is operating effectively, we need to monitor applications for jobs and you are asked to assist by completing the enclosed monitoring form. Monitoring information is not requested for sexual orientation, as it is recognised that not everyone wishes to reveal this information. The information provided will only be used to monitor recruitment and will be detached before the selection process.

APPLICATION DECLARATION

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form will justify dismissal from the School's service. I understand that a police check will be carried out.

Signature:

Date:

APPLICATION INFO

Where did you see this job advertised?

SENDING US YOUR APPLICATION

If you have completed this application form by hand, please send it to:

Amanda Lee – HR Manager
Brook Learning Trust
The High Weald Academy
Angley Road
Cranbrook
Kent
TN17 2PJ

If you have completed this application form digitally, please email it to:
careers@brooklearningtrust.org.uk