



TEACHER APPLICATION FORM

Washwood Heath Multi Academy Trust (“WHMAT”) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

WHMAT is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

Successful applicants will be required to undertake an Enhanced DBS check and barred list check.

Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a).

It is important that you refer to the [Guidance Notes](#) before completing this form.

1. VACANCY DETAILS

Position Applied For:

Base Academy:

Please enter phase/s you wish to teach

Nursery: Reception: KS1: KS2: KS3: KS4:

Special:

Main Subject (where appropriate):

Subsidiary Subject:

Other Subject Interests, e.g. Sport, Music, Drama, Community Language. (Please give details below.)

2. PERSONAL DETAILS

First Name(s):

Last Name:

Title e.g. (Mr,Mrs,Miss,Ms):

Any Previous Name/s:

Date of birth:

Address:

Postcode:

Correspondence Address (if different from above):

Postcode:

Daytime Tel:

Evening Tel:

Mobile Tel No:

Email Address:

National Insurance Number, if you have one:

Do you have the right to work in the UK?

Yes:

No:

Please note: Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

Are there any restrictions on your being resident or being employed in the UK

Yes:

No:

Have you lived outside the UK for more than 12 months in the past 10 years?

Yes:

No:

(If so, we need a Police Certificate of Good Conduct from that Country)

Current Driving licence (if this is a requirement of this job)

Yes:

No:

Teacher Reference Number:

Do you have QTS, including skills test if qualified post 2004?

Yes:

No:

3. GENERAL INFORMATION

Are you related to or do you have a close relationship with an existing WHMAT employee, governor or director?

Yes:

No:

If yes, please provide details:

Name:

Position:

Relationship:

Do you wish to job share the position you are applying for?

Yes:

No:

4. ARRANGEMENTS FOR INTERVIEW

If you have disability, are there any arrangements which we can make for you if you are called for an interview and or/work based exercise?

Yes:

No:

If Yes, please specify, (e.g. ground floor venue, sign language, interpreter, audioloop, etc):

5. RETIREMENT/DISSMISSAL

Are you in receipt of a Teachers' Pension?

Yes:

No:

9. IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT

(most recent first)

Year	Organising body	Course title	Length of course

NPQH Award..... Yes: No: Date of Award:

10. CURRENT & PREVIOUS EMPLOYMENT (Current first)

Please complete the following, in full chronological order, starting with your current employment and include all employment including non-teaching. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. **Please also include any breaks in employment history together with the reason for the break.** This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18, including any part time or voluntary work. Failure to provide the correct and accurate information may result in an incorrect salary assessment. If you have passed threshold you will need to supply a copy of your letter of confirmation with this form.

From		To		Employer	Job Title	Reason for change
Mt	Yr	Mt	Yr			

11. WRITTEN REFERENCES

Please give the name of two professional referees (who are not friends or relatives). One should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

Please note that if you are shortlisted, we will request references prior to interview in line with statutory guidance.

Written references will not be accepted from relatives or people writing solely in the capacity of friends.

Name:

Address: Postcode:

Telephone Number:

Email:

Fax Number:

Relationship to You:

Name:

Address: Postcode:

Telephone Number:

Email:

Fax Number:

Relationship to You:

12. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION

(Please state the reasons why you wish to apply for the position and give details of why you think you are a suitable candidate in line with the person specification and job description. Please include additional pages as appropriate)

13. DATA PROTECTION ACT 1998

Consent and Certification of Details

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, within WHMAT, to governors of schools, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to the Teaching Agency, Law Enforcement Authorities, the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I, (print name)

Consent to my employer recording and processing the information detailed in this application form. I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 1998.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

14. CONFIRMATION OF DETAILS

I confirm that all the information given on this form is complete and accurate and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I

understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police and other external agencies as deemed appropriate.

I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.

Signature:

Date:

Print Name:

15. DISCLOSURE

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

Under the Rehabilitation of Offenders Act, criminal convictions normally become spent after a period of time i.e. do not need to be disclosed. However, convictions do not generally become “spent” if you are applying to work with children, on a paid or voluntary basis. However, since May 2013 individuals do not have to disclose certain old or minor offences and we can no longer ask you to disclose them if the offences are covered by the filtering rules/known as “protected offences”.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. This means that a) you are not obliged to disclose them to us, and b) that we cannot take these into account during the application/recruitment process.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

You are advised to consult the filtering guidance on the Disclosure and Barring Service (“DBS”) website before submitting your application <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs>

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

I confirm that I have no criminal convictions, cautions, warnings, reprimands or bind-overs, or am barred, disqualified from working with children, or subject to a prohibition order by the National College for Teaching & Leadership (“NCTL”).

Signature:

Print Name:

If you do have any criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children, or subject to a prohibition order by the NCTL, please enclose full details in a sealed envelope marked 'Private and Confidential' and tick this box.

Having a criminal conviction will not necessarily bar you from employment.

16. RETURN ADDRESS

recruitment@whmat.academy

HR Transactional Team

Tile Cross Academy

Gressel Lane

Tile Cross

B33 9UF

RECRUITMENT MONITORING

Name:

Job title:

Job ref no if applicable:

GENDER

I am: Female Male

Date of Birth: Age:

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

ETHNIC ORIGIN

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2011 Census with additional categories included.

A White

British Irish Gypsy or Irish Traveller

Albanian

Any other White background, please indicate:

B Mixed

White/Black – Caribbean White/Asian White/Black – African
Black/Asian

Any other mixed background please indicate:

C Asian or Asian British

Indian Kashmiri Pakistani Bangladeshi Chinese

Any other Asian background, please indicate:

D Black or Black British

Caribbean African

Any other Black background, please indicate:

E Other ethnic group

Arab Kurdish Vietnamese

Any other please indicate:

Not disclosed

WHAT IS YOUR SEXUAL ORIENTATION?

Bisexual Lesbian or Gay Heterosexual Not Disclosed

DISABILITY

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes: No:

If all of the above does not apply to you, however, you consider yourself to have a disability, please

tick here.

EMPLOYMENT STATUS

Are you currently employed?

Yes:

No:

If yes please state if you are employed on a temporary, casual or permanent basis:

Are you currently unemployed?

Yes:

No:

RELIGION

Christian – (including Catholic, C of E, Protestant and all other Christian denominations)

Buddhist Hindu Jewish Muslim Sikh

No religion Not disclosed Other - please specify:

JOB ADVERTISEMENT

How did you first find out about this job? Please specify the source or publication.

Teacher Vacancy Bulletin Birmingham City Council Website Jobsgopublic

WMJobs.co.uk TES on-line TES printed publication

Guardian Jobs4U jobs bulletin Website, other (please specify)

Professional Journal (please specify) Other Newspaper (please specify)

Radio (please specify) Birmingham Evening Mail Word of Mouth

Careers/open day (please specify) Jobcentre Plus Search

Consultant

Other (please specify):



GUIDANCE NOTES FOR TEACHER APPLICATION FORM – WASHWOOD HEATH MULTI ACADEMY TRUST (“WHMAT”)

THE APPLICATION FORM

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is therefore, most important that you complete **ALL** sections of the application form which are relevant to you as clearly and fully as possible. **Please do not include a Curriculum Vitae with your application**, but try to include all relevant information on the form itself using additional sheets if necessary. If you are unable to complete the form, you may ask someone to do it on your behalf. If you have a disability and would prefer to submit your application on tape – you may do so. Your recording should follow the format of the application form. The following notes will explain the application form and give some useful advice on how to complete it. Please use black ink or type since it will be necessary to photocopy your form.

SECTION 1: Vacancy details

Please refer to the job advertisement to fill in this section. Although you will be employed by WHMAT, you will primarily work from a “base academy” as specified in the advert for the post.

SECTION 2: Personal details

Please enter your personal details fully and clearly so that we may contact you about your application.

National Insurance number: If you do not currently have a National Insurance number, please leave this blank.

Right to work in the UK: If you are shortlisted for an interview with WHMAT, your original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

Lived outside the UK: If you have lived outside the UK for more than 12 months in the past 10 years, you will be required to provide a Police Certificate of Good conduct from that country.

Teacher reference number: This should be completed as it will be used to verify Qualified Teacher Status (QTS) and ensure you are not barred from teaching or subject to a prohibition order.

Qualifications: You will be required to produce original certificates with proof of QTS at interview.

SECTION 3: General Information

If you are related to or have a close relationship with an existing WHMAT employee, Director or Governor, please tell us so that we can make the selection panel aware of this and minimise any conflicts of interest in our recruitment process and ensure that all applications are treated fairly. Canvassing of an employee, Director or Governor (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

SECTION 4: Arrangements for Interview

If you have a disability, please complete this section so that suitable arrangements can be made if you are called for an interview and/or a work based exercise.

SECTION 5: Retirement/Dismissal

You should refer to the Teachers' Pensions website to find out about returning to work after receiving pension benefits. Please go to www.teacherspensions.co.uk. This will guide you in relation to any action you need to take following a new period of teaching employment. You should also advise your former employer of your re-employment if you are in receipt of compensation following premature retirement. You will also re-enter the pension scheme unless you choose to opt out of scheme membership. Opt out election is available from the Teachers' Pensions website.

SECTION 6: Statutory Induction

If you are a Newly Qualified Teacher (NQT) and you have served a period of induction you need to confirm where the induction was carried out and when. If you have not completed the full period of induction you are asked to provide copies of your induction report/s for the period of induction served and these should be included with your application.

SECTIONS 7 & 8: Education/qualifications

Please enter details starting with the most recent. We are interested in ANY form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications at interview.

SECTION 9: Training

Starting with most recent first, please include any training gained through work or other activities, which you feel is relevant to the job for which you are applying.

SECTIONS 10: Current & previous employment

It is ESSENTIAL that you give full details in chronological order, starting with YOUR CURRENT EMPLOYMENT, of all employment and other experience since leaving secondary education. This should include any breaks or unpaid activities such as voluntary work, child rearing, travel abroad, etc. **Please ensure there are no unexplained gaps in your completed service history before returning your form as this could result in your form being rejected.**

We require information on all past or present employment. If you have recently left university, college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work. Please include your current job title and where applicable school and Local Authority. If you have passed through threshold and you are successful in your application you will be required to produce a copy of your letter of confirmation to WHMAT.

SECTION 11: Written references

Please give the names, addresses (both postal and e-mail) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this will be your head teacher. If you do not name your current/most recent head teacher as a referee, please expect to be questioned about the reason for this prior to interview.

If you are not currently working with children, but have done so previously, one of your referees should be from your most recent employer, where you were employed to work with children.

Head Teacher Positions: Head teacher applicants from maintained schools should provide the name of a senior officer designated to respond on behalf of the maintaining authority of their current or most recent school. Head teacher applicants from academies or other independent schools should provide the name of an appropriate person responding on behalf of the Academy Trust or other employer. The second referee would normally be the Chair of Governors at that school.

Newly Qualified Teachers: NQTs should name a tutor as their first referee and an appropriate representative at the school where they undertook their final or most recent teaching practice as their second referee.

Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is 'time expired'. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with 'Keeping children safe in education' procedures, written references will be required for all shortlisted candidates PRIOR TO INTERVIEW in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

SECTION 12: Other relevant information in support of your application

Pick out those aspects of your experience or skills that are RELEVANT to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification (where provided). Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include relevant information particularly related to the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application. Please provide no more than 3 sides of A4 in total.

SECTIONS 13 & 14: Consent and confirmation

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated the relevant areas of your application form to confirm that your details are correct and complete. Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed, and possible referral to the police.

Refer to the closing date and ensure your application is sent to the return address on the form in plenty of time. Your application will need to be received by the specified closing date. It is advisable to keep a copy of your application form. All applications are treated confidentially.

SECTION 15: Disclosure

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER THE AGE OF 18

Amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service Website.

If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now 'protected' and no longer require disclosure.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered. Any information given, either when returning the application form or at interview, will be entirely confidential and will be considered only in relation to this application.

Recruitment monitoring

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunities in Employment Policy.

Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals, but will only be used to measure how we are progressing. This information will not be used by those in the selection process and is for statistical purposes only.

We look forward to receiving your application.

