

Recruitment Application Form

Please return this form to

Document review date: August 2020

The Tapscott Learning Trust

22 Harrier Way

London

E6 5XG or email recruitment.info@ttl.academy

Job Reference

Job Title

School

Job Application form

Before you commence working, you MUST provide evidence to demonstrate your right to be in or work in the United Kingdom. If you are appointed to a post in The Tapscott Learning Trust, you will receive further guidance.

Please delete as appropriate

Have you the right to work in the United Kingdom? Yes/No

Are you subject to a work permit / visa / worker registration scheme? Yes/No
If yes please provide evidence.

Do you wish to job-share? **Yes/No**

If you do wish to job-share and have a partner, please give that person's name _____

1. PERSONAL DETAILS BLOCK CAPITALS PLEASE

Surname

Other Names

Previous Name(s)

(Required for verification of qualification etc. that may not be in your name?)

DfE Teacher Reference No

National Insurance No

(If applicable for position)

Address in Full

Address for Correspondence (if different)

Telephone No. (Home)

(Work)

Mobile

Email

2. SECONDARY EDUCATION

Name and Address of School	Dates From To	Qualifications gained e.g. 'O', 'A' G C S E with grades

3. FURTHER/HIGHER EDUCATION (Including current study)

Name of University/ College/Polytechnic	Dates From To	Full-Time or Part-Time	Subjects studied (indicate main/subsidiary)	Qualifications (with dates and class)

(Only complete the questions below if you are applying for a teaching position)

Date of recognition as a qualified teacher for teaching in the U.K. DfE/QTS No.

Date completed induction *(if applicable)* Age range qualified to teach

Age range which you would prefer to teach

4. TEACHING SERVICE *(if Applicable)*

State service in any recognised school/college including any promotions in the same school / college. Please state whether service was with an Agency.

Applicants for first teaching appointments should list their teaching practices under (b) PREVIOUS TEACHING EXPERIENCE (most recent first)

Name of School / College and Education Authority (full address)	Boys/Girls/Mixed Number on roll, age range	Title of Post and any TLRs	Dates From / To	Total length of service in this Post Years / Months

(b) PREVIOUS TEACHING EXPERIENCE *(most recent first)*

5. RELEVANT PROFESSIONAL DEVELOPMENT *(and other courses attended during the past 3 years relevant to this application).*

Course	From	To	Full-Time Part-Time Day or Evening	Where held

6. NON -TEACHING SERVICE - *(if applicable, most recent first)*

Employer's Name and Address	Post held (state if Full-Time or Part-Time)	Duties Involved	From To

7. WHAT IS THE EARLIEST DATE YOU COULD COMMENCE YOUR DUTIES IF APPOINTED?

8. REFEREES:

Please state the names, status and addresses of two people to whom reference may be made, One of whom must be your present Employer, or your present Headteacher/Principal/CEO (or Principal of your college or Head of teaching practice school if first appointment).

Name and email address

Job Title (if applicable)

Postal Address (in full)

Tel No. (including Code)

Name and email address

Job Title (if applicable)

Postal Address (in full)

Tel No. (including Code)

9. Please complete a statement outlining how your experience, skills and training gained both inside and outside paid work or through study meet the selection criteria for the post. Please make full use of this section as shortlisting is conducted on the basis of the application form and statement only. A Curriculum Vitae is NOT acceptable.

10. Interview and Assessment Arrangements

Availability - Please give details of dates on which you will not be available for interview. *(if these clash with the interview date we will try to rearrange, but cannot guarantee to do this).*

Facilities for Disabled Applicants



Please indicate if you would like us to provide you with the following to ensure that you are treated fairly in the selection procedure.

Information on tape, braille and large print ☐ Induction loop system ☐

Sign language interpreting ☐ Wheelchair/scooter-user access ☐

Other (please specify)

We aim to interview candidates in a wheelchair/scooter user accessible venue. The Trust endeavours to ensure that everyone is treated fairly in the selection process.

11. ASYLUM AND IMMIGRATION ACT

Before you commence working, you **MUST** provide evidence to demonstrate your right to be in or work in the United Kingdom. If you are appointed to a post in the Trust, you will receive further guidance.

Have you the right to work in the United Kingdom? **Yes/No**

Are you subject to a Work Permit/Visa/Sponsorship? **Yes/No**
(If **yes**, please provide evidence)

12. REHABILITATION OF OFFENDERS ACT - Please read carefully

Because of the nature of the work for which you are applying, this post is exempt from the provision of the Rehabilitation of Offender (Exception) (Amendments) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the Provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in a dismissal or disciplinary action by the Authority.

However 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 these cautions and convictions can be found on the Disclosure and Barring Service website.

Any information given will be completely confidential and will be considered only in relation to any application for positions to which the Order applies. You are asked to note that a check will be carried out on Police records for details of any criminal Offence.

(a) 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)? **Yes/No**

(b) Are you on the barred list database or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. DfE)?
Yes/No

(If you have answered yes to either of the above questions, please provide details on a separate sheet in an envelope marked CONFIDENTIAL)

13. DECLARATION

I hereby declare that, to the best of my belief, all the information in this application form is correct.

Signature	Date
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NOTE - *Should any of the particulars furnished in answer to any questions in this form be found to be false within the knowledge of the candidate or should there be any wilful omission or suppression of any material fact, the candidate will, if appointed, be liable to be dismissed.*

Applicants for employment by The Tapscott Learning Trust may not in any case or in any circumstances canvass Members of the Trust (including Head and Deputy Headteachers), or members of the relevant Local Advisory Body. To canvass any such individuals or to obtain from her/him a letter of introduction or recommendation to any officer of the Trust will disqualify an applicant.

Privacy Notice

The Tapscott Learning Trust is committed to comply with all the relevant data protection laws in respect of personal data, and protecting the “rights and freedoms” of individuals whose information the schools collects about staff, pupils, parents, governors, visitors and other individuals. These are stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018).

Equalities and Diversity Monitoring Information

The Tapscott Learning Trust is an Equal Opportunity Employer and recognises that some candidates may have been forced into an untypical or unconventional career path because of unavoidable personal circumstances or the prejudice they have met in life. Should this apply to you, we hope you will not be deterred from making an application, which will be considered on your overall fulfilment of the requirements of the person specification.

As a Trust, we are committed to and champion equality and diversity in all aspects of employment with The Tapscott Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

The information will be used for statistical purposes only and is not part of the selection process. This page will be separated from your application prior to shortlisting.

1. Where did you see the post advertised/hear about this vacancy?
(Please give the name of newspaper/journal, website etc.).

2. Age:

Date of Birth:

3. Do you consider yourself disabled? **Yes/No**

If yes, please state the nature of your disability:

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4. Ethnic origin: Please tick against one of the following:

Asian or Asian British Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background <input type="checkbox"/> Please specify below if you wish	Mixed Black and White Caribbean <input type="checkbox"/> Black and White African <input type="checkbox"/> Asian and White <input type="checkbox"/> Any other mixed background <input type="checkbox"/> Please specify below if you wish...	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Black or Black British African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background <input type="checkbox"/> Please specify below if you wish	White British <input type="checkbox"/> English <input type="checkbox"/> Irish <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Any other White background (Please specify below if you wish) <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

		
Chinese or Other ethnic group Chinese Any other Please specify below if you wish	<input type="checkbox"/> <input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

5. Sexual Orientation: Please tick against one of the following

Bisexual	<input type="checkbox"/>	Gay Man/Homosexual	<input type="checkbox"/>
Gay Woman/Lesbian	<input type="checkbox"/>	Heterosexual/straight	<input type="checkbox"/>
No religion	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Baha'i	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Other	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Please specify below if you wish.....	
Jain	<input type="checkbox"/>		
Prefer not to say	<input type="checkbox"/>		

6. Religion: Please tick against one of the following

THANK YOU FOR YOUR CO-OPERATION.

PLEASE RETURN THE **COMPLETE FORM** TO THE ADDRESS ON THE FRONT PAGE