

Teachers Application for Employment

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete all sections in Part 1 and Part 2 of the application form. Please note that providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form.

Part 1

Please complete this form in black ink and attach your letter of application. CVs are not accepted

Name:
Position applied for:
College/School of Post:
Would you be interested in similar roles in other schools/ colleges in the Trust? Yes/No Please indicate preferred schools or colleges:

Letter of Application: Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.
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Current Employer	Position Held and Salary Scale/Salary	Commencement Date	
Name and Address: Job Title: Type of school: i.e. community, aided, free, academy, independent, foundation Age range: Number on roll: Contact number:	Job Title: Current Salary: Key areas of responsibility:	<i>Month</i>	<i>Year</i>
Details of notice period and availability:			

Details of previous teaching experience

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Reasons for leaving employment.						
Name and Address of School (including student age range)	Position Held and Salary Scale/Salary	Dates				Reason for Leaving
		From		To		
		Month	Year	Month	Year	

Please enclose a continuation sheet if necessary.

Details of Employment Outside of Teaching

Name and Address of Employer (type of business)	Position Held and Salary Scale/Salary	From		To		Reason for Leaving
		Month	Year	Month	Year	

Secondary Education and Qualifications

Schools/Colleges from age 11 Name/Address	From		To		A levels/GCSEs taken (or equivalent)	Results

Higher Education

University	Subject	Qualification taken	Results	Dates	
				From	To

Details of Teacher Training

Age range for which your course was designed	
Name and date of examination for Qualified Teacher recognition	
Detailed results (if known)	
Give brief details of any other subjects you have taught, or any subjects you would be interested in teaching in the future:	

Professional Training Courses Attended Within the Last 3 Years

Course Details	Date(s)/Duration	Provider

Other Relevant Experience, Interests and Skills

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This application form must be completed in full. Incomplete application forms will not be accepted. CVs will not be accepted in substitution for application forms.

If you have not been contacted within 2/3 weeks, please assume your application has not been successful

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Name	
Position applied for	
School/College	

Part 2

This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not be used for selection purposes and will not be passed to the interview panel.

Personal Details

Surname	Previous names	Forenames	Title
Address:			
Post code:		Contact number:	
When did you move to current address:		Month	Year
Date of Birth:		National Insurance number:	
Email:			
DfE Reference number:			
Do you have Qualified Teacher Status?	YES	NO	

Other Information

Did you qualify as a teacher after May 1999?	Yes If yes, in which school was induction completed?	No
Do you hold a full, current driving licence?	Yes	No
Are you subject to any legal restrictions in respect of your employment in the UK?	Yes	No
Do you require Sponsorship (work permit)?	Yes If yes, please provide details separately	No

Are you related to or have a close personal relationship with any student, employee or governor?	<p>Yes No</p> <p>If yes, give details separately under confidential cover</p>	
Are there any special arrangements which we can make for you if you are called for an interview and/or work-based assessment?	<p>Yes No</p> <p>If yes, please specify (e.g. ground floor venue, sign language, interpreter, audiotape, etc)</p>	
Have you ever been subject to a child protection investigation by your employer or TRA?	<p>Yes No</p> <p>If YES, please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called to interview.</p>	
<p>ECT's only:</p> <p>Have you provided evidence of passing the Skills test?</p>	Yes	No

References

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children, please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

First Referee

Title and name:	
Address and postcode:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	

I consent to this reference being requested before interview.

Yes / No

Please circle as appropriate

Second Referee

Title and name:	
Address and postcode:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	

I consent to this reference being requested before interview.

Yes / No

Please circle as appropriate

Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate.
- Details of the applicant's current post and salary.
- Performance history.
- All formal time-limited capability warnings which have not passed the expiration date.
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns.
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

By signing the below, I consent to my named referees being contacted in accordance with the above.

Sign:	
Print:	
Date:	

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.

Where did you see this post advertised:

Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the Trust's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

Prohibition from Teaching

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice and Data Retention Policy which can be found on our website.

The person responsible for Data Protection in our organisation is the Data Protection Officer and you can contact them with any questions relating to our handling of your data by email cducket@catrust.co.uk. The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled, you can contact the Information Commissioners Office via their [website](#).

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

Notes

- a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

Declaration

I certify that the information given is complete and correct to the best of my knowledge.

Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police.

Please note that checks may be carried out to verify the contents of your application form.

Applicant's signature: _____ Date: _____

Print name: _____

If you have signed and dated this application form electronically and are shortlisted for interview you will be asked to verify the contents of this application and sign this form in ink as part of the checks which take place during the interview / selection process.

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, prohibition from teaching check, section 128 check (as required) and a medical questionnaire.

We recognise that safeguarding against radicalisation is as important as safeguarding against any other vulnerability. As such, all staff are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs. We believe that everyone should be treated with respect whatever their race, gender, sexuality, religious belief, special need, or disability. As part of our commitment to safeguarding and child protection we fully support the Government's Prevent Strategy.

Part 3

Equality and Diversity Monitoring

This section will be separated from Part 1 and Part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with specific public-sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept confidentially, and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR), as outlined in section 10.

Ethnicity		Please tick
White	WBRI British English Welsh Northern Irish Scottish	
	WIRI Irish	
	WIRT Traveller of Irish heritage	
Mixed	WROM Gypsy / Roma	
	WOTH Other white background	
	MWBC White and Black Caribbean	
	MWBA White and Black African	
	MWAS White and Asian	
Asian or Asian British	MOTH Any other mixed background	
	AIND Indian	
	APKN Pakistani	
	ABAN Bangladeshi	
Black of Black British	CHNE Chinese	
	AOTH Any other Asian background	
	BCRB Black – Caribbean	
Other ethnic group	BAFR Black – African	
	BOTH Any other black background	
	ARAB Arab	
	CHNE Chinese	
	REFU Refused/Prefer not to say	
	OOTH Any other ethnic group	
Sexual Orientation		Please tick
Bi-sexual		
Gay man		
Gay woman		
Heterosexual		
Other		
Prefer not to say		
Gender		Please tick
Female		
Male		
Transgender		
Prefer not to say		
Other- please state		
Personal relationship		Please tick
Single		
Living together		
Married		

Civil Partnership	
Prefer not to say	
Religion	Please tick
No religion	
Christian (including Church of England, Catholic, Protestant or any other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion (write in)	
Prefer not to say	
Disability - Do you consider yourself to have a disability?	
Yes – Please complete the grid below	
No	
	Please tick
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning disability / difficulty	
Long standing illness	
Other	
Prefer not to say	

Please attach your letter of application and any other relevant information to this application and return to the school where the vacancy originates.

If you submit your application via email it will not be necessary to send a hard copy also.

<p>Mrs T Tull, Trust HR Manager The Cam Academy Trust West Street Comberton Cambridgeshire CB23 7DU ttull@catrust.co.uk</p>	<p>Mrs W Jones/Mrs C Mayfield, HR Assistants Comberton Village College West Street Comberton Cambridgeshire CB23 7DU com-personnel@combertonvc.org</p>
<p>Mrs R Ross, HR Manager Cambourne Village College Sheepfold Lane Cambourne Cambridgeshire CB23 6FR hr@cambournevc.org</p>	<p>Mrs R Boyall, HR Manager St Peters School Huntingdon St Peters Road Huntingdon Cambridgeshire PE29 7DD rboyall@stpetershuntingdon.org</p>
<p>Mrs S Javaid, HR Officer Melbourn Village College The Moor Melbourn, Royston SG8 6EF sjavaid@melbournvc.org</p>	<p>Mrs L Ogilvie Jeavons Wood Primary School Eastgate Great Cambourne CB23 6OZ LOgilvie@jeavonswood.org</p>

<p>Ms N Williamson Everton Heath Primary School 33 Potton Road Everton, Sandy Bedfordshire SG19 2LE office@evertonheath.org.uk</p>	<p>Mrs S Brown Offord Primary School Millers Close Offord Darcy Cambridgeshire PE19 5SB office@offordprimaryschool.org</p>
<p>Mr W Law Butts Grove Way Huntingdon Cambridgeshire PE29 1PE office@thongsleyfields.org</p>	<p>Mrs E Rudd Hartford Junior School Mayfield Crescent Hartford, Huntingdon Cambridgeshire PE29 1UL office@hartfordjuniorschool.org</p>
<p>Mrs N Hayhoe Hartford Infant School Mayfield Crescent Hartford, Huntingdon Cambridgeshire PE29 1UL office@hartfordinfantschool.org</p>	<p>Mrs N Pearce Gamlingay Village Primary Station Road Gamlingay, Sandy Bedfordshire SG19 3HD office@gamlingayvp.org</p>

**Please send your completed application form to the school within which the vacancy exists.
 Thank you for your interest in The Cam Academy Trust.**