



Teaching and Leadership Application Form

INFORMATION FOR APPLICANTS:

Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. **Please note that we cannot accept CVs.**

Please return your completed form to:

HR Central Services
Maiden Erlegh School
Silverdale Road, Earley, Reading, RG6 7HS
recruitment@maidenerleghtrust.org

Ref. No. (Office Use Only)

DETAILS OF POST APPLIED FOR:

Job Title

Job Reference Number (if any)

Please confirm the date you would be able to start work, if successful

PERSONAL DETAILS:

First Name(s)

Surname

Date of Birth¹

If you have previously been known by another name, please specify:

Address

Contact Details

Please only include contact numbers or email addresses that you are happy for us to use.

Daytime Number:

Evening Number:

Mobile Number (if different):

Email Address:

¹ Maiden Erlegh Trust complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants for identification purposes and to verify that a full education and employment history has been provided, in accordance with statutory guidance from the DfE ("Keeping Children Safe in Education").



National Insurance Number			
DfE Registration Number			
Do you hold Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) status?	YES	NO	If yes, please confirm below whether you hold QTS or QTLS and the date it was awarded:
Do you currently have the right to work in the UK?	YES	NO	If no, please specify your circumstances below:

EDUCATION AND QUALIFICATIONS:

Please also include any relevant professional qualifications.

Name of Institution (e.g., School, College, or University)	Dates Attended		Courses/Subjects Taken and Examinations Results or Award
	From (Month/Year)	To (Month/Year)	

MEMBERSHIP OF PROFESSIONAL BODIES:

Please give details of any relevant professional bodies to which you belong.

Name of Professional Body	Membership Status	Date Membership Commenced



PROFESSIONAL DEVELOPMENT:

Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

DETAILS OF PRESENT OR MOST RECENT TEACHING APPOINTMENT:

Post held					
Responsibilities held (if applicable)					
Dates Employed from and to (Month/Year)		From (Month/Year)		To (Month/Year)	
School Name and Address					
Pupils	Number on roll:		Age range:		Gender / Mixed:
Name of Local Authority (if applicable)				Type of School (Community, Aided, Independent etc)	
Salary Details	Pay range (e.g. Main Pay Range, Leadership Pay Spine):				
	Annual salary (if part-time, specify the FTE):				
	Additional allowances (state type and annual value):				
	Total annual salary including allowances (if you are part-time, specify FTE):				
Reason for Leaving					



PREVIOUS TEACHING APPOINTMENTS:

Please give details of **all previous teaching appointments** you have undertaken, starting with the most recent. Details of employment undertaken outside of teaching, and any other gaps in employment, should be recorded on pages 5-6. Please use a continuation sheet if necessary.

School/College/Employer Details	Post Details	Dates Employed and Reason for Leaving
TEACHING APPOINTMENT 1		
School Name:	Title of Post:	From (Day/Month/Year):
		To (Day/Month/Year):
Type of School and NOR (approx.):	Responsibilities Held (if applicable):	
		Reason for Leaving:
Local Authority (if applicable):	Additional Allowances (type/value):	
Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	

TEACHING APPOINTMENT 2		
School Name:	Title of Post:	From (Day/Month/Year):
		To (Day/Month/Year):
Type of School and NOR (approx.):	Responsibilities Held (if applicable):	
		Reason for Leaving:
Local Authority (if applicable):	Additional Allowances (type/value):	
Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	



TEACHING APPOINTMENT 3		
School Name:	Title of Post:	From (Day/Month/Year):
		To (Day/Month/Year):
Type of School and NOR (approx.):	Responsibilities Held (if applicable):	
		Reason for Leaving:
Local Authority (if applicable):	Additional Allowances (type/value):	
Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	

TEACHING APPOINTMENT 4		
School Name:	Title of Post:	From (Day/Month/Year):
		To (Day/Month/Year):
Type of School and NOR (approx.):	Responsibilities Held (if applicable):	
		Reason for Leaving:
Local Authority (if applicable):	Additional Allowances (type/value):	
Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	



OTHER EMPLOYMENT:

Please give details of any **other periods of employment** you have undertaken which you have not included on page 4, starting with the most recent. Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary.

Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

PERIODS WHEN NOT WORKING:

Please give details below of any voluntary work you have not detailed elsewhere in your employment history, or reasons for other periods of time when you have not been employed since leaving secondary education.

Date From (Month/Year)	Date To (Month/Year)	Reason



STATEMENT OF APPLICATION:

You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:

- The reasons why you are applying for this post;
- The personal qualities and experience that you feel are relevant to your suitability for the post;
- Key responsibilities and achievements in your present or most recent job which are relevant to this application;
- Details of any relevant interests or activities.



REFEREES:

- References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.**
- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee **must** be that employer. If you are a Newly Qualified Teacher, one referee **must** be your college tutor.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. If you are a serving (or ex) Headteacher or Principal, your referee should be the Chair of the Governing Body.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as referees.
- **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**

Referee 1		Referee 2	
Title		Title	
Name		Name	
Occupation		Occupation	
Address		Address	
Tel. Number		Tel. Number	
Email Address		Email Address	
In what capacity do you know the referee?		In what capacity do you know the referee?	

REASONABLE ADJUSTMENTS TO THE SHORTLISTING PROCESS:

The school welcomes applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.



DECLARATIONS:

Declaration of Criminal Convictions

This post is **exempt from the Rehabilitation of Offenders Act (ROA) 1974**. If you are appointed, you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. You are required to declare any cautions, convictions, reprimands or final warnings which are not protected (i.e. that are not filtered out*), as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

Please complete the enclosed ‘Additional Job Application Questions 1’ Disclosure of Criminal Background. This form provides further information about the filtering rules. **Please note your application will not be accepted without it.**

Requirement for Overseas Good Conduct Certificate

Have you lived or worked outside of the UK for 6 months or more in the last 5 years?

YES

NO

If YES, please complete ‘Additional Job Application Questions 2’ below.

DBS

Are you currently registered with the DBS Update Service?

YES

NO

If YES, please provide the information below. If NO, please proceed to the next section.

DBS Registration Number

Annual Registration Renewal Date

Level of check obtained at point of registration. (Select one from drop down)

Which workforce was your check requested for at point of registration? (Select one from drop down)

Declaration: By signing this application form and providing the information above I understand that I am authorising the school/college to consult the DBS Update Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant disclosure certificate to facilitate this process.

A NOTE ON CHILDCARE DISQUALIFICATION REQUIREMENTS

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009. All staff responsible for the provision or management of such childcare (including teaching) are therefore required to declare that they are not disqualified from undertaking such work upon appointment.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified through:

- Inclusion on the Children’s Barred List.
- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults.
- Grounds relating to the care of children (including where an order is made in respect of a child under the person’s care).
- Having registration refused or cancelled in relation to childcare or children’s homes or being disqualified from private fostering.



Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

Should you need to, you can find out more about disqualification in the Department for Education's guidance:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

DECLARATION OF RELATIONSHIPS:

Are you related to, or do you have a close personal relationship with an existing member of staff or to a person involved in the governance of the Trust and its schools such as member of the Trust Board or a Local Advisory Board?

YES

NO

If YES, please provide below their name and role, and state your relationship:

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.

Signature of Applicant

Date

By signing this application form I am giving permission for my e-mail address to be shared, as necessary, within Maiden Erlegh Trust in the recruitment process and, if appointed, for my e-mail address to be passed to a 3rd party training provider so that pre-employment online training can be sent to me.

If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.

Thank you for your application. Please enclose a stamped addressed envelope if you require acknowledgement of its receipt. Otherwise, in the interest of economy, only shortlisted applicants will receive further notification.

Retention of Application Forms: It is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. If you **do not** wish us to use your application form in this way, please tick this box



STRICTLY CONFIDENTIAL
ADDITIONAL JOB APPLICATION QUESTIONS
DISCLOSURE OF CRIMINAL BACKGROUND

1. Maiden Erlegh Trust has an obligation to ensure as far as possible that persons (either employed or as volunteers) who work with children or adults who are vulnerable are suitable to undertake such a role. For this reason, you are required to disclose if you have any convictions or cautions subject to the rules below, so they may be taken into account when your application is considered.
2. This post is **exempt from the Rehabilitation of Offenders Act (ROA) 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. You are required to declare any cautions, convictions, reprimands or final warnings which are not protected (i.e. that are not filtered out*), as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020. * The Disclosure and Barring Service (DBS) will filter out convictions and cautions under the rules detailed here [DBS filtering collection on the Gov.uk website](#) and therefore these will not be printed on the disclosure certificate you receive. You do not have to disclose convictions or cautions if they fall within the DBS filtering rules.
3. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice](#) website. Further information on disclosing a criminal record can also be obtained from Nacro: www.nacro.org.uk
4. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above at any point in your employment with Maiden Erlegh Trust and this is subsequently revealed, for example through the DBS check, then this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to the ROA and the Data Protection Act 2018.

Please answer the following questions:

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	YES	NO
2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	YES	NO
3. Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council, NCTL)? It is a criminal offence for barred individuals to seek, or to undertake, work with children.	YES	NO



DECLARATION

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

Signed:	
Date:	
Print Name (Capitals):	
Position applied for:	

If you have disclosed conviction information, please place this part of the application form in a separate sealed envelope marked with your name and position applied for and the following: Disclosure information, Strictly Confidential. This will ensure that only persons directly concerned with reaching a recruitment decision in respect of the position applied for will view conviction information.



**ADDITIONAL JOB APPLICATION
FOR APPLICANTS WHO HAVE LIVED/WORKED
OVERSEAS IN LAST 5 YEARS**

Please answer the following questions:

Have you lived or worked overseas for 6 months or more in the last 5 years?	YES	NO	
If yes, please complete the following:			
Name of Country 1:			
Date of arrival:			
Date of leaving:			
Total Time spent in Country 1			
Do you have a Certificate of Good Conduct to cover this period?	YES	NO	If no, you will be required to obtain this certificate if you are successfully appointed.

Please provide details of referees for this period:

REFERENCE 1		REFERENCE 2	
Title		Title	
Name		Name	
Occupation		Occupation	
Address		Address	
Telephone		Telephone	
Email Address		Email Address	
In what capacity do you know this referee		In what capacity do you know this referee	

Please answer the following questions:

Have you lived or worked overseas for 6 months or more in the last 5 years?	YES	NO	
If yes, please complete the following:			
Name of Country 2:			



Date of arrival:			
Date of leaving:			
Total Time spent in Country 2			
Do you have a Certificate of Good Conduct to cover this period?	YES	NO	If no, you will be required to obtain this certificate if you are successfully appointed.

Please provide details of referees for this period:

REFERENCE 1		REFERENCE 2	
Title		Title	
Name		Name	
Occupation		Occupation	
Address		Address	
Telephone		Telephone	
Email Address		Email Address	
In what capacity do you know this referee		In what capacity do you know this referee	