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# THE HAWKSMOOR LEARNING TRUST

**Application Form**

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| **APPLICATION FOR THE POST OF CLASS TEACHER** | |
| **Please highlight which school(s) you would like your application to be considered for:** | |
| Nicholas Hawksmoor Primary School | Bracken Leas Primary School |
| Marie Weller Primary School | The Radstone Primary School |
| **Post Number (If applicable) --- N/A** | |

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| --- | --- |
| **1 PERSONAL DETAILS** |  |
| **Surname** | **First Name(s)** |
| **Title (Mr, Mrs, Miss, Ms etc)** | **Preferred Name** |
| **Any other former Surnames** | **Any other former Forenames** |
| **Address** | **Telephone Numbers:** |
|  | **Home** |
|  | **Work** |
|  | **Mobile** |
| **Post Code** | **Email address** |
| **National Insurance Number** |  |
|  |  |
| **2 CURRENT OR MOST RECENT EMPLOYMENT** | |
| **Name of Local Authority or Employer** |  |
| **Name and address of School or Establishment** | |
| **Post Code** | **Telephone Number** |
| **Position Held State if Permanent/Temporary/Acting/Supply** | |
| **Date Appointed to School Date Appointed To Position** | |
| **Date Free to Take Up Appointment Age Range of School** | |
| **Second Subject Offered** |  |
| **Salary/Allowance Details:**  Current Scale (e.g. Main Scale; Threshold; Leadership): Current Point: Allowances: For Leadership Scales: School Group: ISR:  Current Salary (for non-education employment): | |
| **Please give a brief description of the main duties of this post:** | |

3 PREVIOUS EMPLOYMENT

Starting with your most recent employment, list all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You must provide explanations for any gaps or periods not in employment; training or education since leaving secondary education. Teaching practice should only be included where this application is for your first teaching job.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of school, employer or voluntary agency (inc name of LA)** | **Fulltime/ Part time/ Supply** | **School Type: Primary/ Secondary/ Special/ Other** | **Age Range Of School** | **Number on Roll** | **Position held and salary point** | **From Month/ Year** | **To Month/ Year** | **Reason for Leaving** |
|  |  |  |  |  |  |  |  |  |

**We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied.**

4 EDUCATION AND QUALIFICATIONS

Please give details of your education and any qualifications obtained with most recent first. This should include any qualifications which you are currently studying for. You will be required to produce original documents, a certified copy or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

|  |  |  |
| --- | --- | --- |
| **Institute/University/college/Secondary School** | **Qualifications and Grades Achieved** | **Date Awarded** |
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5 TEACHER TRAINING, OTHER PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP

You will be required to produce original documents, a certified copy or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation. Please list most recent award first.

|  |  |  |  |
| --- | --- | --- | --- |
| **College or Department of Education Attended (with dates)** | **FT/PT** | **Qualifications and Grades Achieved** | **Date Awarded** |
|  |  |  |  |

6 TEACHER STATUS

|  |  |  |
| --- | --- | --- |
| Teacher Reference Number (TRN) (formerly known as GTC, DfE number): |  | |
| Do you have Qualified Teacher Status (QTS)? | YES | NO |
| QTS Certificate Number: |  | |
| Date of qualification: |  | |
| Teacher status attained: |  | |
| If you qualified as a teacher after 7th May 1999, have you successfully completed NQT Induction? | YES | NO |
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the Secretary of State, as a result of misconduct? |  | |
| Are you subject to a General Teaching Council sanction or restriction? |  | |

7 IN-SERVICE COURSES AND ADDITIONAL ACHIEVEMENTS

(For example; swimming awards, music certificates, coaching awards etc.) You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

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| --- | --- | --- |
| **Title of Training Programme/Course** | **Date** | **Awarding Body** |
|  |  |  |

8 ADDITIONAL INFORMATION

Please indicate your preferred school (where 1 is the highest and 4 is the lowest):

Nicholas Hawksmoor Primary School 🞏 Marie Weller Primary School (EYFS, Y1 & Y2) 🞏

The Radstone Primary School 🞏 Bracken Leas Primary School 🞏

Please indicate your preferred key stage(s) (where 1 is the highest and 3 is the lowest):

EYFS 🞏 Key Stage 1 🞏 Key Stage 2 🞏

Please indicate below if you wish to undertake this job on a flexible working arrangement:

Full time 🞏 Part-time 🞏 Job Share 🞏

9 DISABILITY AND ACCESSIBILITY

|  |
| --- |
| The Hawksmoor Learning Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are invited for an interview, please state the arrangements you require: |

10 RIGHT TO WORK IN THE UK

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have the right to work in the UK? | | YES | | NO |
| If yes, please state on what basis: | | | | |
| UK citizen  EU settled status | Skilled worker visa  Graduate visa | | Youth mobility visa | |
| Other – please provide full details: | | | | |

|  |  |  |
| --- | --- | --- |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment with the Academy? (If yes please provide details:) | YES | NO |
| If you are successful in your application, would you require a work permit prior to taking up employment? | YES | NO |

11 TIME SPENT LIVING AND/OR WORKING OVERSEAS

|  |  |  |
| --- | --- | --- |
| Have you spent time living and/or working outside of the UK? | YES | NO |
| If yes, please give details, including countries and relevant dates: | | |

**Applicants should note that failure to declare any restrictions to employment or the need for a work permit could lead to termination of service.**

**PLEASE PROVIDE A SEPARATE LETTER TO SUPPORT YOUR APPLICATION.**

Please detail below any hobbies or interests you have:

12 REFERENCES

References will only be required for candidates shortlisted for interview. Candidates must give names and addresses of two referees (not relatives, friends, or people with whom you live). If you have been in employment, one referee must be your present or most recent employer. If the employment was within a school, the reference must be written by the Head Teacher. We reserve the right to ask you for further referees or contact previous employers if necessary.

A REFEREE DETAILS B REFEREE DETAILS

Name Name

……………………………………………………………………. ………………………………………………………………

Position in organisation Position in organisation

*(if applicable) (if applicable)*

Relationship to Applicant Relationship to Applicant

……………………………………………………………………. ……………………………………………………………… Address Address

Postcode Postcode

……………………………………………………………………. ………………………………………………………………

Email Email

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Telephone Number Telephone Number

……………………………………………………………………. ……………………………………………………………… Name by which you are known to your referee(s) if different from now

……………………………………………………………………………………………………………………………………………..

May we contact your present employer if you are shortlisted? YES NO

If you have indicated NO above, please note that satisfactory references will be required if you are the preferred candidate after interview and before starting employment.

13 DISCLOSURE, BARRING AND RECRUITMENT CHECKS

The Hawksmoor Learning Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS Check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the DBS check will be proceeded in accordance with data protection regulations and The Hawksmoor Learning Trust’s privacy notice.

Do you have a DBS certificate: 🞏 Yes 🞏 No Date of check:

If you have lived or worked outside of the UK in the last 5 years, The Hawksmoor Learning Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years? 🞏 Yes 🞏 No

All applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. As part of our due diligence checks, we will also conduct online searches. The search isn’t part of the shortlisting process itself and there will be an opportunity to address any issues of concern that arise during the search at interview.

Any convictions that are self-disclosed or listed on a DBS check, will be considered on a case-by-case basis.

14 DECLARATION

**I declare that the information I have provided is a complete and true statement.**

**I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue, or inaccurate, then the Trustee Board shall be entitled to withdraw any offer of appointment or terminate any contract of employment.**

**I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about data protection will follow with any contract of employment.**

**Signature: Date:**

**PRINT NAME:**

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**Data Protection Notice:** Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted by law:

* You have given us your consent.
* We must process it to comply with our legal obligations.

You can find more information on how we use your personal data in the THLT GDPR Staff Privacy Notice.

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| --- | --- |
| Registered address:  The Hawksmoor Learning Trust  Nicholas Hawksmoor Primary School  Balmoral Close  Towcester  NN12 6JA  Tel: 01327 552181  Mob: 07376 640005  Email: [pa@thlt.academy](mailto:pa@thlt.academy) | Please send your application to:  The Hawksmoor Learning Trust  c/o Marie Weller Primary School  Redcar Road  Towcester  NN12 6LZ  **Tel: 01327 552181**  **Mob: 07376 640005**  **Email:** [**pa@thlt.academy**](mailto:pa@thlt.academy) |