

Application Form – Teaching Staff

1. Acknowledgement

Thank you for choosing to apply to Slough and East Berkshire Church of England Multi Academy Trust (SEBMAT). If you have not heard from us within two weeks of the closing date you should assume that you are unsuccessful.

2. Guidance on making the most of your application

You should have already viewed the job description (which lists the main duties and tasks of the job) and the person specification (which lists the skills and experience you need to do the job).

The information you provide on this application form in the 'personal statement' section must show how you meet the requirements listed in the person specification. Please ensure you address each point in the person specification and ensure your responses directly relate to it.

If you wish to apply for a full time post as a part time employee, please clearly state this on your application form under 'other relevant Information'. Such requests will be considered sympathetically but if we are unable to accommodate your stated requirements, you will not be short-listed for this position.

3. Applicants with disabilities

Applicants with a disability may request and return the application on tape or large print. If you have a disability (as defined by the Equality Act) you will be invited for interview if you meet the essential criteria in the person specification.

If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

4. Equality and diversity monitoring form

Monitoring of equality and diversity information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes and throughout our workforce. Applicants will be asked to complete the equality and diversity monitoring form.

5. Guidance on Online/Internet Searches on Shortlisted Candidates

All shortlisted candidates will be subjected to an online/internet search, as part of our due diligence process in relation to safeguarding and accessing suitability to work with children. Shortlisted candidates will have a chance to address any areas of concern, revealed by the search, at the interview.

APPLICATION FORM Teaching Staff

Please complete in black ink/print.

An application form must be completed for each vacancy. CVs will not be accepted.

The completed form should be returned to **office@woodlandsparkschool.org** or posted to the **School Business Manager, Woodlands Park School, Heywood Avenue, Maidenhead, Berkshire SL6 3JB** by the closing date.

Application forms that are incomplete and/or received after the closing date will not be considered.

Position applied for:	
School:	
Where did you hear about the vacancy:	

Personal Details	
Title	
First name	
Middle name(s)	
Surname	
Any other name previously known by	
Address including postcode	
Contact number(s)	
Email address	
NI number	
Do you have right to work in the UK?	Yes / No
Are you a member of a professional institute?	Yes / No
If yes, please provide the institute name and level of membership:	
Are any employees of the School, Trust or a member of the Governing Body known to you?	Yes / No
If yes, please provide their name, role and in what capacity they are known to you:	

Teacher Information	
Do you hold QTS?	Yes / No
Teacher Reference Number (TRN)	
Please provide details of special areas of teaching interest:	

Present Employment (if unemployed, provide details of last employment)			
Name of employer/establishment			
Your job title			
Address including postcode			
Name of LA/employing body			
Employment dates		From	To:
Pay scale		Age range taught	
Did you receive any other payments/allowances?		Yes / No	
If yes, please provide details:			
Reason for leaving		Notice period	
Please provide a brief description of your duties:			

Previous Employment/Voluntary Work

Start with the most recent employment first going back to leaving school/education.

Employment dates		Employer's name & address	Position & brief job description	Salary/grade at leaving date
From	To			

Please continue details on a separate sheet if further space is required

Gaps

Please provide details of any periods where you were not working or studying e.g. travelling, raising family, unemployed etc:

	Period Details				Period Details			
Reason for gap								
Dates	From:		To:		From:		To:	
<i>Please continue details on a separate sheet if further space is required</i>								

Education & Qualifications

Please provide details of your education and qualifications, including any current studies. Proof of qualification(s) will be required if it is a prerequisite of the position.

Awarding body	Date gained	Examinations passed/qualification	Grade achieved
<i>Please continue details on a separate sheet if further space is required</i>			

References

Please note that as part of our commitment to safeguarding the welfare of children and young people, and in line with our policy, we may obtain references prior to interview.

Employment

Please give the names and addresses of two referees, one of which **MUST** be your present or last employer (if you are a school or college leaver please include your Headteacher/tutor).

If you are presently employed in a school one reference **MUST** be from the Headteacher.

If your work does not currently involve working with children however you have worked with children in the past, please provide details of a suitable referee from the organisation where you most recently worked with children.

	Referee 1				Referee 2			
Company name								
Your job title								
Employment dates	From:		To:		From:		To:	
Reason for leaving								
Contact name								
Contact job title								
Address including postcode								
Telephone number								
Email address								
<i>Please continue details on a separate sheet if further space is required</i>								

Personal Statement

Please give your reasons for applying for this position. Outline the skills, experience and personal qualities that are relevant to your suitability for the advertised post, and how you meet the person specification.

Please continue details on a separate sheet if further space is required

Other relevant information

Please provide any other information you feel is relevant to your application, i.e. career achievements, sports achievements, voluntary work, hobbies and interests, any special needs and/or support required as a result of having a disability, or if you wish to apply for a full time position as a part time employee.

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Please continue details on a separate sheet if further space is required

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These 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 Ministry of Justice website or see [here](#).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Roles engaging in regulated activity will require a barred list check. It is an offence for anyone barred from engaging in regulated activity relevant to children to work or apply to work with children.

Declaration

I confirm that all the information provided is true and accurate and I understand that any false statement or omission may invalidate an offer of employment or lead to the termination of my employment.

I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

I consent to SEBMAT obtaining references and conducting an online search upon being shortlisted for interview.

I acknowledge and agree to have the above information processed in accordance with the Data protection Act 2018.

Signature		Date	
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