

# Application Form for Teacher Appointment

The Diocese of Chichester Academy Trust is dedicated to promoting equality and fairness. Selection is based on how you demonstrate your ability to do the job detailed in the Job Profile. The equal opportunities information will be separated from your application before shortlisting. Use black ink if handwriting. Save in a Word format if using a computer.

## Section 1: Personal Details

<b>Title</b>	
<b>First name(s)</b>	
<b>Last name</b>	
<b>Known as...</b>	

What job are you applying for?

<b>Job title</b>	
<b>School/College</b>	
<b>How did you find out about this job?</b>	
<b>Are you currently working for DCAT?</b> (excluding agency staff)	<input type="checkbox"/> YES <input type="checkbox"/> NO

Contact details

<b>Address</b> (where we can contact you)				
<b>Email address</b> (where we can contact you)				
<b>Telephone numbers</b> (where we can contact you)	<b>Home</b>		<b>Please indicate your preferred contact number</b> (place an X in the box)	
	<b>Mobile</b>			
	<b>Work</b>			
<b>How would you prefer us to contact you?</b> (place an X in the box)	<input type="checkbox"/> Email	<input type="checkbox"/> Phone	<input type="checkbox"/> Post	<input type="checkbox"/> No pref.

<b>Are you registered with the General Teaching Council?</b>	
<b>DfE Number</b>	
<b>Date passed induction year</b>	
<b>Have you opted out of the Teachers' Pension Scheme</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO

## Disability

We welcome applications from people with disabilities. If shortlisted for the position, we will ask you if any arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

Use this form to demonstrate how well you match the Person Specification for the job you are applying for. **A CV is not required** in addition to this form, although you can attach further documents to support your application when you submit this form if you choose.

## Section 2: Qualifications

List all of your achievements relevant to this job and any others you feel could be important (eg, for your career development), starting with the most recent. Proof of qualifications and membership to professional bodies will be checked if an offer is to be made.

### Higher and/or Further Education

Qualification	Class and Subject(s)	Name of college, university, etc.	Date achieved (mm/yy)

### Secondary Education Post GCSE

Qualification type and subject post GCSEs	Grade/Level attained	Name of school, college, university, etc.	Date achieved (mm/yy)

### Membership to professional bodies

Name of professional body	Date achieved	By exam or election?

## Section 3: Experience

Tell us about how you meet the requirements of the section titled **Experience** in the Person Specification.

### Full Job History

Give full details of your employment starting with your current or most recent job. Use the column titled **Job title and duties** to give brief details, where relevant, to show how your experience meets the requirements in the Person Specification. **Indicate gaps in employment and full time study and tell us what you were doing during this time (eg, full time study). Any gaps in employment may be questioned at interview.** Please continue on a separate sheet if necessary.

### Your present position (for serving teachers)

School Name, Address and Telephone number	Job title and duties:	Dates of employment (MM/YY)	
		From:	To:
<b>Education Authority</b>			
<b>Type</b>		<b>Age Range Number on Roll</b>	
<b>Present salary £</b>		<b>Point</b>	
<b>Additional Allowances e.g. TLR, SEN</b>			
<b>Threshold / Upper Pay Spine</b>	Yes / No	<b>Advanced Skills Teacher or Excellent Teacher Scheme</b>	Yes / No
<b>Subject/Area currently taught</b>			
<b>Age Range - Key Stage 1-4, 16+</b>			

### Other subjects you are qualified to teach

Subject / Area	Age Range - Key Stage 1-4, 16+	Dates taught

### Full Previous Teaching Experience (in chronological order please)

School/College and Education Authority	Number on Roll	Full / Part time	Post Title and Salary grade (if applicable)	Dates of employment (MM/YY)	
				From:	To:

### Full Employment Outside Teaching

Employer Name and Address	Post Title and Salary grade	Dates of employment (MM/YY)	
		From:	To:

### Letter of Support

Please write in support of this application, showing how your experience, qualifications and interests are relevant, how you would contribute to the post and give further information about yourself.

This section should be submitted as separate word processed sheets but please take note of any specific instructions from the school.

## Section 4: References

Two references are required for all candidates, one of whom must be your current or most recent employer (school).

**For existing Headteachers:** The other reference should be a referee from your current or most recent Education Authority.

**For Headteacher posts:** References may be taken up following shortlisting and will be available to the support officer/chair of the panel prior to the interview so that any issues can be raised during the interview. The members of the panel will have access to the references at the final stages of the interview process in order to confirm/reinforce their decision.

	Reference 1		Reference 2
<b>Name</b>		<b>Name</b>	
<b>Full address</b>		<b>Full address</b>	
<b>Telephone no.</b>		<b>Telephone no.</b>	
<b>Email</b>		<b>Email</b>	
<b>How long has this person known you and in what capacity?</b>		<b>How long has this person known you and in what capacity?</b>	

References may be taken up at the interview stage.

<b>Please indicate if you do not want us to contact your referees without letting you know first</b>	<input type="checkbox"/>	Reference 1	<input type="checkbox"/>	Reference 2
--	--------------------------	-------------	--------------------------	-------------

### Relationships

Failure to disclose a close personal relationship as below may disqualify you.

Are you a relative of, partner of, or do you have a close personal relationship with any employee connected to the Diocese of Chichester Academy Trust? If so, please state the full name(s), position(s) and place(s) of work.

## Section 5: What happens next?

**If we have not contacted you by the advertised interview date, please assume that you have not been successful.** If you are the successful/preferred candidates, we will need two satisfactory references, proof of your necessary qualifications, medical clearance, and proof of your eligibility to work in the UK before you start work with us. If your post is subject to DBS clearance, this will also be required.

### Rehabilitation of Offenders

This post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and associated Order and therefore all convictions, cautions, and bind-overs, including those regarded as 'spent', must be declared if you are successfully shortlisted for the role.

The Diocese of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults. If your job requires you to be in regular contact with children or vulnerable adults, we will also need to obtain an Enhanced DBS clearance before you start work with us.

## Section 6: Declaration

The information that you provide will be handled and processed in accordance with the Data Protection Act 1998. If you are appointed, this information will form part of your personnel record and may be used by the Trust for business purposes including the prevention and detention of fraud.

**I declare that all information given as part of my application is true. I declare that I am not on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body and accept that false information may result in my application being disqualified and, if appointed, could lead to dismissal. I understand that a Disclosure and Barring check will be carried out.**

<b>Signature or X</b>	<input data-bbox="1393 1104 1461 1167" type="checkbox"/>
-----------------------	--

### NB: Attachments

This form has been designed to gain all the information from you which we require for shortlisting. Only attach further documents which you think will support your application with further information.

## Section 7: Equal opportunities monitoring

**Strictly confidential**

The Diocese of Chichester Academy Trust is dedicated to promoting equality and fairness. Your job application will be assessed on merit and **you will receive equal treatment** regardless of your gender, age, disability, or ethnic origin. To help us make sure that this policy of equality is working and to take steps to ensure progress is made towards achieving equality and diversity in the workplace, we need to know about the people who are applying for jobs with us.

Telling us the following details about yourself is your decision and is voluntary. Information given will be separated from your application before it is assessed and will be used for statistical and monitoring purposes only. This information will be treated as **strictly confidential** and will be held on our computerised personnel system.

<b>Gender</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Transgender	<b>Date of birth</b>	
---------------	-------------------------------	---------------------------------	--------------------------------------	----------------------	--

<b>Disability</b>	<input type="checkbox"/> None	<input type="checkbox"/> Yes	<input type="checkbox"/> Prefer not to say
-------------------	-------------------------------	------------------------------	--

If you need any assistance to attend or participate in the interview, please do let us know.

<b>Ethnic origin</b>	<input type="checkbox"/> British (white)	<input type="checkbox"/> Indian (Asian or Asian British)
	<input type="checkbox"/> Irish (white)	<input type="checkbox"/> Pakistani (Asian or Asian British)
	<input type="checkbox"/> Any other background (white)	<input type="checkbox"/> Bangladeshi (Asian or Asian British)
	<input type="checkbox"/> White and black Caribbean (mixed)	<input type="checkbox"/> Any other background (Asian or Asian British)
	<input type="checkbox"/> White and black African (mixed)	<input type="checkbox"/> Caribbean (Black or Black British)
	<input type="checkbox"/> White and Asian (mixed)	<input type="checkbox"/> African (Black or Black British)
	<input type="checkbox"/> Any other background (mixed)	<input type="checkbox"/> Any other background (Black or Black British)
	<input type="checkbox"/> Any other ethnic group	<input type="checkbox"/> Chinese
	<input type="checkbox"/> Prefer not to say	