



Application for Employment Inspire Trust



THOMAS ROTHERHAM COLLEGE

A tradition of achievement - A future of opportunity



Inspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers and volunteers to share this commitment.

Please note that all sections of the application form must be completed in full and that we do not accept CVs (CVs will be removed prior to panel consideration).

Section I - Post Details

Post Applied for:

All information will be treated in confidence. Please read this page before completing the form. Please complete all appropriate sections using black ink or type.

Instructions/guidance for completing this application form

- Read all the material provided in the information pack that has been sent to you. This will give you the opportunity to assess whether the post is suitable for you.
- You may wish to write your application out in draft, as this will prevent unnecessary mistakes.

Consider all the points you wish to make in support of your application.

- Make sure that your application is geared around the job you are applying for.
- Give as much detail as you can about your present or last post. This will show the skills you are currently using and may uncover areas you may not think are important.
- Remember to include previous employment if the duties/responsibilities in those jobs are relevant to this post.
- Please do not stick pages onto the form, but include additional separate pages as necessary.

Applicants are not required to identify their personal details on their application. Please ensure therefore, that if you wish to include supporting documents with your application, your personal details are only included on the separate Equal Opportunities monitoring sheet.

Please ensure that you include a supporting statement with your application. This should be no more than 2 sides of A4 and word processed if possible please. Please do not put your name on the supporting documents.

For office use only:

Applicant Reference Number

Ref 1 rec'd Y N

Confirmed Attendance Y N

Ref 2 rec'd Y N

Prohibited from teaching, check completed by: _____

Clear? Y N

Teaching Posts: QTS check completed by: _____

Copy downloaded to file? Y N

Section 5 - Relevant Professional Development e.g. Courses, Programmes (other than those identified above)

Title	Length and date of course	Qualification (if appropriate)

Section 6 – Full Employment History (please use extra sheets if you need to but do not attach a CV)

Current Employment

Employer / School name & address: Date from: Position held: Reason for wanting to leave: Current salary: Current Pay Scale / Grade / Point:	Brief description of duties (Give type of school & number on roll if applicable)
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Please list all previous jobs (paid or unpaid) starting with most recent job first. Include dates and explanations for periods when not in work or education and reason for leaving.

Previous Employment(s)

Employer / School name & address Date from: Date to: Position held: Reason for leaving:	Brief description of duties: (Give type of school and number on roll if applicable).
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Employer / School name & address Date from: Date to: Position held: Reason for leaving:	Brief description of duties: (Give type of school and number on roll if applicable)
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Employer / School name & address

Brief description of duties: (Give type of school and number on roll if applicable)

Date from:

Date to:

Position held:

Reason for leaving:

Section 7 - REFERENCES

PLEASE ENSURE THAT REFEREES ARE WILLING AND AVAILABLE TO PROVIDE A REFERENCE AND COMPLETE OUR SAFEGUARDING FORM BEFORE PROVIDING THEIR DETAILS. E-MAIL ADDRESSES MUST BE PROVIDED.

- (i) If you have worked before or are currently working, one of your referees must be your present or last employer. If at a school this must be the Headteacher.
- (ii) If you have worked with children in the past but are not currently doing so, you must provide as a referee details of the person by whom you were most recently employed to work with children.
- (iii) Your referees must not be members of your family or personal friends who can only reference their friendship with you.

Referee 1

Name:

Position:

E-mail address:

Address:

Phone Number:

Type of reference (please indicate)

Employer

Academic

Personal

(Please state the relationship with your personal referee and see statement iii above)

Referee 2

Name:

Position:

E-mail address:

Address:

Phone Number:

Type of reference (please indicate)

Employer

Academic

Personal

(Please state the relationship with your personal referee and see statement iii above)

Section 8 - Information in Support of Application (please use extra sheets if you need to)

Please include in this section:

- The reason you are applying for this post
- How you meet the requirements of the person specification
- Why you want to work with children and what makes you suitable to work with children
- Any information relevant to the job description not already mentioned which you consider relevant (including work experience, voluntary or unpaid work)

Section 8 - Information in Support of Application – continued.....

Strictly Confidential (to be removed prior to panel consideration)

Personal details (all information will be treated in confidence)

It is the aim of our equal opportunities policy to ensure that all prospective employees are treated solely on the grounds of merit, irrespective of age, disability, ethnic origin and gender. We are committed to the monitoring of this policy.

Information on this form will be held separately from the application form and will not be used during the shortlisting and interview process.

Post applied for

Surname

Forenames

Title

Previous surname(s)

Telephone

Home

Work

Mobile

Date of birth

E-mail

My age is: 16-17 18-24 25-35 36-45 46-55 over 55

My gender is: Male Female Prefer not to say My National Insurance Number is

Do you have a disability as defined in The Disability Discrimination Act? Yes N

Under the terms of the Disability Discrimination Act 1995, a person has a disability if s(he) has a physical or mental impairment which has a substantial long-term adverse effect on his/her ability to carry out normal day to day activities.

If you do have a disability, are there any specific arrangements which the College can make for you if you are called for interview, in terms of:

- Physical arrangements that are made for the interview – e.g. car parking?
- Conduct of the interview – e.g. interpreter services?
- Completion of selection tests, if used?

Yes No

If yes, please supply details of your requirements

Teaching Posts only:

- Teacher Number (also known as DfE/GTC Registration number):
- Date of Award of PGCE/PGCE Post-16/QTS or other appropriate and equivalent teaching qualification:
- Date of completion of statutory induction (Newly Qualified Teachers) or number of terms completed:

Where did you see this vacancy advertised?

General enquiry Job centre Trust/Academy Website Internal advertisement

Newspaper Advert Other Other publication/journal (name)

Other internet site (name)

Office Use

Applicant Ref No.

Appointed

Shortlisted

Unsuccessful

Selima

Equal opportunities monitoring

Strictly Confidential (to be removed prior to panel)

We have a legal duty to promote equality. This applies to everything we do both as an employer and provider of services. As part of our legal duty, we must monitor our recruitment processes or practice.

Using the list below, please indicate in the box which ethnic group best describes you. What is your ethnic group? How would you describe yourself?

White

White British

White Irish

Any other White background

please state:

Mixed

White & Black Caribbean

White and Black African

White & Asian

Any other Mixed background

please state:

Black & Black British

Caribbean

African

Any other Black background

please state:

Asian or Asian British

Indian

Pakistani

Bangladeshi

Kashmiri

Any other Asian background

please state:

Chinese, Yemeni or other ethnic group

Chinese

Yemeni

Any other Ethnic background

please state:

Health
 Applicants will be required to demonstrate an appropriate level of fitness for the duties of the post before an offer of employment is confirmed. This will include the completion of a Staff Disclosure form and may include a medical examination by the College's nominated GP. Further details will be given at interview.



