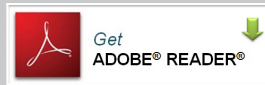


To complete this application form electronically, firstly you need to download this document to your desktop computer. Once saved and re-opened.. complete the form and then 'Save As' putting your initials as a reference as a pre-fix.

You can then return your form to the email address provided on the application form.

Alternatively you can print directly and fill the form by hand and return to the address given on the application form.

If you don't have a pdf reader, clicking on the Adobe Reader icon will link you to the Adobe product download centre.



UNITY Schools Partnership

Job Application Pack 2018/19



Working in partnership

The UNITY Schools Partnership

Background

The Unity Schools Partnership (“the Trust”) is a partnership of schools located in four main geographical ‘hubs’ (Haverhill, Newmarket, Bury St Edmunds and Sudbury). We share the same values, face similar issues and are geographically close enough to support and challenge each other. We recognise the unique characteristics of each of the communities we work in and how they are reflected in distinctive school cultures. We encourage cultural diversity, celebrate the special qualities of each of our schools and recognise that to become sustainable, communities must develop and grow. We are not looking for corporate solutions but a partnership that respects, sustains and supports. Our model is about creating interdependence, schools that are more self-sustaining than stand-alone academies, less dependent than local authority schools and more independent than schools in corporate chains. However we do all subscribe to a shared set of values, principles and operational processes that ensure quality of education for all our young people. Our central belief is that every young life is special; open to possibility, gifted with the potential to help change the world for the better, but also bound by the limits of their own circumstances. Our ambition is to unlock the potential of children, remove the barriers to aspiration and ensure that all our children succeed. Trust Executive Leadership Team The Trust has an Executive team which provides leadership and support to all its schools, both in teaching & learning and support services. We also have small, central ICT, HR and Finance Administration teams which report directly to the Executive Leadership Team and which provide support and a range of other services to our schools. As part of a small, close-knit and supportive team the post holder will find variety, challenge and opportunities for career development.



Job Application Form

Teaching Posts



Job Title:

Job Ref No:

Closing Date:

Please return this completed application form to: **Post to:**

Please tell us where you saw this position advertised?

Please put one answer only, stating the name of the publication/website/or other as applicable.

Newspaper Advertisement

Website

Word of mouth

Other, please specify

SECTION 1

Personal Information

Are you already an employee of a LA maintained, academy or free school? Yes No

If YES what is your employee payroll number?

Title: First name:

Last Name: Preferred Name:

Any Former Names (In full)

Teacher Reference Number:

QTS/QTLS: Yes No National Insurance Number:

Address:

Post Code:

Daytime Phone No: Evening Phone No:

Mobile Phone No:

Email Address:

Job Application Form Teaching Posts



SECTION 2

Flexible working

Are you applying to do this job on a part time/ job share basis?

Yes

No

If YES, please give details of the number of hours/days per week that you wish to apply for:.....

If you wish your application to be considered on a joint basis with somebody else also wishing to job share.
Please give his/her name and contact details

Please use this section to answer the specific questions set out in the recruitment pack. If there are no specific questions provided, then you should use this section to provide evidence of how you meet each of the essential and desirable criteria set out in the person profile and to provide a supporting statement, enlarging on the information provided elsewhere in this application form. You should indicate any special areas of teaching interest and give clear examples of your previous responsibilities and achievements. Examples could come from paid or unpaid work or any other activities that you have undertaken that you feel are relevant to the job you are applying for.

You should also use this section to include other information about why you want the job and anything else you wish to say. If you are hand writing your form, please continue on a separate sheet if necessary (clearly marking your National Insurance number and the job for which you are applying on each separate sheet).

A large, empty rectangular box with a light blue border, intended for the applicant to provide additional information or a cover letter.

Job Application Form Teaching Posts



SECTION 3

Work and Other Relevant Experience

PLEASE

- List below a full and unbroken record of your employment and other activities, either paid or unpaid (e.g. voluntary work, care of children or other relatives etc, whether or not you feel these are relevant to the post you are applying for).
- Photocopy these pages if you need to, in order to provide a full and unbroken record.
- Start with your current or most recent post and work backwards.
- Detail the circumstances of your leaving each post under 'reason for leaving' and the way your employment ended e.g. to care for relatives, accepted voluntary redundancy etc)

Period of Employment: Dates From	<input type="text"/>	To	<input type="text"/>
Name and Address of School/Establishment:			
<input type="text"/>			
Job status. i.e. Qualified Teacher/NQT/Instructor/Overseas Trained			
<input type="text"/>			
Salary Details. i.e. Give points awarded for: Qualifications, Experience, TLR, Recruitment, Retention, Special Needs, Total Salary p.a., Salary Protection			
<input type="text"/>			
Job Title and brief description of duties (include Key Stage, age group taught, number on school roll for all teaching posts):			
<input type="text"/>			
Reason for Leaving	<input type="text"/>		

continued..

Job Application Form Teaching Posts

Period of Employment: Dates From

To

Name and Address of School/Establishment:

Job status. i.e. Qualified Teacher/NQT/Instructor/Overseas Trained

Salary Details. i.e. Give points awarded for: Qualifications, Experience, TLR, Recruitment, Retention, Special Needs, Total Salary p.a., Salary Protection

Job Title and brief description of duties (include Key Stage, age group taught, number on school roll for all teaching posts):

Reason for Leaving

Period of Employment: Dates From

To

Name and Address of School/Establishment:

Job status. i.e. Qualified Teacher/NQT/Instructor/Overseas Trained

Salary Details. i.e. Give points awarded for: Qualifications, Experience, TLR, Recruitment, Retention, Special Needs, Total Salary p.a., Salary Protection

Job Title and brief description of duties (include Key Stage, age group taught, number on school roll for all teaching posts):

Reason for Leaving

Job Application Form Teaching Posts



SECTION 4

Qualifications and Training

Secondary Education (CSE, GCE, GCSE, RSA, A/AS level etc or other equivalent)

Date mm/yyyy	Please mark retakes with an 'R' and subsequent year date taken		
GCSE SUBJECT		GRADE	
GCSE SUBJECT		GRADE	
GCSE SUBJECT		GRADE	
GCSE SUBJECT		GRADE	
GCSE SUBJECT		GRADE	
GCSE SUBJECT		GRADE	
GCSE SUBJECT		GRADE	
GCSE SUBJECT		GRADE	
GCSE SUBJECT		GRADE	
GCSE SUBJECT		GRADE	
GCSE SUBJECT		GRADE	
GCSE SUBJECT		GRADE	
GCSE SUBJECT		GRADE	
GCSE SUBJECT		GRADE	

Date mm/yyyy	Please mark retakes with an 'R' and subsequent year date taken		
As LEVEL SUBJECT		GRADE	
As LEVEL SUBJECT		GRADE	
As LEVEL SUBJECT		GRADE	
As LEVEL SUBJECT		GRADE	
As/A LEVEL SUBJECT		GRADE	
As/A LEVEL SUBJECT		GRADE	
As/A LEVEL SUBJECT		GRADE	
As/A LEVEL SUBJECT		GRADE	

Date mm/yyyy			
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OTHER			
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Please be aware that proof of qualifications identified as essential to the role, including driving licence, will be required at interview. Do not send anything now. Further information will be sent to you should you be invited to interview.

continued..

Job Application Form Teaching Posts



SECTION 4

Qualifications and Training

Further and Higher Education (Degree, Diploma, BTEC, NVQ etc or other equivalent)

Date mm/yyyy	<input type="text"/>
QUALIFICATION & EXAMINATION BODY	<input type="text"/>
SUBJECT	<input type="text"/>
PASS LEVEL/GRADE	<input type="text"/>

Date mm/yyyy	<input type="text"/>
QUALIFICATION & EXAMINATION BODY	<input type="text"/>
SUBJECT	<input type="text"/>
PASS LEVEL/GRADE	<input type="text"/>

Date mm/yyyy	<input type="text"/>
QUALIFICATION & EXAMINATION BODY	<input type="text"/>
SUBJECT	<input type="text"/>
PASS LEVEL/GRADE	<input type="text"/>

Other relevant qualifications or training including membership of professional bodies, relevant courses attended and driving license(s) held if relevant to post applied for.

Please be aware that proof of qualifications identified as essential to the role, including driving licence, will be required at interview. Do not send anything now. Further information will be sent to you should you be invited to interview.

Job Application Form Teaching Posts



Qualifications and Training

Personal Interests, Hobbies, Voluntary Work (If relevant to post applied for).

Job Application Form Teaching Posts

SECTION 5

Declarations

Entitlement to Work in the UK

Are you currently eligible to work in the UK?

Yes No

If Yes, are there conditions attached (e.g. time limits)? If Yes, please give details below:

Yes No

To comply with the Immigration, Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines.

Do not send anything now, further information will be sent to you should you be invited to interview.

We are committed to equality of opportunity. Your current immigration status will not be taken into account when assessing your application against the selection criteria for the post.

Canvassing of Trust/Board Members, School Governors, Senior Employees or other members of the school community

Canvassing of Trust/Board Members, School Governors, Senior Employees or other members of the school community by you or on your behalf is strictly forbidden and may invalidate your application. Please indicate here if you are related to any Trust/Board Members, School Governors, Senior Employees or other members of the school community, giving their name and position/role. Please state None if appropriate.

Police and Criminal Record

The job you are applying for has been identified as involving supervising, caring for or otherwise connected with children and/or young people. In view of this, you must declare all * convictions, cautions, and/or bindovers for criminal offences, even where they are "spent" as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations. You are also required to give details of any reprimands or warnings that you may have received. An enhanced Disclosure & Barring Service (DBS) certificate with a check of the children's barred list will also be required.

* The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 at the Disclosure and Barring Service website, <https://www.gov.uk/government/publications/dbs-filtering-guidance>

Details of criminal convictions, cautions and/or bindovers, reprimands or warnings:

Please state 'None' if appropriate, or continue on a separate sheet if necessary, clearly marking your National Insurance number and the post you are applying for on each separate sheet.

Job Application Form Teaching Posts



SECTION 6

Transferable Service

The transfer of continuous service from other schools and Local Authorities may be possible. If you think this applies to you please provide the date from which your continuous service commences and the name of the organisation.

Date mm/yyyy	<input type="text"/>	Organisation:	<input type="text"/>
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SECTION 7

References

Please give the names and contact details of at least two referees who have knowledge in a professional capacity. One of them must be your current / most recent employer or tutor and your references must cover all employment and/or any voluntary work in the past five year period. References should be provided by the Headteacher/establishment manager. Personal references should only be provided where no alternative employer or educational referee is appropriate. Give details of additional referees on a separate sheet if necessary

Reference 1:	Reference 2:
Name:	Name:
Address:	Address:
.....
Postcode:	Postcode:
Tel No:	Tel No:
Email:	Email:
Employer <input type="checkbox"/> Educational <input type="checkbox"/> Personal <input type="checkbox"/>	Employer <input type="checkbox"/> Educational <input type="checkbox"/> Personal <input type="checkbox"/>
School/Organisation:	School/Organisation:
.....

It is normal practice to take up references before interview.
Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

Yes

No

It is normal practice to take up references before interview.
Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

Yes

No

We operate a policy of open references. This means that you may read any references received in relation to you, on written request.

Job Application Form Teaching Posts

SECTION 8

Health

Give information relating to any medical condition or disability which may require us to make a reasonable adjustment to the recruitment process in order to facilitate your application.

Declaration and Data Protection Statement

I consent to the school carrying out checks and using information provided from the checks and this application form when making a decision about my suitability to work with or be in regular contact with children. I understand that the school will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature. I understand that it is an offence to make a statement which is false or misleading in an application for registration. I give consent for the school to carry out checks and use the information from the declaration and consent form and third party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to make a decision about my suitability. I consent to the school carrying out on-line status checks using the DBS Update Service as and when required. I have read the guidance notes accompanying this form. To the best of my knowledge, the information I have supplied on this form and any attachments is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal. I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees / previous and/or current employers.

Signed:

Date:

Details of your application including your personal details will be stored in our archives and database for up to 12 months following completion of this recruitment process (longer for successful applicants).

Job Application Form Teaching Posts

SECTION 9

Equal Opportunities

These pages must be detached by the school before considering application against selection criteria.

We are committed to equality of opportunity and require the following questions to be completed by all applicants. If you are uncomfortable answering a question, please tick the 'prefer not to disclose' option.

The information is collected for statistical purposes only and will not be used as part of the selection process.

Ethnic Origin

Please select one description from numbers 1-18 (below) that best fits your ethnic origin. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin in the space provided.

<input type="checkbox"/>	Prefer not to disclose	<input type="checkbox"/>	9. Pakistani
<input type="checkbox"/>	1. British	<input type="checkbox"/>	10. Bangladeshi
<input type="checkbox"/>	2. Irish	<input type="checkbox"/>	11. Any other asian origin
<input type="checkbox"/>	3. Any other white origin	<input type="checkbox"/>	12. Caribbean
<input type="checkbox"/>	4. White & Black Caribbean	<input type="checkbox"/>	13. African
<input type="checkbox"/>	5. White & Black African	<input type="checkbox"/>	14. Any other black origin
<input type="checkbox"/>	6. White & Asian	<input type="checkbox"/>	15. Chinese
<input type="checkbox"/>	7. Any other mixed origin	<input type="checkbox"/>	16. Gypsy / Traveller
<input type="checkbox"/>	8. Indian	<input type="checkbox"/>	17. Other - please specify

Nationality

Please tell us your nationality

e.g. British Citizen,
Portuguese Citizen

Prefer not to disclose

Job Application Form Teaching Posts

SECTION 9

Equal Opportunities

Religion or Belief

Please see guidance notes for more information on why we are asking for this information.

<input type="checkbox"/> Prefer not to disclose	<input type="checkbox"/> 1. Rastafarian	<input type="checkbox"/> 15. Other please specify
<input type="checkbox"/> 1. Baha	<input type="checkbox"/> 2. No religion / belief	<div style="border: 1px solid #ccc; height: 100px;"></div>
<input type="checkbox"/> 2. Hindu	<input type="checkbox"/> 3. Christian	
<input type="checkbox"/> 3. Jewish	<input type="checkbox"/> 4. Jain	
<input type="checkbox"/> 4. Zoroastrian	<input type="checkbox"/> 5. Sikh	
<input type="checkbox"/> 5. Buddhist	<input type="checkbox"/> 6. Humanist	
<input type="checkbox"/> 6. Muslim	<input type="checkbox"/> 7. Pagan	

Gender

Sexual Orientation

Please see guidance notes for more information on why we are asking for this information.

<input type="checkbox"/> Prefer not to disclose	<input type="checkbox"/> 3. Gay
<input type="checkbox"/> 1. Heterosexual	<input type="checkbox"/> 4. Lesbian
<input type="checkbox"/> 2. Bisexual	<input type="checkbox"/> 5. Trans

Disability

The Equality Act 2010 defines a person as having a disability if she/he has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on his/her ability to do normal daily activities.

Do you have a disability as defined above? Yes No

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise? Yes No

If yes, please specify (e.g. ground floor venue, sign language interpreter, audio tape etc)

Guidance Notes to accompany application form for a Headship or Teaching post.



1. COMPLETING THE APPLICATION FORM

- a) **ALL SECTIONS OF THE APPLICATION FORM MUST BE COMPLETED.** Please note that a separate curriculum vitae is not regarded as an adequate alternative to full completion of the application form and the provision of a relevant supporting letter.
- b) In addition to these guidance notes, please read carefully the notes you will find at the various sections on the application form.
- c) If you would like the application form in another format because you have a disability (e.g. Braille or electronically) please contact us.
- d) We will accept applications in other formats e.g. audiotape, if you have difficulty in completing the form because of a disability or learning difficulty.
- e) Read the job description, person specification and any other documentation you have been sent before completing the form. Tailor your responses to the post for which you are applying.
- f) We will use the information you supply to assess how well you meet the selection criteria, as set down in the person specification. Make sure you include evidence relating to all the essential and desirable criteria that apply to you.
- g) Include experience and achievements from any sphere of your life. You could include evidence of knowledge and skills gained through voluntary work, involvement in community activities, managing a home and family, school/college and special interests as well as previous paid employment. Tell us about any unpaid work you do or any position of responsibility you hold, for example in a club or organisation. If you have special areas of teaching / educational interest, please give details as part of your application.
- h) Complete all the sections where questions are asked. You may complete the form by hand (in **black ink** please to assist photocopying) or by typing your responses in. Include extra sheets if there is not enough room in the spaces provided and ensure that each additional sheet, including curriculum vitae, has your National Insurance number and the post for which you are applying clearly marked at the top.

2. EQUAL OPPORTUNITIES

- a) We value the diversity of the people in our workforce and aim to offer full equality of opportunity. We recognise that people can face disadvantage and discrimination in employment and are therefore committed to the development and implementation of policies to counteract inequality.
- b) Employees and prospective employees will not be unfairly discriminated against on grounds of disability, gender, race, colour, ethnic origin, religion, belief, culture, nationality, national origin, age, sexual orientation or trade union membership / non-membership. This list is not exhaustive and there are other forms of discrimination which will not be tolerated.
- c) Where an employee may be disadvantaged on these grounds, we will make every reasonable effort to rectify such disadvantage(s). Employment terms and conditions and decisions on recruitment, selection, training promotion and dismissal will be made solely on the basis of objective criteria.
- d) Our aim is for our workforce to reflect the diversity of the population in our area and we will achieve this by taking positive steps.

e) Equal Opportunities survey form

Attached to the back of the application form is the Equal Opportunities survey form. We use this information to monitor our recruitment and selection practices and our workforce to see how well our workforce represents the communities that we serve. We also require this information from internal candidates to obtain a true picture of our workforce profile. Please complete the form and return it with your application. This part of your application form will be detached before your application is considered against the selection criteria for the post.

f) Job Sharing

We will consider applications for job sharing for all full time posts unless this is not practicable in the circumstances that apply. You do not need a job share partner in order to apply to job share.

g) Disability / Health

If you have indicated that you have a disability or long term medical condition and provide evidence that you meet all the essential criteria on the person specification (with any reasonable adjustments), you will normally be offered an interview as part of our commitment to the employment of people with disabilities.

Please tell us about any reasonable adjustments that would help you apply for this post, for example if you would have difficulty lifting heavy objects where the job could require this. The school may be able to make alternative arrangements but this cannot be guaranteed. We may also be able to provide sign language interpreters, time off for treatment, rest breaks during the day, special equipment, workplace adaptations etc.

All employees are required to complete either a health/disability declaration and/or a medical questionnaire after a conditional offer of employment has been made, depending on the nature of the work. Some employees, especially those who handle food or who work with vulnerable groups such as children, may also be required to attend a medical examination.

h) Definition of disability

The [Equality Act 2010](#) defines a person as having a disability if she/he has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on his/her ability to do normal daily activities.

This includes impairments, lasting or likely to last at least 12 months, or likely to recur, to one of the following:

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to carry, lift or otherwise move everyday objects
- Speech, hearing or sight (not where sight is corrected by wearing spectacles or contact lenses) memory or ability to concentrate, learn or understand
- Perception of risk or danger

The term impairment includes progressive and long term conditions such as diabetes, epilepsy and cancer.

We will make reasonable adjustments to the recruitment and selection process and to the post for successful candidates where the need for these is made known by the applicant / employee.

3. PRESENT POST

a) **Status**

Candidates should ensure that they have indicated clearly their teaching status, as this has an effect on the level of salary paid.

Where the criteria for the post include qualified teacher status, applicants whose qualifications were obtained abroad must provide written evidence from the Teaching Agency (England) that their qualified status is valid in England and Wales. The possession of a Teacher reference number does not automatically indicate qualified status.

b) **Salary**

It is most important to include details of the composition of your present salary in Section 3.

4. REFERENCES

a) **Applicants for Headship and Deputy Headship posts**

The first referee should be your present employer. If you currently work at a local authority maintained schools, this would normally be the Director, Assistant Director or other senior officer within Children and Young People's Services, as appropriate. If you currently work at an academy school or a free school, your referee should be at a broadly equivalent level within the organisation/trust/board.

For candidates currently at Deputy Headteacher level or below, the second referee should be the present (or most recent) Headteacher or Principal. If you are a serving Headteacher you should give the name of another person who is familiar with your professional work.

b) **Applicants for other teaching posts**

The first referee should be the Headteacher or Principal of your present (or most recent) school, college or place of employment. The second referee should be another person who is familiar with your professional work.

c) The school reserves the right to approach any previous employer during the previous five year period for a reference and may specifically ask for details of any disciplinary / conduct records.

5. HEALTH

The school reserves the right in appropriate circumstances to require applicants to produce a certificate of fitness from an approved medical practitioner after a conditional offer of employment has been made.

6. POLICE AND CRIMINAL RECORD

Rehabilitation of Offenders Act, 1974 (Exceptions Order, 1975)

Please note that applicants for posts in schools are not entitled to withhold information about past convictions, "spent" or otherwise, under the terms of the above Act. The Act made a specific exception in respect of employees in schools or establishments for further education and any other employment which is carried out wholly or partly within the precincts of a school or further education establishment which involves access to persons under the age of 18 as part of the employee's normal duties.

You must disclose any * past convictions, cautions or bind-overs at the time of your application. In the event of employment being offered and taken up, any failure to disclose such convictions is likely to result in disciplinary action by the school which may lead to dismissal.

* The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 at the Disclosure and Barring Service website, <https://www.gov.uk/government/publications/dbs-filtering-guidance>.

Any information may be given on a separate sheet from your application form and will be kept completely confidential. It will be considered only in relation to an application for positions to which the Exception Order applies.

In addition, the school, on Home Office advice, will require the successful candidate to agree to an enhanced Disclosure & Barring Service (DBS) check for convictions which may or may not be relevant to the appointment. A separate authorisation form will need to be completed after the interview and you will be required to bring in your DBS certificate for inspection by the school, as soon as you receive it, in order to verify its authenticity and record the certificate's number on the school's Single Central Record.

Similarly, if you already have a current DBS enhanced disclosure certificate you will be required to produce your original certificate for inspection by the school, either at interview or prior to commencement of your employment.

If you subscribe to the DBS Update Service you will be requested to give permission for the school to [go online](#) to carry out a check to find out if the information released on the DBS certificate is current and up-to-date.

If you do not subscribe to the DBS Update Service you will be required to apply for a new DBS enhanced disclosure, unless you are moving directly from a Suffolk LA maintained school, academy or free school with a break in service of less than three months.

January 2014