

**King James I Academy**

**Teaching Post Application Form**

**How to submit Your Job Application Form**

1. Please fill in the following pages, ensuring you complete all relevant parts and remembering to save the document when finished.
2. Once finished return your completed Application Form to kingjames@kj1a.com or post to: King James I Academy, Bishop Auckland, Co Durham, DL14 7JZ.

**Problems filling in this form or requests for other formats**

If you have any queries or problems filling in this form please contact us on 01388 603388 or email us at: kingjames@kj1a.com

|  |  |
| --- | --- |
| Vacancy Reference Number |  |

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| **Equal Opportunities Monitoring Form** |
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| We are an equal opportunities employer and want to ensure that all applicants are considered solely on their merits. Therefore we need to check that decisions are not influenced by unfair or unlawful discrimination. To help us we should be grateful if you would complete this short questionnaire. You only need to answer if you feel happy to do so. Your answers will be treated with the utmost confidence and will only be used for statistical purposes. |

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| **1. Are you:** | |  | | | Male |  | Female |
|  | | | | | | | |
| **2. How old are you:** | |  | | | |  | Prefer not to say |
|  | | | | | | | |
| **3. Do you consider yourself to be a person with a disability?**  This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-standing means that it has lasted, or is likely to last, for over a year. | | | | | | | |
|  | Yes | |  | No | |  | Prefer not to say |
|  | | | | | | | |
| **4. What is your religion or belief?** | | | | | | | |
|  | | | | | | | |
|  | Christianity | |  | Judaism | |  | Baha’i |
|  | Hinduism | |  | Sikhism | |  | No Religion |
|  | Islam | |  | Buddhist | |  | Prefer not to say |
|  | Other – e.g. Humanist, Atheist, etc (Please state) | | | | |  | |
|  | | | | | | | |
| **5. How do you describe your sexuality?** | | | | | | | |
|  | | | | | | | |
|  | Heterosexual / Straight | |  | Bisexual | |  | Prefer not to say |
|  | Gay Man | |  | Gay Woman / Lesbian | |  |  |

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| **6. Please describe your ethnic origin?** | | | | | |
|  | | |  |  | |
| **White** | | |  | **Black or Black British** | |
|  | British | |  |  | Caribbean |
|  | Irish | |  |  | African |
|  | Any other White background | |  |  | Any other Black background |
|  |  | |  |  |  |
| **Arab or Middle Eastern** | | |  | **Travelling Community** | |
|  | Arab | |  |  | Gypsy/Roma |
|  | North African | |  |  | Traveller of Irish Descent |
|  | Any other Arab or Middle Eastern Background | |  |  | Other member of the travelling community |
|  |  | |  |  |  |
| **Asian or Asian British** | | |  | **Mixed** | |
|  | Indian | |  |  | White & Black Caribbean |
|  | Pakistani | |  |  | White & Black African |
|  | Bangladeshi | |  |  | White & Asian |
|  | Chinese | |  |  | Any other Mixed Background |
|  | Any other Asian background | |  |  |  |
|  |  | |  |  |  |
| **Other ethnic groups:** Please state | | |  | **Prefer not to say** | |
|  | | |  |  | Prefer not to say |
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| **7. What is your Relationship Status?** | | | | |
|  | | | | |
|  | Married/Civil Partnership |  | Prefer not to say | |
| **King James I Academy**  **Teaching Post Application Form**  **Strictly Confidential** | | | |  |
| **Please read the Teaching Post Guidance Notes before completing this form** | | | | |

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| **To be completed by the Applicant** | |
| Post Title: |  |
| Closing Date: |  |

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| --- | --- | --- | --- | --- |
| Surname: | | | | Title: |
| Previous Surname (s): | | | | |
| Forename(s): | | National Insurance Number: | | |
| Address: | | Telephone No: Home | | |
| Mobile: | | |
| Postcode: | | Work (if convenient): | | |
| E-mail address: | | | | |
| **Job Share**  If this post is open to job share, do you wish to apply for this post in a job share capacity? | | | | |
|  | **Yes** |  | **No** | |
|  | | | | |

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| **Please state where you saw the advertisement for this post.** | | | | | | |
|  | **King James I Academy Website** |  | **Evening Chronicle Newspaper** |  | **Northern Echo Newspaper** | |
|  | **Vacancy Bulletin** |  | **Specific Journal** |  | **DCC Intranet** | |
|  | **Sector1 Website** |  | **Jobcentreplus** |  | **Fish4Jobs Website** | |
|  | **TES/TES Online** |  | **Northeastjobs** |  | **Other** | |
|  |  |  |  |  |  | |
| Do you consider yourself to be a person with a disability?  This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-term means that it has lasted, or is likely to last, for over a year. Applicants with disabilities will be invited for interview if they meet the essential criteria on the person specification. | | | | | |  |
|  | **Yes** |  | **No** |  | **Prefer not to say** | |
|  | | | | | | |
| If you have answered yes please detail below any specific requirements to assist you with an interview and we will try to make the necessary arrangements. | | | | | | |
| **Important Information** | | | | | | |

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| (For Office Use Only) |  |  |

CRIMINAL RECORD DECLARATION FORM FOR JOBS EXEMPT FROM THE ROA

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process.

Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

For further information on filtering please refer to [Nacro guidance](https://www.nacro.org.uk/wp-content/uploads/2014/06/practical-guidance-on-dbs-filtering.pdf) and the [DBS website](https://www.gov.uk/government/publications/dbs-filtering-guidance).

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

• Whether the conviction is relevant to the position applied for.

• The seriousness of any offence revealed.

• The age of the applicant at the time of the offence(s).

• The length of time since the offence(s) occurred.

• Whether the applicant has a pattern of offending behaviour.

• The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.

• Whether the applicant’s circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all cautions, convictions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](http://www.nacro.org.uk/data/files/practical-guidance-on-dbs-filtering-1032.pdf).

Criminal record declaration form (exempt positions)

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| **Surname:** |  | **Forename:** |  |
| **Do you have any cautions, convictions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?**  **Yes □ No □**  If you have answered yes, you now have **two** options on how to disclose your criminal record.  **Option 1:** Please provide details of your criminal record in the space below.  **Option 2:** You can disclose your record under a separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post.  I have attached details of my conviction separately\_\_\_\_\_ **(please mark with an X if appropriate.)** | | | |
| **DECLARATION**  I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at King James I Academy.  **Signed: Date:** | | | |

**Please return this form to:** *King James I Academy*

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| **A** | **Education** |

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| **Secondary / Tertiary Education** | | | | | | | | |
| N.B. appointment will only be confirmed subject to receipt of official certificates in support of below. (Please use continuation sheets if required) | | | | | | | | |
| School attended | Qualifications | | | Subject | | Date | Grade | |
|  |  | | |  | |  |  | |
| **Higher Education:**  Please indicate institution attended | | | |  | | | | |
|  | | From | To | Degree, Diploma, Certificate | | Date of Award | Subject, Class, Division | |
| Degree | |  |  |  | |  |  | |
| Higher/Advanced Degree/Diploma/ Certificate | |  |  |  | |  |  | |
| NPQH | |  | Yes | Date obtained | |  |  | No |
| In-Service Training: | | | | | | | | |
| Name of Establishment | | | From | To | Course Taken | | | |
|  | | |  |  |  | | | |
| Subsidiary subjects offered, e.g. Games, Music | | | | | | | | |
| Particulars of residence abroad (for modern language posts) | | | | | | | | |

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| **B** | **Employment Details** | | | | | | | | | | | | | | |
| Teaching Service | | | | | | | | | | | | | | | |
| **(1) Present Appointment (please state)**  **Please state whether present appointment is permanent or temporary** | | | | | | | | | | | | | | | |
| Full or Part time | | Salary Grade/Group indicating any additional allowances | | | Name of Establishment | | No. on Roll | | | Age Range | | L.A. | | Date of Appointment | |
|  | |  | | |  | |  | | |  | |  | |  | |
| **(2) Previous Appointments (please list most recent first)** | | | | | | | | | | | | | | | |
| \*Post | | | Full or  Part time | Salary Grade/Group indicating any additional allowances | | Name of Establishment | | No. on Roll | Age Range | | L.A. | | Employment Dates | | |
| To | | From |
|  | | |  |  | |  | |  |  | |  | |  | |  |
| \* e.g. D.H., A.H.T., A.S.T., H.D. (English); H.Yr; H.Fac; H.House, etc.; Q.A. Fast Track Teacher | | | | | | | | | | | | | | | |

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| **B** | **Employment Details** | | | |
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| Do you have any additional employment which you intend to continue if appointed to this post? | | | | |
|  | | **Yes** |  | **No** |
| If yes, please detail the nature of the work and the hours: | | | | |
| Period of notice required or termination date for current employment: | | | | |
| **Person Specification:**  Please use this section to demonstrate that you have the essential and where possible desirable experience, skills and knowledge as stated on the person specification of the post for which you are applying. Candidates who do not evidence that they meet the essential qualifications and experience listed on the person specification will not be shortlisted. (Please use continuation sheets if required). | | | | |
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| **C** | **Full Employment History** |
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| **Name & Address of Employer** | | **Appointment held/Grade &/or salary (if any)** | **Dates (dd/mm/yy)** | | **Reason for leaving** |
|  | |  | **From** | **To** |  |
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| **D** | **Additional Information** | | | | |
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| Subject (s) Secondary School only: | | | | | |
| Department of Education Ref. No: | | | | | |
| General Teaching Council No: | | | | | |
| To which Superannuation Act (if any) are you now subject? e.g. Local Govt, Teachers etc : | | | | | |
| Please provide a summary of your positive contribution for students and actual outcomes for the last 3 years: | | | | | |
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| **D** | **Additional Information** | | |
| Do you have any additional information that might be helpful to the Governors/Appointment Panel  (continue on separate sheet if necessary) | | | |
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| **E** | | **Referees** | |
| Give name, job title, relationship to referee and address of **TWO** people, who must know you well to whom a reference may be made. Referee 1 should be your present (or most recent) employer.  Next of kin or immediate relatives should not be named as referees.  **Please note that for positions in contact with children and vulnerable adults the Academy has the right to seek references from any or all previous employers and line managers prior to interview.** | | | |
| **Referee 1**Name: | | | **Referee 2**Name: |
| Job Title: | | | Job Title: |
| Relationship to Referee: | | | Relationship to Referee: |
| Address: | | | Address: |
| Post Code: | | | Post Code |
| Telephone No: | | | Telephone No: |
| E-mail: | | | E-mail: |
| **N.B. Appointment will only be confirmed subject to satisfactory references.** | | | |

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| **D** | **Additional Information** |
| Do you have any additional information that might be helpful to the Governors/Appointment Panel  (continue on separate sheet if necessary) | |