

**Dayspring Trust**

**Venerable Bede Church of England Academy**

**Ian Ramsey Church of England Academy**

Dayspring Trust is a company limited by guarantee (Company Number 8310825) and exempt charity registered in England and Wales

Registered Office: The Venerable Bede Church of England Academy, Tunstall Bank, Sunderland, SR2 0SX

|  |
| --- |
| **Teaching Staff Application Form** |

|  |  |
| --- | --- |
| Post Title: |  |
| Post Reference No: |  |
| School: |  |
| Applicant’s Reference No. |  |
| If you require this form in an alternative format (braille, large print, audio tape etc.) Venerable Bede CE Academy, Tunstall Bank, Ryhope, Sunderland, SR2 0SX 01915239745 Email: [vacancies@venerablebede.co.uk](mailto:vacancies@venerablebede.co.uk)  Please do not alter the format of this application form. It has been designed to be completed in the shaded areas only and is password protected for this reason. As this application may be photocopied, please complete the form in black ink or type. Please note C.V.’s will not be considered  **Equal opportunities and monitoring**  The information requested in Part A of this form will be used for monitoring and administration purposes only, and is not seen by the recruitment panel. Part B is separated when we receive your application form, and given to the recruitment panel for shortlisting. This is done to reduce the possibility of unfair and unlawful discrimination. | |

**Part A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal Details** | | | | |
| First Name/s |  | | | |
| Surname/Last Name |  | | NI Number |  |
| All Previous Names |  | | | |
| Address |  | | | |
|  | | | Post Code |  |
| Telephone No. (Home or Mobile) | |  | | |
| Telephone No. (Work) – if convenient | |  | | |
| e-mail address | |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Equal Opportunities Monitoring** | | | | | | | | | | | | | | | | | | | | |
| Gender: | Male | |  | | Female |  | | Transgender | | | |  | Do not wish to say | | | |  | |  | |
| Date of birth: |  | | | | | | | | | | | | | | | | | | | |
| **Disability**  For the purpose of the Equality Act 2010 a person has a disability if he/she has a physical or mental impairment which has a substantial and long term adverse affect on his/her ability to carry out normal day to day activities. | | | | | | | | | | | | | | | | | | | | |
| Do you have a disability, long standing illness or infirmity? | | | | | | | | | Yes | | | | |  | No |  | |  | | |
| **Ethnic Origin/Religious Belief/Faith/Relationship Status/Sexual Orientation**  Please tick one of the boxes below to best describe your ethnic origin, religious belief/faith, relationship status and sexual orientation. Please note that United Kingdom citizens can belong to any of the categories shown. | | | | | | | | | | | | | | | | | | | | |
| **White**   |  |  |  | | --- | --- | --- | |  |  | British | |  |  |  | |  |  | Irish | |  |  |  | |  |  | Any other white background | |  | | Please write in: | | | | |  | | **Black or Black British**   |  |  |  | | --- | --- | --- | |  |  | Caribbean | |  |  |  | |  |  | African | |  |  |  | |  |  | Any other black background | |  | | Please write in: | | | | | | | | |  | **Chinese or other ethnic group**   |  |  |  | | --- | --- | --- | |  |  | Chinese | |  |  |  | |  |  | Gypsy/Roma/Traveller | |  |  |  | |  |  | Any other ethnic group | |  | | Please write in: | | | | | | | | | | | | |
|  | |  | | | | | |  | | | | | | | | | |
| **Asian or Asian British**   |  |  |  | | --- | --- | --- | |  |  | Indian | |  |  |  | |  |  | Pakistani | |  |  |  | |  |  | Bangladeshi | |  | |  |  | Any other Asian background | |  | | Please write in: | | | | | **Mixed**   |  |  |  | | --- | --- | --- | |  |  | White and Black Caribbean | |  | |  |  |  | |  |  | White and Black African | |  | |  |  |  | |  |  | White and Asian | |  | |  |  | Any other mixed background | |  | | Please write in: | | | | | | | | | **Religious Belief/Faith**   |  |  |  | | --- | --- | --- | |  |  | Christianity | |  |  |  | |  |  | Hinduism | |  |  |  | |  |  | Islam | |  | |  |  | Judaism | |  |  |  | |  |  | Sikhism | |  | | | |  |  | Buddhism | |  |  |  | |  |  | No Religion | |  |  |  | |  |  |  | |  |  | Prefer not to say | |  | | |   Please write in: | | | | | | | | | |
|  | |  | | | | | |
| **Relationship Status**   |  |  |  | | --- | --- | --- | |  |  | Divorced/dissolved civil partnership | |  | |  |  |  | |  |  | Married/In a civil partnership | |  | |  |  |  | |  |  | Single | |  | |  |  | Widow/Widower | |  |  |  | |  |  | Prefer not to say | |  | | | | | **Sexual Orientation**   |  |  |  | | --- | --- | --- | |  |  | Heterosexual | |  |  |  | |  |  | Gay | |  |  |  | |  |  | Lesbian | |  | |  |  | Bisexual | |  |  |  | |  |  | Prefer not to say | |  | | | | | | | | |
| **Are you responsible for caring for anyone?**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  | I am not responsible for caring for anyone |  | Any other person  please write in: |  | |  |  | |  | I care for children/a child | |  |  | |  | I care for another relative | | | | | | | | | | | | | | | | | | | | |
| Where did you see this job advertised? | | | | | | |  | | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **PART B** | **APPLICANTS REFERENCE NO:**  **(for office use only)** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Post Title (same as first page) | | |  | | | | | | |
|  | | | | | | | | | |
| **Educational Achievements** | | | | | | | | | |
| **Please include GCSE, A-Level, Further/Higher Education and any other relevant study in chronological order.** | | | | | | | | | |
| **Date** | **Educational Establishment**  (Name & Address) | | | | | | **Qualification** | | **Subject & Grade** |
|  |  | | | | | |  | |  |
|  |  | | | | | |  | |  |
|  |  | | | | | |  | |  |
|  |  | | | | | |  | |  |
|  |  | | | | | |  | |  |
|  |  | | | | | |  | |  |
|  |  | | | | | |  | |  |
|  | | | | | | | | | |
| Date recognised as a qualified teacher: | | | | |  | | | | |
|  | | | | | | | | | |
| DfE Reference No. | | | | |  | | | | |
| If you qualified after 7th May 1999 please indicate whether your Induction Year is ongoing or complete: | | | | | | | | | |
| Ongoing  Completed (date:      ) | | | | | | | | | |
| **Present Job Permanent**  **Temporary  Supply** | | | | | | | | | |
| Name & type of school: | |  | | | | | | | |
|  | | | | | | | | | |
| LA: | |  | | | | Title of Post: | |  | |
|  | | | | | | | | | |
| Salary/Grade: | |  | | | | Date Commenced: | |  | |
|  | | | | | | | | | |
| To whom do you report (Job Title) | | | |  | | | | | |
|  | | | | | | | | | |
| What staff (if any) report to you? | | | |  | | | | | |
|  | | | | | | | | | |

|  |
| --- |
| ***Supporting Statement – not more than 2 sides using Arial font 11, which should outline your suitability for the post.*** |

|  |  |  |
| --- | --- | --- |
|  | **APPLICANTS REFERENCE NO:**  **(for office use only)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous Employers**  **(Most recent first - please account for any gaps in education or employment, career breaks or other full-time commitments in section (a) and/or (b)** | | | |
| 1. In a school (please outline any relevant experience) | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **LA** | **Name and Type of School** | **Title of Post** (including responsibility, age range and subjects taught) | **Grade/Salary Range**  (if applicable) | **Date of Employment**  From - To  Please state month/year | **Reason for Leaving** | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | | | | |
| 1. Other – **Please account for any gaps in employment** | | | |
| **Name and Address of Employer** | **Nature of employment, post held and main responsibilities** | **Date of Employment**  From – To  Please state month/year | **Reason for Leaving** |
|  |  | - |  |
|  |  | - |  |
|  |  | - |  |
|  |  | - |  |
|  |  | - |  |
|  |  | - |  |
|  |  | - |  |
|  |  | - |  |
|  |  | - |  |
|  |  | - |  |

|  |  |  |
| --- | --- | --- |
|  | **APPLICANTS REFERENCE NO:**  **(for office use only)** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Professional Development** | | | | | | | |
| Please detail below the commitment to professional development within your career that is relevant to your application for this post. | | | | | | | |
| **Date** | | **Subject/Focus** | | **Provider/Course Organiser** | | **Duration** | |
|  | |  | |  | |  | |
|  | |  | |  | |  | |
|  | |  | |  | |  | |
|  | |  | |  | |  | |
|  | |  | |  | |  | |
|  | |  | |  | |  | |
|  | |  | |  | |  | |
|  | | | | | | | |
| **References**  Please supply the names, job titles and contact details of two referees who can comment on your suitability for this position. One should be your current or most recent employer. If you are a teacher you **must** put the **Headteacher** of the school. If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. Please note: we will verify all references. **References will not be accepted from relatives, or persons who only know you as a friend. Unless under exceptional circumstances, references should be from people with whom you have worked in the past 5 years. If you think there are exceptional circumstances please contact the school for advice prior to submitting your application form.** | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | 1.  Name:  Job Title:  Work Address: | |  | | 2.  Name:  Job Title:  Work Address: | |  |
|  | Work e-mail:  Tel No: | |  | | Work e-mail:  Tel No: | |  |
| Please note that we will contact the above referees if you are short listed for this post and seek references before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. | | | | | | | |

|  |  |  |
| --- | --- | --- |
|  | **APPLICANTS REFERENCE NO:**  **(for office use only)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Disability – Reasonable Adjustments** | | | |
| Do you require us to make any reasonable adjustments that will help you to demonstrate your full potential in the recruitment process? If yes, please give details. | | | |
|  | | | |
|  | | | |
| **Declaration of Relationship** | | | |
| If you have any relationship with any other person employed by the Academy or its Trust, please state the name(s) and nature of relationship(s). Please also include if you are a relative of a current/past pupil, please indicate connection. | | | |
|  | | | |
|  | | | |
| **Declaration** | | | |
|  | | | |
| I confirm that all of the information given on this application form is correct and complete. | | | |
| Signed: |  | Date: |  |

**Note: If you provide false information on any part of this form, you will be disqualified from appointment and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.**

**Note: If you return this form via email you are indicating your intention to comply with the above declaration. You may be required to sign the declaration if you are subsequently invited to interview or appointed to the post.**

**Note: Please ensure you return Part A and Part B of your application. Failure to do so will prevent us from considering your application for the position.**