

# The Learning Academy Trust

## Job Application Form

Please complete in black ink

TLAT is committed to equalities (treating people fairly) and strongly values diversity (people's differences).

**We are committed to:**

- Eliminating discrimination and harassment
- Promoting equality of opportunity
- Promoting good relations and positive attitudes towards all people
- Encouraging participation in public life

Our commitment covers equality on grounds of: age, disability, gender, gender reassignment, Marriage and civil partnership, race, religion and belief and sexual orientation. We expect our staff and governors to put in place our commitment and organisational values by:

- Ensuring acceptable behaviour
- Responding to complaints and incidents in a positive and pro-active way
- Providing access to services, facilities and information
- Recruiting and employing people fairly
- Meeting specific needs

The Board of Trustees will ensure that in their cycle of policy review they scrutinise policies and practices to identify any differential effects these might have on individuals or groups of people in terms of equality.

**VACANCY DETAILS:** Job Title: TEACHER - please specify your preferred field(s):

Closing Date for Applications: 10<sup>th</sup> May 2017 (Noon)

 EYFS

 KS1

 KS2

Department: Head of School for CEO Interviews: 18<sup>th</sup> and 19<sup>th</sup> May 2017

## PERSONAL DETAILS

Surname: \_\_\_\_\_ First Names: \_\_\_\_\_

Title: Mr. Mrs. Ms. Miss \_\_\_\_\_ Marital Status: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

National Insurance Number: 

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 QTS Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Home Telephone No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Next of Kin details (Name, Address, Telephone contact) \_\_\_\_\_

\_\_\_\_\_

## ARRANGEMENTS FOR INTERVIEW

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.)

## PRESENT OR MOST RECENT EMPLOYMENT

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Date Started: \_\_\_\_\_ Notice Required: \_\_\_\_\_

Date left (if applicable): \_\_\_\_\_

Reason(s) for Leaving (if applicable):

Employers Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Main Duties and Responsibilities

## PREVIOUS EMPLOYMENT

Name and Full Address of Employer	Job Title and Main Responsibilities	Dates		Reason(s) for Leaving
		From	To	

## SECONDARY, FURTHER AND HIGHER EDUCATION

Name and Location of school, college or university	Dates		Examinations Taken (include date, level and grade)
	From	To	

## TRAINING AND DEVELOPMENT

Name and Location of training provider	Dates		Examinations Taken (include date, level and grade where appropriate)
	From	To	

## MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Professional Organisation	Level of Membership	By Examination Yes / No	Date Awarded

## SUPPORTING STATEMENT

Please use this section to provide further information in support of your application. This needs to be related to the requirements of the job and should cover the following:

- The experience, skills, knowledge and personal qualities which you consider make you suitable for the job;
  - Your reasons for applying.
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(Attach additional sheets if necessary)

## ADDITIONAL INFORMATION

How many days have you been absent in the last three years? (most recent first)	Year 1 _____ Year 2 _____ Year 3 _____
Do you hold a full current driving licence?	Yes _____ No _____
Do you have the use of a car?	Yes _____ No _____

## REFERENCES

Please give two referees. One should be your present employer, or if you are currently unemployed, your last employer, or if you are leaving full-time education, your Headteacher/Principal or College Principal. The second should be a person who can comment on your skills and abilities in relation to the job which you have applied. Additional referees may be sought from previous employers, particularly for jobs working with children or vulnerable people. References for shortlisted candidates will be taken up before interview **unless you request otherwise.**

<b>Reference 1:</b> This must be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (School, College or University)		<b>Reference 2:</b> If you have worked with children, young people or vulnerable adults in the past, but are not currently, this must be the most recent employer by whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice.	
Full name:		Full name:	
Title		Title	
Job title:		Job title:	
Employer:		Employer:	
Address:		Address:	
Postcode:		Postcode:	
Email:		Email:	
Telephone number		Telephone number	
Relationship to you		Relationship to you	
(I do not wish this reference to be taken up prior to interview)	<input type="checkbox"/>	(I do not wish this reference to be taken up prior to interview)	<input type="checkbox"/>

## DATA PROTECTION

All information contained in this form will be treated as strictly confidential, when used for recruitment. However we have a duty to protect the public funds we handle so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

## DECLARATION

I declare that to the best of my knowledge, the information given in this application is complete and correct and that it may be used for purposes registered by us under the Data Protection Act 1998. I understand that if, after appointment, any information is found to be inaccurate this may lead to dismissal without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## SAFEGUARDING

The Learning Academy Trust (TLAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The successful applicant will be required to undertake an enhanced Disclosure and Barring Service declaration (DBS).

### Please return this application to:

Mrs. Clare Crowle  
Head of School  
Trenance Learning Academy  
Trenance Road  
Newquay  
Cornwall TR7 2LU  
Email: [gaynor.shepherd@tlat.org.uk](mailto:gaynor.shepherd@tlat.org.uk)

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