**Application Form**

**KS2 Class Teacher**

**November 2021**

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| SECTION 1 **PERSONAL DETAILS** | | | | | | | |
| Title (Mr, Mrs, Miss, Ms, Dr, other): ………………….…  Surname: …………………………………………………  Forename(s): ………………………………………….…  Names previously known by if applicable:  ………………………………………………………….......  Address: ……………………………………………..……  ………………………………………………………………  (Town)……………………………………………………..  (County)…………………………………………………..  Postcode: ……………………………………………….. | | | Telephone No (Home): ……………………………...…  Telephone No (Mobile): ……………………..…………  E-mail Address: ……………………………..…………… Date of Birth: …………………….……...……………….. National Insurance Number: ………………………….  Teacher’s Reference: ..…………………………………  Where did you hear REAch2 and this opportunity?  ………………………………………………………………  ……………………………………………………………… | | | | |
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| SECTION 2 **EDUCATION** (please include any higher education degrees in this section) | | | | | | | |
| Institution(s) Attended | | | | Dates | | Qualifications Gained | |
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| SECTION 3 **PROFESSIONAL TRAINING AND DEVELOPMENT** (please include details of any relevant training or staff development) | | | | | | | |
| Institution Attended | | Course | | | | | Date |
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| SECTION 4 **CURRENT/LAST EMPLOYMENT** (please include a full employment history, since leaving education) | | | | | | | |
| Employers Name: …………………………………...……..  Employers Address: ………………………………………..  …………………………………………...…………………….  (Town)……………………………………...…………………  (County)……………………………………...………………  Postcode: ……………………………………...…………... | | | | Position: ………………………………………...………  Grade/Salary: …………………………………………  Date Commenced: ……………………….…………  Date of Leaving if applicable:  …………………………………………………..………..  Period of Notice: …………………..………………… | | | |
| Reason for leaving: | | | | | | | |
| Brief description of duties/responsibilities: | | | | | | | |
| **PREVIOUS EMPLOYMENT** (chronologically listed) please account for any gaps in employment | | | | | | | |
| Employers Name & Address | Dates and Reason for Leaving | Position and Grade / Salary | | | Brief Outline of Duties and Responsibilities | | |
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| SECTION 5 **GAPS** (If you have any gaps in your employment history or you have lived/traveled overseas please use this section to provide details) | | | | | | | |
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| SECTION 6PERSONAL STATEMENT (Your personal statement should provide evidence/examples of how you meet the person specification and your ability to carry out the job description. It is recommended you use the job description to structure your personal statement. Your personal statement should be no longer than the equivalent of three sides of A4). | | | | | | | |
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| SECTION 7REFERENCES (Please note if you provide details you give permission to request a reference and references will be taken up prior to interviews. Please provide the names, addresses and occupations of two referees, one of whom should be your present or last employer) | | | | | | | |
| **First Referee**  Name: ………………………………………………….…  Address: ……………………………………………….….  …………………………………………………….………..  (Town)……………………………………………..………    (County)………………………………………..…………  Postcode: …………………………………..……………  E-mail Address: …………..……………………….……..  Occupation………………………………………………  Is this your current employer? ……………………….. | | | **Second Referee**  Name: …………………………..…………………………  Address…………………….………………………………  ………………………………………………………………  (Town)…………………………...…………………………  (County)…………………………………………...………  Postcode: ………………………………...………………    E-mail Address: …………………………….…………….  Occupation………………………………………………  Is this your current employer? ……………………….. | | | | |
| SECTION 8 **DISCLOSURE and BARRING AND RECRUITMENT CHECKS** | | | | | | | |
| REAch2 is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice](https://www.gov.uk/tell-employer-or-college-about-criminal-record) website. For further impartial advice, please visit [NACRO](https://www.nacro.org.uk/criminal-record-support-service/support-for-individuals/disclosing-criminal-records/).  If you are successfully shortlisted you will be expected to complete a self-declaration form prior to your interview, and if you secure the role, each year of your employment, if appropriate for the role.  Any convictions listed on a DBS check and/or in the self-declaration form will be considered on a case-by-case basis.  For posts in regulated activity, the DBS check will include a barred list check.  It is an offence to seek employment in regulated activity if you are on a barred list.  Disqualification under the Childcare Act 2006. Section 76(2) of the 2006 act, provides that a person who is disqualified under the 2018 regulations may not:   * provide relevant childcare provision * be directly concerned in the management of such provision | | | | | | | |
| Under section 76(3) schools are prohibited from employing a disqualified person in connection with relevant childcare provision in the settings set out in the relevant offences and orders section of this guide ([Disqualification under the Childcare Act 2006 Guidance](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006#relevant-offences)), unless the individual in question has been granted a waiver by Ofsted for the role they wish to undertake.  For all posts that meet the childcare disqualification criteria in addition to an enhanced DBS check with child barred list check, you will also be required to complete a childcare disqualification declaration form prior to your interview, and if you secure the role, each year of your employment.  Any data processed as part of the DBS check / childcare disqualification check will be processed in accordance with data protection regulations and the REAch2’s privacy notice. | | | | | | | |
| If you have lived/travelled outside of the UK for more than 6 consecutive months within the last 10 years REAch2 will require you to obtain a criminal records check from the relevant country. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Have you lived or worked outside of the UK in the last ten years? **YES / NO** | | | | | | | |
| SECTION 9 **DATA PROTECTION STATEMENT** | | | | | | | |
| The information that you provide on this form will be used to process your application for employment. We process this information in line with our job applicant privacy policy.  If you succeed in your application for employment, the information will be used in the administration of your employment with us. Further details on the processing of your data at this stage will be provided to you on offer of employment.  By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our registration with the Information Commissioner’s Office.  If you would like further information, please read our [applicant privacy notice](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf). | | | | | | | |

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| SECTION 10 **DECLARATIONS** |
| I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form, are complete and true. I understand that any false declaration or misleading statement or a significant omission; for example, seeking employment with the knowledge I am on the barred list, may disqualify me from employment and render me liable to dismissal. If I am not successful in my application, I understand that my application will be retained for 6 months.  By signing this application form, I am agreeing and understand the Data Protection Statement and Declaration above. |
| Are you related to any member of the Governing Body? **YES / NO**  Any canvassing direct or indirect will disqualify you from applying.  If yes, please give details: |
| To the best of my knowledge and belief, the information contained in this application form is correct.  Signed:  Date: |
| SECTION 11 **DISABILITY AND ACCESSIBILITY** |
| REAch2 has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |
| **Please return this completed application to:** |
| [Office@martleshamacademy.org](mailto:Office@martleshamacademy.org)  FAO: Emma Churchman, Head Teacher |
| **Closing date:** 12.00noon, Monday 29 November 2021  **Interviews:** Tuesday 7 December 2021 |