



Eaton Bray Academy



Eaton Bray Academy Teaching Application Form

Please read the application form guidelines and job description and person specification before completing this form.

Please return your completed application to:

Eaton Bray Academy
School Lane
Eaton Bray
Dunstable
LU6 2DT

Or email to: admin@eba.ec

Applications must be received before the closing date.



Job application details:						
Position applied for:						
Title:	Dr	Mr	Mrs	Miss	Ms	Other:
First name:			Surname/family name:			
Home phone number:			Work phone number:			
Mobile phone number:			Preferred phone number:			
Email address: (We use this for all future contact)						
Address:						
County:			Postcode:			
Where did you hear about/see this vacancy?						
Teaching details:						
Are you recognised as a qualified teacher by the DCSF?	Yes <input type="checkbox"/> No <input type="checkbox"/>		Date Qualified Teacher Status (QTS) awarded:			
If you have obtained your QTS after 1999 have you successfully passed your induction year?	Yes <input type="checkbox"/> No <input type="checkbox"/>		If no, please state reason:			
If you have obtained your QTS after 1999 have you successfully passed your skills tests?	Yes <input type="checkbox"/> No <input type="checkbox"/>		If no, please state reason:			
Are you registered with the General Teaching Council for England?	Yes <input type="checkbox"/> No <input type="checkbox"/>		If no, please state reason:			
GTC/DCSF Reference Number:			/			
National Professional Qualification for Headship (if applicable)						
Completed		Date:		Due to complete:		Date:
Salary: Please state scale point(s) and any allowance for any specific responsibility:						
Scale:			Allowances:			
<u>Either</u> Main Pay Spine:	£	Teaching and Learning Responsibility:	£		TLR1 <input type="checkbox"/> TLR2 <input type="checkbox"/>	
	pts		£			
<u>Or</u> Upper Pay Spine:	£	Recruitment & Retention allowance:	£			
	pts		pts			
Leadership Spine point: If Head or Deputy Head, School Group Number:	pts	Special Educational Needs Allowance:	£			
			pts			
Individual School Range of points: If Head or Deputy Head, School Group Number:	From pts	Safeguarding: (former Management Allowance)	£			
	To pts		pts			

Education/qualification(s)

Please enter all qualifications you have taken from GCSE (or equivalent) onwards including the grades awarded, including fails and resits. For non-UK qualifications please provide the original results, not the UK equivalents. If you are currently working towards a qualification, please enter the details requested below and indicate the grade you have been predicted. Please note that if you are shortlisted for interview you will be required to bring proof of your relevant qualifications to the interview.

Name and location of school/college/university	Dates attended (from – to)	Qualification(s)	Result gained/expected

Training courses:

Please provide details of any relevant training courses you have attended within the last five years including title of course and approximate date.

Title of course	Dates attended (from – to)	Qualification(s)	Result gained/expected

Employment history:

Please give details of your full employment history in date order starting with the most recent first. If you are applying to work with children / vulnerable groups you must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education without any gaps.

For roles not working with children / vulnerable groups please list your full employment history for the past ten years starting with the most recent and working backwards. You should also list any roles you have held that are relevant to the post you are applying for prior to this time.

Please use an additional sheet if necessary remembering to write your name and the position being applied for at the top.

Company or organisation's name	Job title	Employment date (DD/MM/YY to DD/MM/YY)		Reason for leaving

Your application:

Please attach a letter of application giving any further details of experience that may be relevant to this post. Make sure you read the job description and person specification and refer to it throughout.

Please demonstrate, with examples, how you meet each one of the essential criteria described in the person specification.

Additional sheets may be used if required up to a maximum of 10,000 characters (this equates to 3/4 sheets of typed A4 paper using size 12 font). Please remember to put your full name and the position being applied for at the top of each additional sheet.

Letter of application continued:

[Empty text area for the letter of application]

References:

Please provide the names of **two referees** who can provide professional or academic references. The first must be **your present or most recent employer / voluntary organisation**. The person you name must hold a managerial or human resources position in that organisation and have access to your records. **Please ensure that you provide an email address wherever possible** as this greatly speeds up the recruitment process.

Eaton Bray Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment. For roles working with children and / or vulnerable adults we will take up references prior to interview. If you do not wish us to take up a reference from your current employer please provide a third referee so that we still have two references prior to the interview.

Satisfactory references must be obtained before any formal offer can be confirmed. If you are applying for a role working with children or vulnerable adults and you are not currently working with these groups but have done so in the past, you must nominate a referee from an organisation where you were employed to work with children or vulnerable adults. The referees will be asked if you have any live disciplinary offences and also about any "time expired" disciplinary offences relating to children. In addition, they will be asked if you have been subject to any child protection or vulnerable adult protection concerns, and the outcome of any such enquiry or disciplinary procedure.

Eaton Bray Academy reserves the right to request a reference from any organisation with which you have been associated.

Reference 1:

Referee's name:		Job title:	
Organisation's name & address:		Relationship to you: (e.g. Line manager/HR)	
Work phone number:		Email address:	
Can we contact this referee prior to interview?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Reference 2:

Referee's name:		Job title:	
Organisation's name & address:		Relationship to you: (e.g. Line manager/HR)	
Work phone number:		Email address:	
Can we contact this referee prior to interview?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Reference 3:

Referee's name:		Job title:	
Organisation's name & address:		Relationship to you: (e.g. Line manager/HR)	
Work phone number:		Email address:	
Can we contact this referee prior to interview?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Further Information:		
1. Are you, to your knowledge, related to or do you have a close relationship with any member of staff or school governor at Eaton Bray Academy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Are you subject to any legal restrictions in respect of your employment in the UK? You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are you currently subject to any sanction, or have you at any time been barred or suspended from working with children or vulnerable adults, by any regulatory, professional or government body.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered "yes" to the questions above please provide further details:		
The post you are applying for is exempt from the 'Rehabilitation of Offenders Act 1974'. You will be required to declare any unspent convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings/ cautions or reprimands. Do you understand the above and agree to declare this information?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Declaration:		
<p>I declare that to the best of my knowledge and belief, the information I have provided on this application form and supplied with it is correct.</p> <p>I understand that any subsequent contract of employment with the council will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.</p> <p>Signature:..... Date:.....</p> <p>If you lobby councillors or employees of the council, either directly or indirectly, in connection with your application you will be disqualified.</p>		
<p>Data Protection: Eaton Bray Academy has a duty to protect personal information and will process personal data in accordance with the General Data Protection Regulation 2018 and any amendments to the Act. By completing this form, you are giving your consent to the processing of the data in your application.</p> <p>Under the terms of the General Data Protection Regulation 2018 the information provided on this form will be held in confidence and used for the purpose of recruitment and selection and personnel administration / monitoring only and for no other purpose.</p>		

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Monitoring Equality and Diversity in Employment

This section of the application form will be detached from your application form and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

Eaton Bray Academy recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We have an Equal Opportunities Policy which aims to make sure that we treat everyone fairly. **To help us monitor this Policy, please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.**

SECTION A		Must be completed	
Your full name:		Title:	Date of Birth:
Gender: (please specify)		National Insurance Number:	
Other names you have been known by:			
Please state where you saw this post advertised:			

SECTION B		Completed at your discretion	
a) Ethnic Classification Which of the following groups do you feel best describes your ethnic origin?			
Asian/Asian British	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/> Other Asian background Please specify
Black/Black British	Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Any other Black background <input type="checkbox"/> Please specify background
Chinese or other Ethnic	Chinese <input type="checkbox"/>	Any other Ethnic group <input type="checkbox"/> Please specify Ethnic Group	
Mixed	White and Black Caribbean <input type="checkbox"/>	White and Black African <input type="checkbox"/>	White and Asian <input type="checkbox"/> Other Mixed background Please specify
White	British <input type="checkbox"/>	Irish <input type="checkbox"/>	Any other Mixed background <input type="checkbox"/> Please specify background
b) Disability The Disability Discrimination Act defines disability as 'a physical or mental impairment which has a substantial and long term effect on the person's ability to carry out day to day activities'.			
Do you consider yourself to have a disability under the Disability Discrimination Act 1995? (Please select Yes/No as appropriate)			Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered 'yes' please complete the form overleaf.			
c) Sexual Orientation: Which of the following do you feel best describes your sexual orientation?			
Lesbian <input type="checkbox"/>	Gay Man <input type="checkbox"/>	Bisexual <input type="checkbox"/>	Heterosexual <input type="checkbox"/>
d) Religion/Faith/Belief: Which of the following groups do you feel best describes your religion/faith/belief?			
Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>
Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>	No Religion <input type="checkbox"/>	Other please specify <input type="checkbox"/>



Guaranteed Interview Scheme

Eaton Bray Academy is committed to the employment and career development of disabled people. To demonstrate our commitment we use the Disability Symbol which is awarded by the Employment Service. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post.

What do we mean by disability?

The Disability Discrimination Act, 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

How do I apply?

Simply complete this section, and read the declaration below and sign.

Please give details of your disability:
Are there any arrangements that may be required to be made should you be invited for interview?

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Declaration: I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme: Signature: Name: Date:

Any false declaration of disability to obtain an interview will invalidate any contract of employment.