



The Roseland Multi Academy Trust

APPLICATION FORM

Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because:

- You consent to your data being processed;
- Processing is necessary to evaluate your application for the position for which you have applied;
- Processing is necessary for complying with legal obligations;
- Processing is necessary for our legitimate interests.

For further information, please see our privacy notice <https://jobs.theroselandmat.co.uk/>

Position Applied For:

PERSONAL DETAILS			
Surname:		Teacher Reference No:	
		Date of Birth:	
Title: Mr, Mrs, Miss, Dr, Other:		Are you eligible to work in the UK?	
First Names:		Email:	
Previous Names:		Home Telephone No:	
Contact Address:		Work Telephone No:	
		Mobile Telephone No:	
Post Code:		National Insurance No:	

PRESENT POST			
Present Post Title:		Date Appointed:	
Name & Address of School:		Type of School:	
Age Range:		Current Salary / Total Package:	
NOR:			

EDUCATION & TRAINING			
A. Training as a Teacher			
Name of Teacher Training Institution:			
From: Month/Year		To: Month/Year	
Qualification Obtained:			
Subjects, Main and Subsidiary:			
Age Range of Students:			
Other Special Interests:			
Do you have QTS?			
QTS certificate number (where applicable)			
Date of qualification			
Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the Secretary of State, as a result of misconduct?			
Are you subject to a Teaching Regulation Agency sanction or restriction?			

B. University, College, Other Institutions (other than initial teacher training)					
Give dates and state whether full-time or part-time courses					
Name of Institution:				From: Month/Year	To: Month/Year
1.					
2.					
3.					
Degree/Diploma/Title:	PT/FT	Subjects: (Main and Subsidiary)	Hons (with class) or pass grade	Date of Award	
1.					
2.					
3.					

C. Secondary Education	
Name of Institution: (give dates)	
1.	
2.	
Academic Qualifications: (give subjects, grades and dates)	
GCE O Levels, GCSE (or equivalent)	
A Levels (or equivalent)	

CAREER HISTORY

Please give details of ALL full and part-time work, including particulars of ALL paid and unpaid employment or experience after the age of 18. For example, commercial experience, raising family, youth work, voluntary work, VSO, work overseas. Complete the columns working backwards from the present date. **Please leave no gaps.**

Dates: From: M/Y To: M/Y	Job Title, Employer, School Name, Address Type of Business or Activity	Age Range	Approx. School Roll	Salary Scale (include responsibility points)	PT/FT State Proportion	Reasons for Leaving

BREAKS IN EMPLOYMENT HISTORY

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times, eg unemployment, raising family, voluntary work, training, long periods of sickness etc.

IN-SERVICE TRAINING AND DEVELOPMENT

Give details of relevant courses and training undertaken in the last five years

Dates and Duration	Title of Course / Training (including home study and Distance Learning)	Name of Provider eg LA, College, etc	Qualification Obtained, if any

PROFESSIONAL MEMBERSHIP		
Please give details of any professional body membership which you hold		
Start Date	Professional Body	Membership Level

REFERENCES		
Please give the names, addresses and email of two employment referees who can be consulted regarding your professional ability for the post. One of the referees must be the Chair of Trustees or Headteacher of your present or most recent school. The Trust reserves the right to seek any additional references it deems appropriate. Reference requests will be made by email and will be taken up before an offer of employment is made. It is the candidate's responsibility to ensure that referees are made aware that they will be contacted and of timescales for providing references.		
1.	Name: Title: Relationship to Candidate:	Address: Email: Telephone Number:
2.	Name: Title: Relationship to Candidate:	Address: Email: Telephone Number:

APPLICANT STATEMENT

Using the Job Description and Person Specification:

- Please pick out those aspects of your experience or skills that are relevant to this post.
- Using examples, explain how your ability, skills and knowledge match those required for the appointment.
- Please consider experience in previous employment and also other interests outside work, such as home, in the community or through voluntary activities.
- Trustees are particularly interested in your personal educational philosophy and how you would apply it to their school.

Please keep your statement to two sides of A4, minimum font size Times New Roman 12

Applicant Statement (continued)

PROTECTION OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

Disclosure & Barring and Childcare Disqualifications

The Roseland Multi Academy Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. 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 website.

If you are applying for a post in one of our primary schools, please note we will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's privacy statement.

Do you have a DBS certificate? ☐Yes ☐No Date of check:

If you have lived or worked outside of the UK in the last 5 years, the Trust may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years? ☐Yes ☐No

Right to Work in the UK

The Roseland Multi Academy Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

DISCLOSURE OF RELATIONSHIP

Are you related to, or have you formed any relationship (personal, financial or professional) with any current employee or Trustee of the Trust?

YES ☐ NO ☐

If yes, please state name, relationship and position held.

DECLARATION

I hereby give my consent for the Trust to process my data in accordance with general data protection legislation.

The information supplied by you will be subject to verification and the Trust may contact people and/or organisations to confirm some of the facts contained in your application, eg referees, previous employers, educational establishments, examination bodies, etc. The Trust may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

By signing this form, you authorise us to verify any information you have given with third parties and you authorise them to disclose your personal information to us.

Declaration

The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job offer being withdrawn or me being dismissed if appointed to the post.

Signature:

Date:

The Trust is committed to safeguarding and promoting the welfare of children and young persons and expects all staff and volunteers to share this commitment.

Where to send your completed form

Thank you for taking the time to complete this application form. Please take time to check that you have completed all sections.

Please **do not** enclose any other documents/CV etc.

Please email your application as per the job advertisement.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Our Headteachers and Trustees act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including Disclosure and Barring Service (DBS) checks, barred list checks, online searches and prohibition checks, together with references and interview information. The level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved. As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required.