

AET Application Form

Please complete all sections fully of the form using black ink or type.

The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached and retained in HR. This ensures that your application is dealt with objectively. Please complete these pages even if you are submitting a CV.

Post Details	
Job title	

Personal details	
Full Name	
Title	☐ Ms ☐ Mrs ☐ Miss ☐ Mr ☐ Other – please state: _____
Date of birth	
Home address	
Mobile number	
Email address	
National insurance number	

Candidate Number _____

Employment history	
Title of current or most recent role	
Start date	
End date	
Salary	
Number of hours per week	
Length of notice period	
Employer's name	
Employer's address	
Employer's telephone number	
Brief description of duties	
Reason for wishing to leave	

Teaching information (if applicable)	
Do you have qualified teacher status (QTS)?	
Date qualified as a teacher if applicable	
DfE reference number	
Subject specialism	
Are you an early career teacher?	
Have you completed skills tests in the following?	☐ Literacy ☐ Numeracy ☐ ICT

Employment History					
Employers name and address	Position held	Salary	Reason for leaving	Dates	
				Start	End

Education and qualifications					
Qualifications	Results (grade or classification)	School, college or university	How qualification was obtained (e.g. full-time course)	Period of study	
				Start	End

Other training			
Details	Outcomes	Dates	
		Start	End

Personal statement and additional information
Note to applicant: Please use this space to submit a personal statement in support of your application. This should be no longer than 500 words and should give any additional relevant information, including details of your professional and leisure interests alongside any skills, knowledge and experience to demonstrate that you meet the criteria specified in the personnel specification.

References

It is our policy to take up references for shortlisted candidates. If you are known to your referee/s by a former name, please supply the name by which you were known. Your referee should have direct knowledge of your professional capacities and performance.

We reserve the right to take up references with any previous employer.

Your current employer will be asked to provide a reference, in which details of the following will be asked:

- Any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired
- Whether you have been the subject of any child protection concerns and any outcomes from this

Please provide at least **two** references below, with your most recent employer as 'Referee A'.

References	
Referee A	
Name of referee	
Referee job title	
Referee email address	
Referee mobile number	
Referee postal address	
Employment dates	From: To:
Are you happy for us to contact your referee without your prior agreement?	YES NO
Referee B	
Name of referee	
Referee job title	
Referee email address	
Referee mobile number	
Referee postal address	
Employment dates	From: To:
Are you happy for us to contact your referee without your prior agreement?	YES NO

Declaration

Immigration, Asylum and Nationality Act 2006

In accordance with the Immigration, Asylum and Nationality Act 2006, the school requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for and have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

I confirm that I am legally entitled to work in the UK ☐

Safeguarding Vulnerable Groups Act 2006

The school is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children's Barred List ☐

Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013)

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which is either unspent or would otherwise be considered 'spent' under the terms of the Act. Changes to the legislation in 2013, however, mean that spent convictions may be protected and do not have to be disclosed to prospective employers. Employers cannot take protected offences into account when making employment decisions. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any relevant previous criminal background. We will provide more information on protected offences at that stage.

If you are the successful applicant, you will be required to have an Enhanced Disclosure & Barring Service disclosure & we will also check the DBS barred list (children). Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

I agree that the appropriate enquiry may be made to the DBS ☐

UK GDPR and Data Protection Act 2018

The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the UK GDPR and Data Protection Act 2018. The information provided will be processed solely for the purpose of recruitment and any

other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy.

I hereby give my consent for the information provided on this form to be held on computer or other relevant filing system and to be shared with other third-party processors for the purpose of this recruitment in accordance with Data Protection 2018 and UK GDPR. ☐

Online searches

As part of the recruitment process, online searches may be carried out including, but not limited to, the candidate's social media pages and online presence. Candidates will not need to provide log in details as employers will use information available publicly online.

I acknowledge that the employer may search online for any of my publicly available information ☐

Disclosure

A candidate for any appointment with the school must state below any known relationship to any member of staff, member of governing board or related to an employee of the school when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.

Are you related to any member of the governing board or existing employees of the school?

Yes ☐ No ☐

If yes, please provide details below

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Declaration

I declare that all of the information on this form is correct to the best of my knowledge and I note that the withholding, falsification or omission of relevant information by a successful candidate are grounds for disciplinary action which may lead to dismissal.

Signed	
Date	

Equal opportunities

The school welcomes applications from anyone regardless of any protected characteristics.

To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes, and will be confidential and not used to discriminate in favour or against any individual applicant.

Marital Status					
Civil Partnership	☐	Divorced	☐	Married	☐
Partner	☐	Prefer not to say	☐	Separated	☐
Single	☐	Widowed	☐		

Religion and belief					
Christian	☐	Jewish	☐	None	☐
Buddhist	☐	Muslim	☐	Other religion	☐
Hindu	☐	Sikh	☐	Prefer not to say	☐
If you checked 'Other religion', please specify					

Racial and ethnic origins					
White British	☐	Other mixed background	☐	Black Caribbean	☐
White Irish	☐	Indian	☐	Black African	☐
Other White background	☐	Pakistani	☐	Other Black background	☐
White and Black Caribbean	☐	Bangladeshi	☐	Chinese	☐
White and Black African	☐	Other Asian background	☐	Gypsy or Irish Traveller	☐
White and Asian	☐	Arab	☐	Any other	☐
If you checked 'Any other', please specify					

Place of birth	
Nationality	

Gender	
Female	☐
Male	☐
Non-binary	☐
Other (Please specify)	

Sexual orientation					
Bisexual	☐	Lesbian	☐	Other	☐
Heterosexual	☐	Gay	☐	Prefer not to say	☐
If you checked 'Other', please specify					

Disability	
As defined under the Equality Act 2010, are you considered to have a disability?	
Yes	☐
No	☐
Is there anything we can provide to accommodate you at interview?	