



**Summit Learning Trust is an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender reassignment, age, disability, religion or belief, sex, sexual orientation, marital status, pregnancy/maternity or race.**

Please complete all sections on this form. If any section does not apply to you, enter 'not applicable' (n/a)

**JOB APPLICATION FORM – TEACHING POSTS**

<b>1. VACANCY DETAILS</b>			
Position applied for: _____			
School _____			
Main Subject _____		Subsidiary Subject _____	
Other subject interests e.g. Sport, Music, Drama, Community Language. Please give details opposite			
<b>2. PERSONAL DETAILS</b>			
First name(s) _____		Surname _____	
Any previous name(s) _____			
Preferred title (if any) _____		Daytime phone number _____	
Evening phone number _____		Mobile phone number _____	
Email address _____			
Address _____			
		Postcode _____	
Correspondence address if different from above			
Postcode _____		Phone number _____	
DfES Number	_____	Do you require a work permit?	YES / NO
National Insurance Number	_____		
Are you related to a councillor or employee of the Summit Learning Trust?			YES / NO
If yes, please provide details: Name _____			
Relationship _____		Position _____	
Department _____			

**3. GENERAL TEACHING COUNCIL REGISTRATION**Are you registered with the  
General Teaching Council?

YES / NO

GTC Number \_\_\_\_\_

**4. APPLICANTS IN RECEIPT OF A PENSION**

Are you in receipt of a Teachers' Pension?

YES

NO

If yes, from what date did it take effect and the  
type of pension you are receiving? i.e Actuarially  
Reduced Benefits, Premature Retirement, Ill  
Health**5. INDUCTION**Did you qualify as a teacher after May 1999?  
If yes, where was the induction served?

Between what dates did you serve your induction?

Did you pass the induction?

YES

NO

Do you have any period left to serve on your induction?  
If yes, how much longer have you got to serve?**Please attach copies of your induction reports for the period served.**

Have you passed the numeracy and literacy Skills Test?

YES

NO

**6. EDUCATION DETAILS (SECONDARY – EARLIEST FIRST)**

Dates From / To	Name of School/College	Subjects	Type of exam	Grades	Date gained





**9. IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT (EARLIEST FIRST)**

DATE/S From / To	Organising Body	Course Title	Length of Course

**10. 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  
 (Delete whichever is applicable)

If YES please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).


**11. REFERENCES**

Please give the name of two referees one of whom should be your current or most recent employer. Please indicate if you do not wish references to be taken up without your consent.

Name _____	Name _____
Address _____	Address _____
Post code _____	Post code _____
Phone number _____	Phone number _____
E mail _____	E mail _____
Relationship to you _____	Relationship to you _____

**12. OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**

(Please continue on a separate sheet if necessary – no more than 2 sides of A4 paper)

### 13. DISCLOSURE

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

#### **IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18**

From 29 May 2013, certain old and minor offences are being filtered from DBS Certificates.

The filtering rules (which will remove certain old and minor convictions and cautions from a DBS Certificate) were developed by the Home Office and Ministry of Justice and introduced new legislation.

**The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service Website – [www.gov.uk](http://www.gov.uk)**

**If you do have any convictions, cautions, reprimands or warnings: before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.**

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

I confirm that I have no criminal convictions, cautions, warnings, reprimands or bind-overs that are not protected, or are barred, disqualified from working with children, or subject to an interim prohibition order by the Teaching Agency.

**Signature:**

**Print Name:**

If you do have any criminal convictions, cautions, warnings, reprimands or bind-overs that are not protected, or are barred, disqualified from working with children, or subject to an interim prohibition order by Teaching Agency, please enclose full details in a sealed envelope marked ‘Private and Confidential’ and tick this box.

**Having a criminal conviction will not necessarily bar you from employment.**

### 14. DATA PROTECTION ACT

We will hold and use any personal data (including special categories of personal data) relating to you in accordance with our legal obligations, in the manner set out in the Employee Privacy Statement (as available on our website and as amended by us from time to time). Any monitoring the Trust undertakes using personal data is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following third parties:

- survey and research organisations (for monitoring purposes only)
- local government authorities
- central government authorities
- organisations that handle or investigate the proper use of public funds
- law enforcement authorities

### 15. CONFIRMATION OF DETAILS

I hereby certify that all the information given on this form is correct to the best of my knowledge and that all the questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. Giving false information will result in your information not being pursued or your contract being terminated if you have already been appointed to the job.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

### 16. RETURN ADDRESS

Please submit your completed application form to:

Email: [Recruitment@SummitLearningTrust.org.uk](mailto:Recruitment@SummitLearningTrust.org.uk)

***The Trust is committed to safeguarding and promoting the welfare of our students and we expect all applicants to share this commitment. All appointments will be subject to an enhanced DBS disclosure, including a Children's barred list check.***



**RECRUITMENT MONITORING**

**JOB TITLE** \_\_\_\_\_

**JOB REFERENCE NUMBER** \_\_\_\_\_

To help us monitor our Equal Opportunities in Employment Policy, please tick or complete the following boxes as appropriate.

**Ethnic Origin**

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These categories are based on the 2001 census.

**A White**

British

Irish

Any other mixed background (please specify) \_\_\_\_\_

**B Mixed**

White and black Caribbean

White and black African

White and Asian

**C Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian background (please specify) \_\_\_\_\_

**D Black or Black British**

Caribbean

African

Any other Black background (please specify) \_\_\_\_\_

**E Chinese or other ethnic group**

Chinese

Vietnamese

Any other (please specify) \_\_\_\_\_

**Gender**

I am  Female  Male

Date of birth \_\_\_\_\_ Age \_\_\_\_\_

**Disability**

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes  No

If all of the above does not apply to you but you do consider yourself to have a disability, please tick here

**Employment status**

Are you presently employed by Birmingham City Council? Yes  No

Are you currently unemployed? Yes  No

**Job Advertisement**

How did you find out about this job? Please specify the source or publication.

- The Voice
- Birmingham Evening Mail
- Other newspaper (please specify)
- Professional journal (please specify)
- Radio (please specify)
- Internet (please specify)
- Word of mouth
- Careers fair/open day
- The Employment Service
- Other (please specify)