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| The Rise Partnership Trust Application Form  |

 **Please complete the application in full and email to** **recruitment@therisepartnershiptrust.co.uk**

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| **Post Title:**       | **School** **/ Trust:**            |

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| **Contact Details**  |
| **First name(s)** |  | **Title** **/Pronoun** |
| **Surname** |  |
| If you have been known by any other names, please list these here along with the dates used: |
| Address  |  |
| Postcode |  | Mobile |  |
| Telephone number |       |   Email:    |  |
| National Insurance Number |

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| **Present or most recent employment** |
| Employer’s Name: |  |
| Address: |  |
| Start Date: |  | Annual Salary: |  |
| Job Title: |  |
| Grade or Spinal point: |  |
| Notice period: |  |
| Reason for leaving (e.g. redundancy, resignation etc): |  |
| Please give details of your present duties: |
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| **Employment History**  |
| Please list all jobs (both full and part time) you have had since leaving secondary education, including voluntary or unpaid work.  |
| **Name of Employer/ School/ Institution** | **From** | **To** | **Job Title** | **Perm/ Temp/ Supply** |
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| **PREVIOUS NON-TEACHING EMPLOYMENT**Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary. |
| **Employer’s name and address** | **From month / year** | **To month / year** | **Job title and summary of main duties** | **Reasons for leaving** |
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| **GAPS IN EMPLOYMENT HISTORY** |
| Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education. |  |

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| **TEACHING EXPERIENCE** |
| **Do you hold Qualified Teacher Status?** | Yes/ No | **If yes, please give date of award:**  |
| If you are a Newly Qualified Teacher please complete **SECTION A**, detailing any teaching experience gained through teaching placements | If you are a Qualified Teacher, please complete **SECTION B** only. |

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| **SECTION A: FOR NEWLY QUALIFIED TEACHING STAFF** |
| **Dates**  | **School Name** | **Primary/Secondary/Special** | **Age of children taught** |
| From: To: |  |  |  |
| From: To: |  |  |  |
| From: To: |  |  |  |
| From: To: |  |  |  |

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| **SECTION B: FOR QUALIFIED TEACHING STAFF ONLY** |
| **Name of school or college**  | **Type of school or college** | **Number on roll** | **Full or part time** | **Qual or Unqual** | **Salary scale** | **Exact start date** | **Exact end date**  |
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| **TEACHING REGULATION AGENCY** |
| Are you registered with the TRA? | Yes/ No |
| TRN Reference Number:**(Mandatory field/please complete if appropriate)** |  | Date Issued:**(Mandatory field/please complete if appropriate)** |  |
| Date of Satisfactory Completion of Induction: |  | Name of confirming Authority of induction period:  |  |
| Are you subject to any conditions or prohibitions placed on you by the Teaching Regulation Agency? | Yes/ No | If Yes, please give full details  |  |

**Are there any other restrictions on you working in the UK? Yes ☐ No ☐**

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| **Education (Qualifications obtained from Schools/Colleges/Universities)** |
| **School, College, University** | **From** | **To** | **Qualifications, please include subject and grades** |
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| **Relevant Training** |
| **Please give details of any training courses which may be relevant to the post you are applying for.** |
| **Name of course** | **Date** | **Provider** |
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| **Professional Qualifications** |
| **Professional Body** | **Qualifications** | **Date Obtained** |
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| **Supporting Statement** |
| Please explain in detail how your experience, skills, abilities and achievements to date meet the requirements of the job specification. Please continue onto separate pages if necessary.  |
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| **Part E – Verification of Employment and Declarations** |

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| **REFERENCES** |
| Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. **References must cover a 5-year consecutive period. It is the normal practice for references to be obtained before any formal interview.** |
| **If you were known to either of your referees by another name please give details:** |  |

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| **REFERENCE 1**  |
| If this is your current employer, please confirm if we can contact before interview  | Yes/ No |
| Name: |  |
| Position: |  |
| Address: |  |
| Tel: |  |
| Email: |  |
| In what capacity does the above know you? |  |

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| **REFERENCE 2** |
| Name: |  |
| Position: |  |
| Address: |  |
| Tel: |  |
| Email: |  |
| In what capacity does the above know you? |  |

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| **REFERENCE 3** |
| Name: |  |
| Position: |  |
| Address: |  |
| Tel: |  |
| Email: |  |
| In what capacity does the above know you? |  |

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| **ADDITIONAL INFORMATION** |
| 1. To comply with Asylum and Immigration legislation you will be required to provide proof of your right to work in the UK. Please confirm that you will provide that proof as part of any selection process. | Yes/No |
| 2. Under the Working Time Directive, you should not work more than 48 hours we week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? If YES, please give details: | Yes/No |
| 3. Do you hold a full current driving licence? | Yes/No |
| 1. Are you able to travel to different locations across the County?
 | Yes/No |
| 1. Have you ever been subject to any disciplinary action by your employer or professional body?

 If YES, please give details | Yes/No |
| 6. Are you a relative or partner of any County Councillor, employee of this authority and/or school governor?If YES, Please state name of person and relationship: | Yes/No |
| 7. If you have a disability please let us know of any special arrangements you may need to make if you are shortlisted for the interview:  |  |
| 8. Where did you see the advertisement for this post? Please circle or delete as appropriate | Trust/School website Social media TES / Other website |

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| **DECLARATION** |
| I agree that any offer of employment with The Rise Partnership Trust is subject to satisfactory evidence of the right to work in the UK, satisfactory references, DBS check and other pre-employment vetting checks. In accordance with the Data Protection Act (2018), The Rise Partnership Trust will hold and use my personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information will be stored in both manual and/or computer form. I understand that my data will be used in connection with recruitment and may be passed to non-RPT employees, such as Trustees, Consultants and referees in connection with my application for a role. If unsuccessful, information will be held in line with our retention standards. I confirm that I have not been barred from engaging in regulated activity relevant to childrenThis Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the The Rise Partnership Trust. |
| Sign:  |
| Date:  |

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| **Rehabilitation of Offenders Act and Declaration of Fitness to work with Children** |
| The successful applicant for this position will be required to provide a satisfactory Enhanced DBS check.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 in ‘Changes to the Criminal Record System November 2020.docx Page 2’ on the Ministry of Justice Website and on the websites of charities NACRO and UNLOCK. |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  **Yes ☐ No** ☐Do you have any adult cautions (simple or conditional or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (amendment) [England and Wales] Order 2020? **Yes ☐ No** ☐ |
| I confirm that I am not listedon List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC) and that the information I have provided about any convictions or cautions is accurate and complete.**Signed: Date:** |

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| **Declaration and fair processing statement** |
| **I declare that to the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent contract of employment. Failure to disclose information, or providing false information may result in rejection of the application form and/or disciplinary action being taken, including dismissal. "**This school is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within the authority for prevention and detection of fraud. It may also share this information with other bodies administering public funds for this purpose.**Signed: Date:** |

**RECRUITMENT MONITORING FORM**

THE RISE PARTNERSHIP TRUST IS COMMITTED TO EQUALITY OF OPPORTUNITY FOR ALL.

THE INFORMATION YOU GIVE IS CONFIDENTIAL AND IS USED FOR MONITORING PURPOSES ONLY.

The Rise Partnership Trust is committed to equal opportunities for all. We aim to ensure that no present or prospective member of staff receives less favourable treatment than another on the grounds of any condition or status not directly related to their work. To help us monitor our policy, and in line with our equality duties in law, we now record information about gender, ethnicity, disability, sexual orientation and faith of all applicants for posts at the school. We should therefore be very grateful if you would answer the following questions and enclose this form with your application.

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| **How did you hear about this vacancy?** |  School website Job centre Advert Job website  |
| **Gender:**  |  Male Female Prefer not to say |
| **How would you describe your sexual orientation**: Heterosexual Gay Lesbian Bisexual |

**The Disability Discrimination Act of 1995** defines a disabled person as a person with *“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”.*

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| **Do you have a disability?**  |  Yes No If yes, please specify:    |
| **Are you registered disabled?**  |  Yes No |

**Please indicate your age range *(please tick)***

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| **16-24** |  | **25-34** |  | **35-44** |  | **45-54** |  | **55-64** |  | **65-74** |  | **75+** |  |

**Ethnic Origin (**Ethnic origin describes a group sharing a common origin, culture or language. It is not about a place

of birth or nationality, UK Citizens can belong to any of the groups indicated: ***(please tick)***

|  |  |
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| **White** | **Mixed** |
| White British |   | White and Black Caribbean |  |
| White Irish |  | White and Black African |  |
| White European |  | White and Asian |  |
| Any other White Background (please state): |  | Any other mixed Background (please state): |  |
| **Asian or Asian British** | **Black or Black British** |
| Indian |  | African |  |
| Pakistani |  | Caribbean |  |
| Bangladeshi |  | Any other Black background (please state): |  |
| Any other Asian background (please state): |  |  |  |
|  |  |  |  |
| Any other Ethnic background (please state): |  |  |  |

**Please indicate your religion or belief *(please tick)***

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| --- | --- | --- | --- | --- | --- | --- | --- |
| None |  | Christian |  | Judaism |  | Buddhism |  |
| Islam |  | Hinduism |  | Sikhism |  | Other |  |