

**ALTUS EDUCATION PARTNERSHIP RECRUITMENT MONITORING**

**Source of Application** - How did you find out about this post? Put a cross (X) next to the relevant publication.

Times Education Supplement (TES)		Job Centre Plus	
Your Council Jobs website		Other: please specify below	
Trust/College website			

**Gender**

<b>Male</b>		<b>Female</b>		<b>Non-binary</b>		<b>Prefer not to say</b>	
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**Age**

Date of birth		Age	
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**Race / Ethnicity** Put a cross (X) next to ONE of the following

<b>1. White</b>		<b>3. Back or Black British</b>	
1.1 White British		3.1 Black Caribbean	
1.2 White Irish		3.2 Black African	
1.3 Any other white background		3.3 Black British	
		3.4 Any other black background	
<b>2. Asian or Asian British</b>		<b>4. Mixed</b>	
2.1 Pakistani		4.1 White and Black Caribbean	
2.2 Indian		4.2 White and Black African	
2.3 Bangladeshi		4.3 White and Asian	
2.4 British Asian		4.4 Any other mixed background	
2.5 Any other Asian Background			
<b>5. Chinese or other ethnic group</b>			
5.1 Chinese		5.2 Other ethnic group: please specify below:	

**Religion** Put a cross (X) next to ONE of the following

Christian (including CofE, Catholic, Protestant & all other Christian denominations)		Muslim	
Buddhist		Sikh	
Hindu		None	
Jewish		Any other religion: please specify below	

**Applicants with Disabilities** - (Put a cross - X - in the appropriate boxes and give details if necessary)

Applications from suitably qualified disabled people are positively welcomed. Any disabled person demonstrating they meet the essential requirements of the person specification will be guaranteed an interview.

<b>Do you consider yourself disabled?</b>	<b>Yes</b>		<b>No</b>	
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**If you are disabled, please identify any adjustments you consider may be necessary to the recruitment process below:**

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Altus Education Partnership is an equal opportunities employer and positively welcomes applications regardless of age, gender, cultural and ethnic origin, religion, disability and sexuality. To help monitor the effectiveness of our recruitment practices and assess the effectiveness of different media in applications, please complete the form below. It will be used for statistical purposes only and will not be provided to managers during shortlisting.

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Office use. Applicant Number.



Please complete all sections of this application form in full. If you have any questions about the completion of the form, please contact the named person on the job advertisement. CVs are not accepted and applications received after the closing date will not be considered.

**ALTUS EDUCATION PARTNERSHIP APPLICATION FORM**

**Please note** – This post involves working with children or young people, therefore, the appointment will be subject to Disclosure and Barring Service clearance. All posts are subject to satisfactory medical clearance from the Trust’s occupational health providers.

Please complete in **BLACK** ink or **TYPE**.

**APPLICATION FOR THE POST OF:**

Job title	
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**PERSONAL DETAILS**

Title		Surname		First Names	
Previous Names					
Preferred Name (if any)					
National Insurance Number					
Address					
Postcode					
Daytime Telephone Number			Mobile Telephone Number		
Email Address					

**FOR TEACHING VACANCIES ONLY (please also complete the result sheet on the last page of this form)**

Do you have Qualified Teacher Status?

Yes

No

Teacher reference number

Date qualified as a teacher

**EDUCATION AND TRAINING**

Please give details in chronological order (starting with most recent first) about all the education, training and qualifications you have undertaken including degrees with class and division, teaching certificates (if relevant), in-house courses/training and Continuing Professional Development. **If you are shortlisted, evidence of essential qualifications should be brought to interview.** Please continue on a separate sheet or add additional rows if necessary.

Establishment	Dates attended		Qualifications (Subject and grade/Class and division)	Awarding / Organising Body	Length of course	Date completed /awarded
	From	To				

Please also detail membership of any professional bodies below:

<b>Employment Record</b>						
Please provide details of your current or most recent employment below						
<b>Name and Address of current employer</b>	<b>Post title</b>	<b>Date started</b>	<b>Date left (if applicable)</b>	<b>Reason for Leaving (must be stated)</b>	<b>Salary (current or last)</b>	<b>Notice period required</b>
Please briefly describe your main duties and responsibilities:						
If you are no longer employed, please state your reason for leaving:						
Please give details in chronological order (starting with most recent first) of all of your employment history. Please continue on a separate sheet or add additional rows if necessary.						
<b>Employer</b>	<b>Post title</b>	<b>Dates</b>		<b>Brief description of responsibilities</b>	<b>Reason for leaving</b>	
		<b>From</b>	<b>To</b>			
Please explain any breaks in your employment history below:						
Failure to provide true and accurate information may lead to disqualification or to dismissal.						
Have you ever been dismissed from any employment? (inclusive of ill health)				Yes		No
If yes on what grounds and when:						
Have you ever been the subject of any child protection concern either in your work or personal life, or disciplinary action, including any which is time expired?				Yes		No
If yes please provide details, including dates:						

**SUPPORTING INFORMATION**

Please use this section to support your application for the post. You should use the job description and person specification to outline how you meet the requirements for the role. Examples should be provided. You may continue on a separate sheet if necessary.

**References** - Please nominate **TWO** referees. If you are currently employed, one referee **MUST** be your current employer. If you are currently unemployed, one referee must be your last employer.  
If you are currently a student or NQT, one of your referees must be a person who knows you as a practitioner.  
References will not be accepted from relatives or friends.

**Please note that references will be requested if you are shortlisted for interview.**

**Referee 1 – Current or most recent employer**

Name of referee:	Organisation name and address:
Their position:	Tel No:
Their relationship to you (e.g. line manager):	E-mail Address:

**Referee 2 – Previous employer (please do not provide 2 referees from the same organisation if possible)**

Name of referee:	Organisation name and address:
Their position:	Tel No:
Their relationship to you (e.g. line manager):	E-mail Address:

**Declarations**

1. I have read or had explained to me and understand all the questions on the form.
2. I am not subject to any immigration controls or restrictions that prohibit my undertaking work in the UK.
3. I understand that:
  - a) Under the Rehabilitation of Offenders Act if shortlisted, I will be asked to sign a written declaration stating any convictions, cautions, reprimands or final warnings on my record or pending, which would not be filtered in line with current guidance. I understand that failure to disclose such convictions may result in dismissal or disciplinary action.
  - b) Under the Home Office guidelines regarding the protection of children I will be asked, if shortlisted, to agree to a check being made by the Disclosure and Barring Service about the existence and content of a criminal record.
  - c) Providing false information is an offence and could result in my application being rejected or summary dismissal if selected and possible referral to the police.
4. The information I have given on this form is true and accurate to the best of my knowledge.

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 these cautions and convictions can be found at [Disclosure & Barring Service Website](#).

Are you related to, or the partner of any senior employee or trustee at Altus Education Partnership, or any local academy council member?	Yes		No	
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If yes, please give their names:

**Failure to declare any such relationship may lead to disqualification for appointment or to dismissal**

**Privacy Notice**

I have read the Altus Education Partnership privacy notice for job applicants and consent to the information contained in this form, and any other information received by or on behalf of the Trust relating to my application, being processed by the Trust in administering the recruitment process and to assist with the prevention and detection of fraud.

<b>Signed:</b> (If you submit your application by email, you will be asked to sign this declaration if you are invited for interview.)	Date:
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**Teaching positions only – Teacher Results (page 1 of 2)**

Year	Qual Group	Subject	Exam Board e.g. AQA, EDEXEL, OCR	Group Size	GRADES ACHIEVED (no of students x grade) e.g. A level 5xA*, 3xA, 8xC, 2xD, 2xU GCSE 6x9, 7x8, 5x3, 7x2 BTEC 4xD*, 5xD, 4xM, 6xP	% HG	% Pass	Value Added Score*	Comments on general ability of the group	Solely taught or shared group?
18/19	A level (A*-U)									
	AS level (A*-U)									
	GCSE (9-1)									
	BTEC (D*-Pass)									
17/18	A level (A*-U)									
	AS level (A*-U)									
	GCSE (9-1)									
	BTEC (D*-Pass)									

\* use Alps, Progress 8 or Level 3 VA score

Teacher Results (page 2 of 2)

Year	Qual Group	Subject	Exam Board e.g. AQA, EDEXEL, OCR	Group Size	GRADES ACHIEVED (no of students x grade) e.g. A level 5xA*, 3xA, 8xC, 2xD, 2xU GCSE 6x9, 7x8, 5x3, 7x2 BTEC 4xD*, 5xD, 4xM, 6xP	% HG	% Pass	Value Added Score*	Comments on general ability of the group	Solely taught or shared group?
16/17	A level (A*-U)									
	AS level (A*-U)									
	GCSE (9-1/A*-U)									
	BTEC (D*-Pass)									
15/16	A level (A*-U)									
	AS level (A*-U)									
	GCSE (9-1/A*-U)									
	BTEC (D*-Pass)									

\* use Alps, Progress 8 or Level 3 VA score



EDUCATION PARTNERSHIP