

CONFIDENTIAL
Application Form: Teaching Staff

Please complete ALL sections. Sections 1 -6 of the application form will be used to shortlist candidates for interview.

POST APPLIED FOR:	Teacher/SENDCo	CLOSING DATE:	9.00am on Friday 15th May 2026
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1. PERSONAL DETAILS (please complete in block letters)

Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)		Last Name:	
First name(s)			
Address for Correspondence:		Postcode:	
Home telephone no:		Mobile telephone no:	
Work telephone no:		Email address::	
National Insurance Number			

2. PRESENT OR LAST EMPLOYER

Name and address of employer:		Name and address of establishment where employed (if different):	
Postcode:		Postcode:	
Job Title:			
Current annual salary (gross):		Additional Allowance (if applicable):	
Hours worked per week:		Other benefits (if applicable):	
Date appointed:		Notice required or leaving date if already left	
Reason for leaving:			
Brief description of duties:			

TEACHER TRAINING

Main teaching subject:		Subsidiary subjects:	
Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Further <input type="checkbox"/> (Please select as appropriate)		Age range trained for	

OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)

Organising Body	Course title	Length of course

MEMBERSHIP OF PROFESSIONAL BODIES

Name of body	Type of membership	Date obtained

5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please provide additional information / or a letter outlining why you are interested in this particular post and any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the job description / person specification.

Please Note: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview. (Please complete on a separate sheet if necessary)

6. REFEREES

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The Academy reserves the right to approach any previous employer or manager. Where references are received prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

Name (Referee 1):		Name (Referee 2):	
Title	Mr/Mrs/Miss/Ms/other	Title	Mr/Mrs/Miss/Ms/other
Role:		Role:	
Organisation (if appropriate):		Organisation (if appropriate):	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
How long known?		How long known?	
Do you give consent to us contacting your present employer prior to interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
If no, you may wish to give reasons:			

7. PROTECTION OF CHILDREN

Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the Trust's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the [Disclosure and Barring Service website](#).

Independent and confidential advice may be sought from: UNLOCK www.unlock.org.uk NACRO www.nacro.org.uk 0300 123 1999

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

If you are subsequently employed by the Academy and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the Academy.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

8. EQUALITY & REASONABLE ADJUSTMENTS

The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities. We are committed to the development of positive practices to promote equality in employment. If you would like to declare your disability, please

Do you consider yourself to be disabled?

Is there any information that we need in order to offer you a fair selection interview/process?

9. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.



10. GENERAL DATA PROTECTION REGULATION

See Recruitment Privacy Notice

11. GENERAL

Are you interested in job sharing?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please give details of any dates within the next 2 months when you will not be available for interview. We cannot guarantee being able to offer you an alternative date.	
Do you hold a current full driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have regular use of a vehicle?	YES <input type="checkbox"/> NO <input type="checkbox"/>
You are required to declare below any relationship with or to an employee of the Trust. Please state name and position:	
Are you the subject of any disciplinary procedure (Conduct and/or performance) for which a disciplinary investigation, warning or sanction is current? (A warning is usually current for a period of one year). If yes, please provide details and outcomes below.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been the subject of any disciplinary procedure as a result of your conduct relating to the safety and welfare of children (including those where a disciplinary sanction or warning has expired) ? If yes, please give details including dates below.	YES <input type="checkbox"/> NO <input type="checkbox"/>
The above is required, including that related to warnings regarded as "spent" in order to ensure that your application complies with the statutory requirements of safer recruitment and meet our obligations to safeguard children. You should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.	

12. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Academy.

Signed

Date

Please return your completed form by email, post or by hand by the closing date to:

Tracey Pink. Office Manager at email: office@burntstump.snmat.org.uk

If you have not received a reply within the next 6 weeks, you should assume that your application has been unsuccessful.

Please indicate where you saw the advertisement for this job:

Nottinghamshire County Council	<input type="checkbox"/>	Indeed	<input type="checkbox"/>
TES	<input type="checkbox"/>	LinkedIn	<input type="checkbox"/>
Total Jobs	<input type="checkbox"/>	Job Site	<input type="checkbox"/>
Monster	<input type="checkbox"/>	Other (Please Specify).....	