

# TPAT Job Vacancy Application Form



Truro and Penwith  
**Academy Trust**

Please fill in **all sections** of the form using **black ink/type**. The information you provide will help us make a fair decision in the selection process.

**Please call 01872 613283 if you have any questions on how to complete this form or if you require it in a different format or language.**

About the Role			
Role applied for:		Ref No:	
School/Location:			

About You			
Title:		Surname:	
First Name(s):			
Home Address:		Home Phone:	
		Work Phone:	
		Mobile:	
Postcode:		Email:	
NI Number:		(You can get this from the Department of Work & Pensions)	

Age 11 – 16 Qualifications achieved from Secondary, Higher and Further Education			
School / College attended (with dates) and location	Level and number of qualifications (eg 10 O Levels)	Grade Awarded	Year Achieved

Post 16 Education below degree level:			
School / College attended (with dates) and location	Qualifications achieved with subjects	Grade Awarded	Year Achieved

<b>Education at degree level and beyond</b>			
Type of Qualification (BA, BSc, BEd, Hons, MA PH.D etc)	University / College & subject title of qualification	Class or Grade	Year Achieved

<b>Teaching Qualification (if not detailed above)</b>			
Name of Qualification, age range, subjects qualified to teach	Name of Training Provider	Grade	Year Achieved

<b>Specific Qualifications related to Teaching and Education</b>			
Name of Qualification (NPQH, SEN, PG Dip)	Provider	Grade	Date Achieved (dd/mm/yy)

<b>Teacher Training (for teaching posts only)</b>	
Do you have Qualified Teacher Status?	Yes / No
Date Achieved:	
DfE / Teacher Reference Number:	
Statutory Induction Period (if qualified after 7 <sup>th</sup> May 1999):-	
Started:	Completed:
Are you subject to any conditions or prohibitions placed on you by the Teaching Regulation Agency (or other) in the UK?	Yes / No
If yes, please enclose details with dates in a sealed envelope and attach to this form	

<b>Non award bearing professional development undertaken in last five years</b>		
Name of Provider	Title of course / training (eg first aid at work, child protection, risk assessments, etc)	Qualification / Level of Training

## Your current or most recent Employment

**Note:** If you are applying for your first job, please provide any voluntary work / work experience in the "Previous employment or experience" section

Employer Name:		Job Title:	
Employer Address:		Salary:	
		Start Date:	
		Leave Date: (if applicable)	
Reason for Leaving:			

If this is / was a teaching post, please provide:

Type of school (delete as appropriate):  
nursery/infant/junior/primary/middle/special/PRU/secondary/other (please state):

Status of school (delete as appropriate): community/foundation/trust/formal federation/independent/academy/VC/VA/other (please state):

Gender taught (delete as appropriate): boys/girls/mixed Number on roll:

Key Stage(s) or Year Group(s) (if primary) taught:

Salary Point & Salary:	Additional Allowances (TLR, SEN, R&R):
------------------------	--

Main duties and responsibilities (include any additional roles undertaken organising school trips, events, leading activities, etc):

## Previous Employment or Experience

Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (eg unemployment; career breaks; voluntary work; travel etc).

Dates (dd/mm/yy)		Name of School / Employer and Address  <b>or</b> Reason for gap in employment	Job Title, Duties and Responsibilities Please include: type/status of school; number on roll; key stage(s) or year group taught; and gender taught	Reason for Leaving
From	To			

## Safeguarding Children, Young People & Adults

You will be required to complete a Disclosure and Barring Service (DBS) check and a Self-Declaration Form as part of your application.

We are all responsible for the safety of children, young people and adults who may be at risk. We must ensure that we are doing all we can to protect the most vulnerable members in our society. This responsibility applies to all TPAT employees; it also applies to contractors, partners and volunteers who carry out work with or for children, young people and adults at risk on behalf of TPAT.

From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would help protect children, young people and adults at risk from harm, abuse or neglect.

## Your Supporting Statement

This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result.

If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, eg gained through education, the community etc.

## Selection Requirements

We will make reasonable adjustments to help people with disabilities through the application and selection process. If you have any specific requirements to enable your participation and/or attendance during the selection process, please let us know.

## References

**Teachers** - please provide **three** references.

**Support Staff** – please provide **two** references.

Do not use friends or relatives. We will ask for references before your interview.

If any of your previous roles (voluntary or paid) involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is 'time expired') and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. If you have any concerns, please contact us or the school you are applying to.

<b>Reference 1:</b> This <b>must</b> be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college or university).		<b>Reference 2:</b> If you have worked with children, young people or vulnerable adults in the past, but are not currently, this <b>must</b> be the most recent employer by whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice.	
Full Name:		Full Name:	
Job Title:		Job Title:	
Employer:		Employer:	
Address:		Address:	
Postcode:		Postcode:	
Email:		Email:	
Telephone Number:		Telephone Number:	
Relationship to you:		Relationship to you:	
Did this role involve working with children, young people and/or vulnerable adults?	Yes / No	Did this role involve working with children, young people and/or vulnerable adults?	Yes / No
<b>TEACHERS ONLY - Reference 3:</b> Reference of your choice.			
Full Name:			
Job Title:			
Employer:			
Address:			
Postcode:			
Email:			
Telephone Number:			
Relationship to you:			
Did this role involve working with children, young people and/or vulnerable adults?			Yes / No

<b>Disclosure of Interest</b>	
Have you ever received a redundancy payment or pension from a local authority? If yes, please give details including month and year:	Yes / No
Are there any restrictions to you living and working in the UK which might affect your right to work for us (eg needing a work permit/visa)? If yes, please provide details:	Yes / No
Have you applied for either settled or pre-settled status under the EU Settlement Scheme? If yes, please provide date you were awarded settled or pre-settled status:	Yes / No
The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence. If needed, do you have access to transport? If needed, do you have a full current UK driving licence?	Yes / No Yes / No
The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment? If no, please provide details of your other role(s) and the days and hours you work:	Yes / No
Canvassing of our employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with an employee of TPAT your application may be disqualified and, if appointed, you may be dismissed without notice.	
Are you related to, or have you formed any relationship (personal, financial or professional) with any current employee of TPAT, or School Governor? If yes, please give details:	Yes / No
Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? If yes, please give details:	Yes / No
Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment? If yes, please give details:	Yes / No

<b>How we protect your Personal Information</b>
We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 12 months; anonymised data will be kept for monitoring purposes.

<b>Your Declaration</b>			
I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.			
<b>Signature</b> (applicant):		<b>Date:</b>	

Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.			
If you have completed this form on behalf of the applicant, please add your details:			
Name (printed):		Contact Number:	

**Thank you** for taking the time and effort to complete this application form. The role information supplied will say where it should be returned.

You will be required to complete a Disclosure and Barring Service (DBS) check and a Self-Declaration Form as part of your application. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide 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.

Please make sure you complete our **equal opportunities monitoring form and self-declaration form** enclosed in your application pack.

HR/I/TPATEmployerHandbook/Recruitment/ApplicationPack/ApplicationForm  
 Last updated 08/02/2020