

Application form

Aurora Academies Trust (part of Aurora Education Trust) is an equal opportunities employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic or national origin, disability, gender, religion, age, marital status, sexual orientation, medical condition or is disadvantaged by any conditions or requirements which cannot be shown to be justified. All employees must be able to provide authentic proof of identity and employment authorisation – without which a contract will be withdrawn or terminated. AAT are committed to the safeguarding and promotion of welfare of all children and young people. The information requested in this form is important in assessing your application. Please complete this form in full. Unless stated otherwise, CVs are not acceptable. Please write/type in black ink.

There are two parts to your application:

1. This application form
2. Supporting statement showing how you meet the requirements for the advertised role

Job details	
Post applied for	
Academy	
If appointed when can you start	

Personal details	
Family Name /Surname	
First name	
Title	
Maiden name or previous names	
Address	
Post code	
Email address	
Correspondence address (if different from above)	
National Insurance Number	
Daytime telephone number	
Home telephone number	
Mobile telephone number	
Fax number	

AURORA ACADEMIES TRUST (AAT)

Additional personal details	
Teacher's Reference Number	
Are you registered with the GTC? If yes, incl number	
Date Qualified Teacher Status awarded in the UK	
QTS Number	
National Insurance Number	

Education & Qualifications		
(NB: Shortlisted candidates will be required to produced qualification certificates at interview)		

O'level, GCSE or equivalent	Grade	Date/s
English		
Mathematics		
'A' OR AS level or equivalent	Grade	Date/s

Higher Education			
University		Date	
Degree in		Awarded	
Subject/s studied	Pass marks/Grade	Date/s	

Additional Education & Qualifications – Initial Teacher Training			
University / College / Designated Recommending Body (DRB):			
		Date	
Qualification gained		Date	
Age range for which trained			
Principal Subject			
Subsidiary subject			

AURORA ACADEMIES TRUST (AAT)

Further qualifications and/or further training			
(Including one year and one term courses, postgraduate and any recent short courses (e.g. NPQH))			
University, College or Organising Body	Subjects & Course Title	Any Qualification Obtained	Length of courses & Dates
If awarded QTS since May 2001 – Qualified Teacher Skills Tests			(Please select as appropriate)
Have you passed the QTS skills tests for:		Numeracy	
		Literacy	
		ICT	

Current or most recent post	
(Please give the fraction of full-time where the post is / was part-time)	
Name & Address of employer	
Type of school	
Number on roll	
Telephone no	
Position title	
Date appointed	
Current pay point and salary	
Additional allowances (Please specify)	
Are you still employed by this establishment?	
Date and reason for leaving (if applicable)	

AURORA ACADEMIES TRUST (AAT)

Employment history

- Please give the fraction of full-time where the post is / was part-time.
- Please list most recent experience first.

Name of school or employer	Type of School & number on roll	Post held	Period of service From - To (exact dates)	Reason for leaving

Other History

(Please ensure that you provide a complete chronological history by listing below any periods not covered above in your employment history, e.g. travel, unemployment, sabbatical, carer responsibilities etc.)

From	To	Reason

If there are any gaps in your employment history please ensure that these are accounted for.

Personal statement

This is an important part of your application and is your opportunity to explain how you meet the person specification for the post. You should demonstrate your skills, knowledge and experience and give short examples. Describe how you match the requirement of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. You may find it helpful to use sub headings in order to keep your statement well focused. If you do not submit a personal statement you will not be considered for short listing. CVs will not be accepted.

Declaration by Applicant	
Pension	
Have you opted out of the Teacher Pension scheme?	
If 'YES', please state your opting-out date:	
Are you in receipt of a pension awarded through the teachers' ill health retirement arrangement?	
If 'YES', give details below: (including the date pension arrangements took effect)	
(Please note that if you were awarded an ill-health pension on or after 01 April 1997, you are not eligible for future employment as a teacher)	
Safety and Welfare of children	
Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated? If yes, please give details.	
Disciplinary Record	
Have you ever been dismissed from employment for a reason other than redundancy? If yes, please give details.	
Have you ever been suspended or subject to disciplinary action in any employment? If yes, please give details.	
Health	
Please note that the successful candidate may be required to complete a medical questionnaire and may be required to attend a medical examination.	

Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006

*In accordance with the Rehabilitation of Offenders Act job applicants are only required to declare criminal convictions which are not considered “spent” under the Act. Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, all roles in schools are now classified as “regulated”. This means that they are all exceptions to the ROA and therefore **you are required to declare any convictions (including bind over and cautions)** regardless of whether or not they would be considered spent in other circumstances. Failure to declare a conviction, caution, bind-over or pending prosecution, may disqualify you from appointment or result in summary dismissal. AAT is committed to safeguarding the welfare of our students and expects all employees to share this commitment. Enhanced CRB checks will be carried out on all successful applicants. Disclosure of a criminal record will not necessarily debar you from employment with AAT, this will depend on the nature of the offence/s, frequency and when they occurred.*

Have you previously used, or do you currently use, any other surname/s?	
---	--

Do you have any criminal records to declare? (This includes criminal convictions or police cautions, spend or otherwise)	
--	--

Are there any current criminal proceedings against you? (This includes cautions, bind-overs, police warnings, or pending prosecutions)	
--	--

If ‘YES’ to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.

Criminal Records Bureau (CRB)

Do you hold an Enhanced CRB Certificate of Clearance?	
---	--

If ‘YES’, please state the date of your certificate:	
--	--

List 99/PoCA

I can confirm that my name is not on List 99 and that I have not been banned from working with children:

Signature:		Date:	
------------	--	-------	--

Print name:	
-------------	--

I can confirm that my name is not on PoCA and that I have not been banned from working with children:

Signature:		Date:	
------------	--	-------	--

Print name:	
-------------	--

Asylum and Immigration Act 1996

AURORA ACADEMIES TRUST (AAT)

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have a right of abode in the UK. You will be required to provide evidence prior to appointment of a National Insurance Number, passport or other document on the approved list to satisfy the County Council that the asylum and Immigration Act 1996 is being complied with.

Do you have the legal right to live and work in the UK?

Is this subject to having a work permit?

Referees

Name, address (inc post code if known) and status/position of three persons to whom reference may be made who can comment on your teaching and/or leadership ability. One **MUST** be your present or most recent employer. The other must be a previous employer unless you have had no previous employment, in which case, a character reference will be needed or a reference from a School, Higher Educational Establishment or an Initial Teacher Training provider at which you most recently carried out teaching experience. If you are not currently working with children, you should provide details of the employer where you last worked with children.

In the case of applications from serving Headteachers/Principals, please give the name and address of your current school Chair of Governors and Director of Children's Services. In the case of applications from serving Deputy Headteachers, please give the name and address of your current Headteacher/Principal and Director of Children's Services.

1) Present/Most recent employer

Name:

Address:

Occupation:

Telephone no.

Fax no.

Email address:

2) Previous employer

Name:

Address:

Occupation:

Telephone no.

Fax no.

Email address:

3) Additional referee

Name:

Address:

Occupation:

Telephone no.

Fax no.

Email address:

AURORA ACADEMIES TRUST (AAT)

NOTE: References will be taken up if you are called for interview. If this is a problem, please indicate. In view of the nature of the job, no offer of employment can be made without these. We also reserve the right to take up employment references from previous employers listed in the "Previous Employment" section of this form. If, for any reason, you feel unable to give your present or most recent employer as a referee, please send a covering letter explaining why.

Canvassing

You are required to declare any relationships with any staff at AAT or any staff/governors at any AAT academies. Canvassing, whether direct or indirect, will invalidate your application.

Are you related to, or the partner of, any member employee or Governor of AAT?

If yes, please give details.

Declaration

I declare that the information given is true and understand that (a) canvassing of Staff, Members or Officers directly or indirectly will invalidate this application, and (b) AAT reserves the right to seek verification from me of the factual basis for any information provided.

I suffer no legal impediment to taking up employment with AAT if so appointed and I accept that the discovery of any legal impediment after an appointment has been made will lead to my immediate dismissal.

If you are returning this form by email you will be asked to physically sign it at interview.

Signature:

Date:

Print name:



Data Protection Act 1998

AAT will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

CONFIDENTIAL

Equal Opportunities in Employment – Monitoring Form

This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.

Data Protection Act 1998			
I consent to the data on this form being used for statistical purposes to assist Mosaica Education in the monitoring of equal opportunities.			
Signature:		Date:	
Print name:			

AAT is an equal opportunity employer. In order to help us improve our recruiting programmes and comply with statutory requirements, we must ask the questions below. None of this information will be used in the recruitment process and this information will be detached before the evaluation process. Thank you for your cooperation.

AAT’s Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person’s ability to do the job.

Job applied for			
Job reference no. (if applicable)			
Location			
Surname and Initials			
Date of birth		Age	
Gender			
Signature			
How did you learn of this vacancy?			

Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an 'x' in ONE of the boxes below or by giving your own description in the space provided.

A: White	
British	
Irish	
Gypsy/Roma	
Traveller of Irish Heritage	
Any other white background	

B: Mixed	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other mixed background	

C: Black or black British	
Caribbean	
African	
Any other Black background	

D: Asian or Asian British	
Indian	
Pakistan	
Bangladeshi	
Any other Asian background	

E: Other ethnic groups	
Chinese	
Any other ethnic background	

F: If other, please specify:

Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long-term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

Do you consider yourself to be disabled as set out in the Equalities Act?	
If YES, please describe your disability.	
If you need any assistance to attend or participate in the interview, please give details.	

Religion

Please identify your religion by putting an 'x' in ONE of the boxes below.

Christian	
Buddhist	
Hindu	
Jewish	
Muslim	

Sikh	
Other religion	
No religion	
Prefer not to say	

Sexual Orientation

Please identify your sexual orientation by putting an 'x' in ONE of the boxes below.

Bisexual	
Gay man	
Gay woman / lesbian	

Heterosexual / Straight	
Other	
Prefer not to say	

Military Status

Please identify your military status by putting an 'x' in ONE of the boxes below.

Territorial Army	
Army Reservist	

AURORA ACADEMIES TRUST (AAT)

Guidance Notes

Please read these notes carefully as they have been written to help you make the best of your application.

General

The decision to short list you for an interview will be based solely on the information you provide on the application form. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Always complete your application form in black ink or type, and keep a photocopy of your completed application form before returning it to the Academy. You may find it helpful to do a rough draft first.

The person specification describes the essential knowledge, experience / professional qualifications which you will need in order to do the job as described in the job description. You need to demonstrate that you have these skills and that you understand and are committed to equality and diversity.

Personal details

Complete this section fully and clearly. If you do not know your National insurance Number you can obtain it from your local Benefits Agency office. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK. Verification of identity is required before confirmation of appointment.

Present or most recent employer

It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, addresses and other requested details.

References

For all Academy based employees, your referees will be contacted prior to interview. Your first referee should be your current or most recent employer. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from your most recent previous employer where you were working with children.

Previous employment

Include here any relevant work experience, including part time or work undertaken on a voluntary basis in this section, starting with your most recent experience. Ensure you put in full details of dates, names and addresses and your job title. You will need to explain any gaps in your employment.

Education, qualifications and training

Ensure that you give all the information requested. Proof of qualification is required before the appointment is confirmed.

Personal statement

This is an important part of your application and is your opportunity to explain how you meet the person specification for the post. You should demonstrate your skills, knowledge and experience and give short examples. Describe how you match the requirement of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. You may find it helpful to use sub

AURORA ACADEMIES TRUST (AAT)

headings in order to keep your statement well focused. If you do not submit a personal statement you will not be considered for short listing. CVs will not be accepted.

Additional information – disability

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made.

Disclosure of a criminal record

All positions within an Academy will be exempt from the Rehabilitation of Offenders Act 1974. You must declare all cautions and convictions including those that are 'spent', and you will be subject to an Enhanced Criminal Records Bureau check if you are successful. You must provide details of any conviction(s) or offence(s) in a sealed envelope marked private and confidential with your application form.

If you do have a spent conviction this will not automatically disqualify you from employment. AAT operates a Disclosure procedure in line with CRB guidelines. If you are successfully selected for a position within the Academy you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. All Academy based posts will require an Enhanced Disclosure

In the event of a successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a senior member of staff. As a minimum, the following will have been taken into account:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidate's age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances

No decision will be made until your explanation and the above issues have been considered.

If you believe the disclosure information is inaccurate you would need to contact the CRB.

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. The disclosure forms are not kept on personal files.

Declaration – relatives and other interests

If this applies to you, please give the name of the employee, the department they work in and the relationship e.g. partner, daughter.

Equal opportunities monitoring form

All job applicants are expected to complete the monitoring details of the form to assist us in complying with statutory requirements.