



Founded 1863

De Aston School

Academy Trust

Company No 07533362
England & Wales

Willingham Road • Market Rasen • Lincs • LN8 3RF

Tel 01673 843415 • Fax 01673 840823

Email: vacancies@de-aston.lincs.sch.uk

APPLICATION FORM

Please type or use black ink/black ballpoint. Use Block Letters for Sections A & H

Application for Post (Title) _____

SECTION A – General

1 Name in full (Surname, Forename) _____

2 Previous Names(s)/Maiden Name _____

3 Home Address (or Address at which you may be contacted, if different from home)

4 Telephone No (please include STD code) _____

5 Mobile No _____

6 Email address _____

7 National Insurance No _____ Date of Birth / / _____

SECTION B – Current Employment

8 Present Post (Title) _____

9 Employer (Company Name & Address) _____

10 Telephone No (please include STD code) _____

11 Dates of employment: From _____ To _____

12 Brief job description _____

De Aston is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All postholders are subject to a satisfactory enhanced DBS check.

Headteacher Mr S Porter Deputy Headteachers Mr M Bray • Mr P Williams



SECTION C – Teaching Qualifications (if applicable)

- 13 DfE Ref No _____
- 14 Teacher No _____
- 15 Teaching Qualifications (Cert Ed, BEd, PGCE) _____
- 16 Date qualification(s) awarded (month and year) _____
- 17 Type of Teacher Training _____
(Secondary, Primary, Junior, Infants)
- 18 Date of completion of probation _____
-

SECTION D – Education & Training

- 19 Education

Names of Secondary Schools	Dates		Subject	Qualifications Gained		
	From	To		Level	Grade	Date

- 20 Other qualifications (please provide details)

Names of Colleges/Universities	Dates		Full or P/T	Qualifications Gained			
	From	To		Title & Subject	Level	Class/Grade	Date

- 21 Courses Attended over last 3 years:

Title	Organising Body	Date (Month & Year)	Duration

SECTION E – Present or last employment

22

If you have more than one post please provide details of the most relevant post here and include your other post/s under "Previous Employments"

For non-teaching posts disregard questions 5, 6 and 7 if they are not relevant to you.

1. Present Post Title:
2. Name and address of workplace
3. Salary, Point and any additional responsibility points or allowances
4. Date Appointed:
5. Type of School including Single/Mixed Sex:
6. Number on Roll:
7. Age range taught

Key Duties and Responsibilities

SECTION F – Previous Teaching Positions (Please list in chronological order)

23

Please give reasons and the duration of any gaps when you have not been in employment						
Local Authority	Name, contact details and type of School/College	Number on roll	Age range taught	Position, Grade or Scale, Full or Part time	Dates	Reason for leaving

SECTION G – Previous Employment (other than teaching) (Please list in chronological order)

24

Please include any voluntary work, giving reasons and the duration of any gaps when you have not been in employment			
Name and contact details of previous employers	Position and Responsibilities	Dates	Reason for leaving

SECTION H – Personal Statement

25

Referring to the Job Description and Person Specification, explain how your education, training and experiences would relate to the post you are applying for.

Please continue on a separate sheet if necessary and firmly attach to your application form

SECTION I – Criminal Offences

26 Please give details of any conviction for a criminal offence(s) or pending criminal charge(s). You must also inform us if you are on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. The General Teaching Council.

CONVICTIONS, CAUTIONS, REPRIMANDS and WARNINGS
PROSECUTIONS
DISQUALIFICATION ORDER
GOVERNMENT DEPARTMENT LISTS including DfE List 99, Department of Health, Protection of Children Act List, or Department of Health Protection of Vulnerable Adults.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(ii) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the School.

If you are a foreign national or a UK resident who has lived or worked abroad you must obtain a Certificate of Good Repute from that country(iies) Embassy in the UK.

SECTION J – Medical Information

25 If you are a registered disabled person, please give registration no. _____

26 If you have suffered from any medical condition, which has affected (or might in future affect) your performance to fulfil the specific requirements in the role applied for (please give details, including any adjustments that would need to be made in order for you to perform the specific requirements of the role).

SECTION K – Asylum and Immigration Act – 1996

Can you provide evidence of your legal right to work in the UK? Yes / No

(You will be required to produce this documentation at interview)

SECTION L – Referees

1	Name_____	2	Name_____
	Job Title_____		Job Title_____
	Address_____		Address_____
	_____		_____
	_____		_____
	Tel No_____		Tel No_____
	E-mail_____		E-mail_____
	Capacity in which known to you:		Capacity in which known to you
	_____		_____

Please give details of two referees. If you are, or have recently been employed, one MUST be your current or last employer. If you have worked with children in the past, one of your referees must be able to make reference to your work with children.

If your current or last employment was within a school, one referee MUST be the Headteacher. If you are a Headteacher one reference must be from your Chair of Governors.

Your referees MUST NOT be a relative or partner.

References will only be requested for short listed applicants and these will be requested PRIOR to interview.

SECTION M – Where did you see the vacancy advertised?

Please give details of where you saw, or heard about, this vacancy e.g. TES online, De Aston website, Target.

SECTION N – Declaration & Signature

Are you to your knowledge, related to any employee or Governor at the School? Yes/No
If yes, please give name, relationship and position:

Providing any misleading or false information to support your application, or canvassing Governors or staff directly or indirectly will disqualify you from appointment, or if appointed will render you liable for dismissal without notice.

I hereby declare that I have understood and complied with the requirements laid down in the previous paragraphs, and agree that the information given on this form may be used for registered purposes under the Data Protection Act 1984. I have also understood and complied with the provision concerning the disclosure of criminal convictions.

Signature of Applicant_____ Date_____

Thank you for completing the application form as we appreciate the time and commitment that is involved in doing so.

If you have not heard from us within two weeks of the closing date your application will not have been short listed and we wish you well in your future career.