



The Athelstan Trust

The Athelstan Trust is committed to Equal Opportunities

Please read the following information before completing this form and sending it to admin@theathelstantrust.org

Application Form

This application form is split into 3 sections and will be used as follows:

Section 1 – this section will be used by the Interview Panel to select candidates for interview and throughout the process.

This section requests details of your employment history, education, qualifications and professional development.

Alongside your employment history, you will see that we ask for referees. Preferred referees are your last two employers and you should provide their work email address and telephone number. One referee is likely to be your current or most recent Headteacher or Chair of Governors. Please ensure your referees are aware of your application so they can provide these upon request in a timely way. Please note that under Keeping Children Safe in Education 2020 we reserve the right to contact any of your previous employers for a reference.

Section 1 also comprises the following:

- Supporting Statement: an opportunity for you to provide any details you feel are relevant in support of your application, including your reasons for applying for this post.

Section 2 – this section will be used and retained by a person/s nominated by the governing body e.g. personal details that are required for the processing of the application.

Section 3 - Equal Opportunities Monitoring Form

This information is for monitoring purposes only and will not be considered as part of the selection process.

Disabled Applicants

The Athelstan Trust welcomes applications from disabled people. Please contact the school if you consider yourself to be disabled and if there is anything that you consider we need to do or take into consideration to ensure that the shortlisting process is fair in relation to people with disabilities. Section 2 in the application form asks if you need any adjustments for the interview itself.

Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DSB checks and thorough background checks.



Candidates should be aware that all posts at The Athelstan Trust involve responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides 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.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website

If you are currently working with children, your current employer will be asked about disciplinary offences, including those relating to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, those previous employers will be asked about these issues.

The Interview Process

After the closing date, shortlisting will be conducted by a Panel, who will consider your skills and experience against the criteria in the Person Specification. You will be selected for interview on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview will be advised of the original documents to bring with them which will include:

- Evidence of the right to work in the UK
- Certificates of academic and professional qualifications
- Documentation for DBS identity checks

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

Conditional Offer: Pre-Employment Checks

Any offer will be conditional upon pre-employment checks.

You should be aware that the provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.



Application form

All sections on the must be completed. Please complete electronically or use dark ink and ensure your name and the post title are stated on any additional sheets.

Section 1

Position applied for	Headteacher at Malmesbury School
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1. Personal Details

Title: (e.g. Mr, Mrs, Miss, Ms, Dr etc.)	
Surname	
Forename/s	
Known as	
Previous name/s	
Will you require sponsorship to work in this post?	
Are you able to produce documents if requested at interview which demonstrate that you are entitled to work in the UK?	
Do you have a full UK/EU driving Licence?	

2. Professional details

Do you hold Qualified Teacher Status?	
If yes, please give date of award	
QTS Certificate Number	
Have you successfully completed a period of induction as a qualified teacher in this country where the DfES required this	
If yes, please give date of completion	
Are you subject to any conditions or prohibitions placed on you by the TRA? If yes, give full details on a separate sheet	



3. Employment

Please note that under Keeping Children Safe in Education 2020 we reserve the right to contact any of your previous employers for a reference, before interview.

Please ensure all periods of time are accounted for and any gaps in employment since leaving education are evidenced. If you have been self-employed, we may seek statements or evidence from your clients / accountant or solicitor.

Present (or more recent) post

Job Title			
Name of School:			
Full address including postcode:			
Type of school:			
Number of pupils on roll:		Pupil age range:	
Date Employed: (DD/MM/YYYY)	From		To
Reason for leaving:			
Present spinal point & salary:			
Referee (full name and position of person to approach for reference purposes)			
Referee work telephone number and work email address			
Main Duties and responsibilities (please use text box below):			



Previous posts (please start with the most recent)

To assist with the scrutinising and shortlisting responsibilities under the Keeping Children Safe in Education, any gaps in employment must be explained. If you do not provide a full history your application may not be put forward for shortlisting.

Job Title:		
Employer:		
Date Employed: (DD/MM/YYYY)	From	To
Reason for leaving:		
Referee (full name and position of person to approach for reference purposes)		
Referee work telephone number and work email address		
Main duties and responsibilities (please use text box below)		

Job Title:		
Employer:		
Date Employed: (DD/MM/YYYY)	From	To
Reason for leaving:		
Referee (full name and position of person to approach for reference purposes)		
Referee work telephone number and work email address		
Main duties and responsibilities (please use text box below)		



Job Title:		
Employer:		
Date Employed: (DD/MM/YYYY)	From	To
Reason for leaving:		
Referee (full name and position of person to approach for reference purposes)		
Referee work telephone number and work email address		
Main duties and responsibilities (please use text box below)		

Job Title:		
Employer:		
Date Employed: (DD/MM/YYYY)	From	To
Reason for leaving:		
Referee (full name and position of person to approach for reference purposes)		
Referee work telephone number and work email address		
Main duties and responsibilities (please use text box below)		



Job Title:		
Employer:		
Date Employed: (DD/MM/YYYY)	From	To
Reason for leaving:		
Referee (name and position of person to approach for reference purposes)		
Referee work telephone number and work email address		
Main duties and responsibilities (please use text box below)		

Job Title:		
Employer:		
Date Employed: (DD/MM/YYYY)	From	To
Reason for leaving:		
Referee (name and position of person to approach for reference purposes)		
Referee work telephone number and work email address		
Main duties and responsibilities (please use text box below)		

Please complete on separate sheet if necessary - we require details of your complete employment history

Breaks in Employment

Dates from/to	Reason for gap in history



4. Education and Professional Qualifications

Please include all public examinations passed including GCSE, NVQ/GNVQ and 'A' Levels (or equivalent). For degrees, please specify class, division and whether honours.

For professional teaching qualifications please state the age-range/subject(s) you are trained to teach. If qualified teaching status was gained overseas, please indicate whether this qualification is recognised in the UK.

Checks on qualification and information will be made.

1	School/College Attended	
	Date from/To	
	Qualifications (including GCSE and A Level grades)	
2	Qualifications (e.g. Cert Ed / BA / BEd):	
	Class of Degree	
	University/College	
	Date awarded	
3	Post graduate Qualifications (e.g. Med PGCE) Subject(s)	
	University/College	
	Date Awarded	
	Subjects	
4	Other Qualifications – please specify giving title / awarding body and date:	



5. Professional Development

Please provide details of any other relevant, professional development and / or training undertaken in the last four years.

College, education centre or institution	Dates		Award / course title and qualification
	From	To	



6. Supporting Statement

Please read the job description and person specification and provide any details you feel are relevant in support of your application, including your reasons for applying for this post.



Section 2: This section will be used and retained by a person nominated by the governing body

7. Contact Details

Title: (e.g. Mr, Mrs, Miss, Ms, Dr etc.)	
Surname	
Forename/s	
Known as	
Previous name/s	
Current address including postcode	
Home telephone number	
Mobile number	
Preferred contact number	
Email Address	
Term-time address and contact details if different to above	
Will you require sponsorship to work in this post?	
Are you able to produce documents if requested at interview which demonstrate that you are entitled to work in the UK?	
Do you have a full UK/EU driving Licence?	

8. Disability

Do you require any special arrangements to be made for your recruitment interview / assessment on account of a disability?	
If 'yes', please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your recruitment interview / assessment. There will also be an opportunity at the interview to discuss any adjustments to the workplace or working arrangements that may be required to enable you to carry out your duties if you are recruited.	



9. Rehabilitation of Offenders

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides 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.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)?

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Y/N)?"

If yes, please give details

10. Declaration – Data Protection

I declare that the information given in this application is to the best of my knowledge complete and correct.

I understand that any false, incomplete or misleading statements may result in my application no longer being considered, my appointment not being confirmed or my subsequent dismissal.

Signed

Date



Section 3 - Equal Opportunities Monitoring Form

This information is for monitoring purposes only and will not be considered as part of the recruitment and selection process.

The Athelstan Trust believes in equal opportunities. Part of this involves ensuring that our recruitment and selection practices are fair, equitable and consistent, with the aim of appointing the best person for the job and fulfilling statutory duties relevant to equality in employment.

In order to monitor the effectiveness of our policies and procedures we would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by individuals directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. There is no obligation on you to provide information. All applicants will be treated the same regardless of whether or not they provide this information. Thank you for your assistance.

Job applied for:	
School:	
Full name:	
1. Gender	
Male	
Female	
Prefer not to say	
2. Age	
3. Marital status	
Married	
Civil partner	
Single	
Other	



4. Do you have any disabilities?

This information is used only for monitoring purposes. If you believe you may be disabled and may need any reasonable adjustments to be made in the recruitment and selection process or as part of your employment, please advise on the application form.

5. Ethnic origin

(Relates to a sense of identity/belonging on the basis of race/culture, not place of birth or citizenship.)

I would describe myself as (choose ONE section from A to F, and then tick the appropriate box to indicate your cultural background):

A White:

British	
English	
Scottish	
Welsh	
Northern Irish	
Irish	
Other, please specify:	

B Mixed/Multiple ethnic groups:

White and Black Caribbean	
White and Black African	
White and Asian	
Other, please specify:	

C Asian, Asian British, Asian English, Asian Scottish, Asian Welsh or Asian Northern Irish:

Indian	
Pakistani	



Bangladeshi	
Other, please specify:	
D Black, Black British, Black English, Black Scottish, Black Welsh or Black Northern Irish:	
Caribbean	
African	
Other, please specify:	
E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or Chinese Northern Irish:	
Chinese	
Other, please specify:	
F Other ethnic group:	
Arab	
Prefer not to say	
Other, please specify:	
6. Religion or belief	
No religion or belief	
Buddhist	
Christian	
Hindu	
Jewish	
Muslim	
Sikh	



Prefer not to say		
Other, please specify:		
Where did you see this post advertised?		
<p>Data protection: The Athelstan Trust collects, stores and uses personal information in accordance with our data protection policy. Further information can be found in the Privacy Notice on our website. As explained in our Privacy Notice, where we are processing personal data with your consent you may change or withdraw your consent for us to process data by emailing admin@malmesbury.wilts.sch.uk</p> <p>I hereby give my consent to The Athelstan Trust processing the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the school. I acknowledge that my application will be treated the same regardless of whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying the Data Protection Manager at the school.</p>		
Applicant's signature:		Date: