



Application for Employment Inspire Trust



Inspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers and volunteers to share this commitment.

Please note that all sections of the application form must be completed in full and that we do not accept CVs (CVs will be removed prior to panel consideration).

Section 1 - Post Details

Post Applied for:

School:

Section 2 - Personal Details

Title/preferred form of address: Mr Mrs Miss Ms Other (please give details)

Last Name:

First Name:

If you have changed your name please provide previous name:

Address (inc. postcode):

E-mail address:

Daytime Phone number:

Mobile Phone number:

National Insurance No:

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Section 3 - Advertisement

Where did you see this job advertised?:

Section 4 - Teaching Posts only

- (i) Teacher Number (also known as DfE / GTC Registration Number):
- (ii) Date of Award of QTS:
- (iii) Date of completion of statutory induction (Newly Qualified Teachers) or number of terms completed:

For office use only:

Applicant Reference Number

Ref 1 rec'd Y N

Confirmed Attendance Y N

Ref 2 rec'd Y N

Prohibited from teaching, check completed by: _____

Clear? Y N

Teaching Posts: QTS check completed by: _____

Copy downloaded to file? Y N

Section 8 - Relevant Professional Development e.g. Courses, Programmes (other than those identified above)

Title	Length and date of course	Qualification (if appropriate)

Section 9 - REFERENCES

PLEASE ENSURE THAT REFEREES ARE WILLING AND AVAILABLE TO PROVIDE A REFERENCE AND COMPLETE OUR SAFEGUARDING FORM BEFORE PROVIDING THEIR DETAILS. E-MAIL ADDRESSES MUST BE PROVIDED.

- (i) If you have worked before or are currently working, one of your referees must be your present or last employer. If at a school this must be the Headteacher.
- (ii) If you have worked with children in the past but are not currently doing so, you must provide as a referee details of the person by whom you were most recently employed to work with children.
- (iii) Your referees must not be members of your family or personal friends who can only reference their friendship with you.

Referee 1

Name:

Position:

E-mail address:

Address:

Phone Number:

Type of reference (please indicate)

Employer

Academic

Personal

(Please state the relationship with your personal referee and see statement iii above)

Referee 2

Name:

Position:

E-mail address:

Address:

Phone Number:

Type of reference (please indicate)

Employer

Academic

Personal

(Please state the relationship with your

personal referee and see statement iii above)

Section 10 - Full Employment history (please use extra sheets if you need to but do not attach a CV)

Please list all previous jobs (paid or unpaid) starting with most recent job first. Include dates and explanations for periods when not in work or education and reason for leaving.

Current Employment

Employer / School name &

Brief description of duties

(Give type of school & number on roll if applicable)

address

Date from:

Position held:

Reason for wanting to leave:

Current salary:

Current Pay Scale / Grade / Point:

Previous Employment(s)

Employer / School name &

Brief description of duties

(Give type of school & number on roll if applicable)

address

Date from:

Date to:

Position held:

Reason for wanting to leave:

Employer / School name &

Brief description of duties

(Give type of school & number on roll if applicable)

address

Date from:

Date to:

Position held:

Reason for wanting to leave:

Employer / School name &

Brief description of duties

(Give type of school & number on roll if applicable)

address

Date from:

Date to:

Position held:

Reason for wanting to leave:

Section 11 - Information in Support of Application (please use extra sheets if you need to)

Please include in this section:

- The reason you are applying for this post
- How you meet the requirements of the person specification
- Why you want to work with children and what makes you suitable to work with children
- Any information relevant to the job description not already mentioned which you consider relevant (including work experience, voluntary or unpaid work)

Strictly Confidential (to be removed prior to panel consideration)

Job Title: _____

Applicant Name: _____ Applicant Date of Birth __ / __ / ____

Please note: The shortlisting and interview panel will not see the following information, it is used for monitoring our legal duty to promote equality and if you are appointed to inform your personnel record in line with the Privacy Notice issued to applicants with the application form.

Using the list below, please indicate in the box which ethnic group best describes you. What is your ethnic group? How would you describe yourself?

White

White British

White Irish

Any other White background

please state:

Mixed

White & Black Caribbean

White and Black African

White & Asian

Any other Mixed background

please state:

Black & Black British

Caribbean

African

Any other Black background

please state:

Asian or Asian British

Indian

Pakistani

Bangladeshi

Kashmiri

Any other Asian background

please state:

Chinese, Yemeni or other ethnic group

Chinese

Yemeni

Any other Ethnic background

please state:

To help us monitor the fairness of our recruitment processes please answer the following question by ticking the boxes that apply to you

Do you consider yourself disabled? Yes

No

What is your sex? Male

Female

What is your age group? 16-24

25-39

40-49

50-64

65+

For office use only: Applicant Reference

Appointed Shortlisted Unsuccessful Applicant