**Application for Employment - Online Language Team**

***The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.***

Please ensure that you complete all sections in Part 1 and Part 2 of the application form. Please note that providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form.

**Part 1**

**Please complete this form in black ink and attach your letter of application. CVs are not accepted**

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| --- |
| **Name:** |
| **Position applied for:**   * **Subject Reviewer** * **Lesson Content Creator** * **I wish to be considered for both positions** |
| **College/School of Post: Online Languages Team** |
| **Would you be interested in a hybrid role teaching in one of the schools/ colleges in the Trust?**  **Yes/No**  **Please indicate preferred schools or colleges:** |

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| **Letter of Application and Video:**  Please enclose a letter of application. The letter must be no more than one side of A4 and should focus on your experience in curriculum design (if applying for either position) and supporting and developing colleagues (subject reviewer only).  Please also include a video which demonstrates your ability to teach engaging online lessons. Please use the instructions below to support you:   * All applicants must send a short video, demonstrating their language teaching. * Applicants should use the free screen recorder from Screenpal to record a video teaching one element from a lesson of their choosing, lasting between 1 and 2 minutes maximum. * Applicants may wish to teach an extract of one of their own lessons or they are welcome to use LDP resources for this activity. * After launching the recording software, applicants should select ‘Both’ to allow them to record the slide deck and the camera at the same time. * During the editing process the PiP (Picture-in-Picture/camera) should be placed in the top right hand corner and should not be obstructing any text on the slide deck. * Videos should be saved as a MP4 file, with the applicant’s name in the file title, and sent to HR alongside your Online Languages application form and letter of application. |

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| **Current Employer** | **Position Held and**  **Salary Scale/Salary** | | | | **Commencement Date** | | | |
| **Name and Address:**  **Job Title:**  **Type of school:**  i.e. community, aided, free, academy, independent, foundation  **Age range:**  **Number on roll:**  **Contact number:** | **Job Title:**  **Current Salary:**  **Key areas of responsibility:** | | | | *Month* | | | *Year* |
| **Details of notice period and availability:** | | | | | | | | |
| **Details of previous teaching experience**  Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment. | | | | | | | | |
| **Name and Address of School (including student age range)** | **Position Held**  **and Salary Scale/Salary** | **Dates** | | | | | **Reason for Leaving** | |
| **From** | | **To** | | |
| **Month** | **Year** | **Month** | | **Year** |
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**Please enclose a continuation sheet if necessary.**

**Details of Employment Outside of Teaching**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name and Address of Employer**  **(type of business)** | **Position Held**  **and Salary Scale/Salary** | **From** | | **To** | | **Reason for Leaving** |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |  |  |
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**Secondary Education and Qualifications**

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| --- | --- | --- | --- | --- | --- | --- |
| **Schools/Colleges from age 11**  **Name/Address** | **From** | | **To** | | **A levels/GCSEs taken**  **(or equivalent)** | **Results** |
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**Higher Education**

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| --- | --- | --- | --- | --- | --- |
| **University** | **Subject** | **Qualification taken** | **Results** | **Dates** | |
| **From** | **To** |
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**Details of Teacher Training**

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| --- | --- |
| **Age range for which your course was designed** |  |
| **Name and date of examination for Qualified Teacher recognition** |  |
| **Detailed results (if known)** |  |
| Please indicate whether you have experience teaching the LDP curriculum:  **Yes/No** | |

**Professional Training Courses Attended Within the Last 3 Years**

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| --- | --- | --- |
| **Course Details** | **Date(s)/Duration** | **Provider** |
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**Other Relevant Experience, Interests and Skills**

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**This application form must be completed in full. Incomplete application forms will not be accepted. CVs will not be accepted in substitution for application forms.**

**If you have not been contacted within 2/3 weeks, please assume your application has not been successful**

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|  |  |
| --- | --- |
| **Name** |  |
| **Position applied for** |  |
| **School/College** |  |

**Part 2**

This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not be used for selection purposes and will not be passed to the interview panel.

**Personal Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Surname** | **Previous names** | | **Forenames** | | **Title** |
|  |  | |  | |  |
| **Address:** | | | | | |
| **Post code:** | | | **Contact number:** | | |
| **When did you move to current address:** | | | **Month** | **Year** | |
| **Date of Birth:** | | | **National Insurance number:** | | |
| **Email:** | | | | | |
| **DfE Reference number:** | | | | | |
| **Do you have Qualified Teacher Status?** | | YES | | NO | |

**Other Information**

|  |  |
| --- | --- |
| Did you qualify as a teacher after May 1999? | Yes No  If yes, in which school was induction completed? |
| Do you hold a full, current driving licence? | Yes No |
| Are you subject to any legal restrictions in respect of your employment in the UK? | Yes No |
| Do you require Sponsorship (work permit)? | Yes No  If yes, please provide details separately |
| Are you related to or have a close personal relationship with any student, employee or governor? | Yes No  If yes, give details separately under confidential cover |
| Are there any special arrangements which we can make for you if you are called for an interview and/or work-based assessment? | Yes No  If yes, please specify (e.g. ground floor venue, sign language, interpreter, audiotape, etc) |
| Have you ever been subject to a child protection investigation by your employer or TRA? | Yes No  If YES, please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called to interview. |

**References**

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children, please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

**It is normal practice to take up references on shortlisted candidates prior to interview.** This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

**First Referee**

|  |  |
| --- | --- |
| Title and name: |  |
| Address and postcode: |  |
| Telephone number: |  |
| Email address: |  |
| Job title: |  |
| Relationship to applicant: |  |

I consent to this reference being requested before interview.

Yes / No

Please circle as appropriate

**Second Referee**

|  |  |
| --- | --- |
| Title and name: |  |
| Address and postcode: |  |
| Telephone number: |  |
| Email address: |  |
| Job title: |  |
| Relationship to applicant: |  |

I consent to this reference being requested before interview.

Yes / No

Please circle as appropriate

**Reference Declaration**

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

* The referee’s relationship with the candidate.
* Details of the applicant’s current post and salary.
* Performance history.
* All formal time-limited capability warnings which have not passed the expiration date.
* All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
* All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns.
* Details of any child protection concerns, and if so, the outcome of any enquiry
* Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

By signing the below, I consent to my named referees being contacted in accordance with the above.

|  |  |
| --- | --- |
| Sign: |  |
| Print: |  |
| Date: |  |

You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer that you wish to withdraw your consent.

**Where did you see this post advertised:**

|  |
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**Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs**

It is the Trust’s policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974). The School may also carry out an online search on shortlisted applicants.

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child’s fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

**Prohibition from Teaching**

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

**Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)**

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice and Data Retention Policy which can be found on our website.

The person responsible for Data Protection in our organisation is the Data Protection Officer and you can contact them with any questions relating to our handling of your data by email [cducket@catrust.co.uk](mailto:cducket@catrust.co.uk). The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled, you can contact the Information Commissioners Office via their [website](https://ico.org.uk/).

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

**Notes**

1. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.
2. Canvassing, directly or indirectly, an employee or governor will disqualify the application.
3. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
4. This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

**Declaration**

I certify that the information given is complete and correct to the best of my knowledge.

Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police.

Please note that checks may be carried out to verify the contents of your application form.

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| Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

If you have signed and dated this application form electronically and are shortlisted for interview you will be asked to verify the contents of this application and sign this form in ink as part of the checks which take place during the interview / selection process.

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, prohibition from teaching check, section 128 check (as required) and a medical questionnaire.

**Part 3**

**Equality and Diversity Monitoring**

This section will be separated from Part 1 and Part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with specific public-sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept confidentially, and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR), as outlined in section 10.

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| **Ethnicity** |  | **Please tick** |
| White | **WBRI** British English Welsh Northern Irish Scottish **WIRI** Irish **WIRT** Traveller of Irish heritage |  |
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| Mixed | **WROM** Gypsy / Roma **WOTH** Other white background **MWBC** White and Black Caribbean **MWBA** White and Black African **MWAS** White and Asian |  |
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| Asian or Asian British | **MOTH** Any other mixed background **AIND** Indian **APKN** Pakistani **ABAN** Bangladeshi **CHNE** Chinese |  |
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| Black of Black British | **AOTH** Any other Asian background **BCRB** Black – Caribbean  **BAFR** Black – African |  |
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| Other ethnic group | **BOTH** Any other black background **ARAB** Arab **CHNE** Chinese **REFU** Refused/Prefer not to say **OOTH** Any other ethnic group |  |
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| **Sexual Orientation** | | **Please tick** |
| Bi-sexual | |  |
| Gay man | |  |
| Gay woman | |  |
| Heterosexual | |  |
| Other | |  |
| Prefer not to say | |  |
| **Gender** | | **Please tick** |
| Female | |  |
| Male | |  |
| Transgender | |  |
| Prefer not to say | |  |
| Other- please state | |  |
| **Personal relationship** | | **Please tick** |
| Single | |  |
| Living together | |  |
| Married | |  |
| Civil Partnership | |  |
| Prefer not to say | |  |
| **Religion** | | **Please tick** |
| No religion | |  |
| Christian (including Church of England, Catholic, Protestant or any other Christian denominations | |  |
| Buddhist | |  |
| Hindu | |  |
| Jewish | |  |
| Muslim | |  |
| Sikh | |  |
| Any other religion (write in) | |  |
| Prefer not to say | |  |
| **Disability - Do you consider yourself to have a disability?** | | |
| Yes – Please complete the grid below | | |
| No | | |
|  | | **Please tick** |
| Physical Impairment | |  |
| Sensory Impairment | |  |
| Mental Health Condition | |  |
| Learning disability / difficulty | |  |
| Long standing illness | |  |
| Other | |  |
| Prefer not to say | |  |

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| --- |
| Please send your completed application to:  Mrs T Tull  Trust HR Manager  The Cam Academy Trust  West Street  Comberton  Cambridgeshire  CB23 7DU  [ttull@catrust.co.uk](mailto:ttull@catrust.co.uk) |

**Thank you for your interest in The Cam Academy Trust.**