APPLICATION FORM

Before completing this application form, we would strongly encourage you to read our Application Pack. This can be downloaded from our website.

Return your completed form to admin@**crossteach**.com (electronic copy) or 11 Dormer Place, Leamington Spa CV32 5AA (printed copy).

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Surname:  | Previous surname(s), if applicable: |
| Forename(s): | Title: |
| Current address:Post Code: | Home phone:Mobile phone: |
| Email address: | Date of Birth: |

**THE ROLE**

Which **crossteach** team are you applying to join?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Kent |  | London |  | Nottingham |  | Warwickshire |

Please state the post you are applying for:

What is the earliest date you could start a new role with **crossteach**?

Or what is your notice period for your current employment?

 **ELIGIBILITY**

|  |  |  |  |
| --- | --- | --- | --- |
| Are you currently eligible to work in the UK? | YES | Do you require a work permit/visa? | YES |
| NO | NO |
| Nationality |  |
| NI Number |  |

EMPLOYMENT

 **CURRENT EMPLOYER**

|  |  |
| --- | --- |
| Current employer name:Address:Telephone number: | Job title and main responsibilities: |
| Date appointed: | Full/ part time:Current salary: |

##  EMPLOYMENT HISTORY

PREVIOUS EMPLOYMENT. Please tell us about all the jobs you have held, including any voluntary or unpaid work, and provide an explanation for any gaps in employment. Start with the most recent post.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer/Establishment | Job Title & Main Responsibilities | Salary (state if voluntary or unpaid) | FT/ PT | From/To(mm/yy) | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

QUALIFICATIONS

##  QUALIFIED TEACHER STATUS

Qualified Teacher Status (QTS) is not essential but should be declared if you have this qualification.

|  |  |  |
| --- | --- | --- |
| Do you have QTS? |  YES |  NO |
| Date Awarded |  |
| DfE Number |  |

##  QUALIFICATIONS, TRAINING AND EDUCATION

Please include details of all education, training and qualifications at and above GCSE level.

If you are shortlisted for interview, we will ask you to provide evidence of your qualifications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Establishment | Subject(s) studied | Grade/ Level | FT/PT | From/ to (mm/yy) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 **IN-SERVICE CPD**

Please list any in-service training or CPD you have received over the last two years.

|  |  |  |  |
| --- | --- | --- | --- |
| Training/Course Title | Organising Body | Duration | Date (mm/yy) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

SUPPORTING STATEMENT

Your application should be supported by a statement of not more than two A4 sides (11 point font) which explains how you meet the person specification for the post. You can include your statement here or attach it separately to your application.

WORKING FOR A CHRISTIAN ORGANISATION

We expect all our staff to support our mission, vision, aims and approach. Your application should be supported by a statement of not more than one side of A4 (11 point font) which explains how you would do this. You can include your statement here or attach it separately to your application.

REFERENCES

If you are shortlisted for interview, we will take up three references before the interview date. You should tell us if this is not appropriate for any reason.

Two referees should be your current or most recent employer and a previous employer. If you have not worked for some time please give the name of someone who knows you and can comment on your ability to do the job, which includes someone overseeing voluntary or unpaid work.

If there is a Genuine Occupational Requirement for the post you have applied for to be held by a practicing Christian, then one referee MUST be a church leader (vicar/minister/pastor/elder) (lead or assistant). Otherwise, the third referee should be someone who can give a character reference.

Your referees must have known you for at least 6 months.

References from relatives or **crossteach** staff are not accepted.

|  |  |
| --- | --- |
| Referee 1Name & Title: Position: Address: Post Code:Tel:E-Mail:Relationship: | Referee 2Name & Title: Position: Address: Post Code:Tel:E-Mail:Relationship: |
| Referee 3Name & Title: Position: Address: Post Code:Tel:E-Mail:Relationship: | Where did you see this post advertised?  |

DBS DECLARATION

**crossteach** is committed to safeguarding and promoting the welfare of children. Assessment of applicants’ suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process.

The post you are applying for is exempt from the Rehabilitation of Offenders Acts 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exemptions Order provide that certain ‘spent’ convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance on criteria on the filtering of these cautions and convictions can be found at <https://www.gov.uk/government/publications/dbs-filtering-guidance>

Please ensure you answer the following questions honestly as any false statements or withholding relevant information will result in one of the following actions being taken:

Your application will be taken no further.

An offer of employment will be withdrawn.

Disciplinary action leading to dismissal will be taken, if employment has commenced.

You are required to say whether you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Have you ever had a criminal conviction, caution, reprimand or final warning that is not ‘protected’, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? |  |  |
| Have you ever been disqualified from working with children and/or included on the Children’s Barred List (formerly List 99) or subject to sanctions imposed by a regulatory body? |  |  |
| Has there ever been cause for concern regarding your conduct with children? |  |  |

If you have answered ‘yes’ to any of the above questions, please give details on a separate document and attach it to your application. If you are submitting a printed copy of your application, please put this additional sheet in a sealed envelope marked ‘confidential disclosure’.

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| I am committed to always understanding and complying with the crossteach Safeguarding policy. |  |  |
| I understand that, if my application is successful, I will be required to provide or obtain an enhanced DBS disclosure certificate. |  |  |

DECLARATIONS

**STATEMENT OF FAITH**

I have read the **crossteach** Basis of Faith and affirm I am happy to teach this doctrine and work within this framework.

YES

NO

Our introduction to our statement of faith is also available here *http://www.****crossteach****.com/about-us/our-statement-of-faith/*

Our full statement of faith is also available here - [*http://www.****crossteach****.com/wp-content/uploads/2018/02/CT-safeguarding-and-childprotection-policy.pdf*](http://www.crossteach.com/who-we-are/statement-faith/)

**TRANSPORTATION**

In some **crossteach** areas, staff need to be able to drive to, and between, schools.

Do you have a current driving licence?

YES

NO

**DATA PROTECTION**

I agree that this information may be stored and processed for the purpose of personnel management under the terms of the Data Protection Act 1998 and General Data Protection Regulations.

We hold personal data in accordance with the Data Protection Act and meet the requirements of the General Data Protection Regulations.

**CONFLICT OF INTERESTS**

YES

NO

Are you related to any member of **crossteach** staff or trustee?

If yes, please provide details:

**DECLARATION**

The information given on this form will form part of the contract of employment for successful candidates. We may contact other organisations to check factual information you have given on this application form. The information will be stored electronically and disposed of after 12 months if your application is unsuccessful.

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form are an offence and could result in my application being rejected or possible referral to the police if appropriate.

I understand that if I am applying online, I will be asked to sign my application form at interview.

Signature Date