

For Office Use Only:

Application Number:

Application Form Section

Please note that if you have a disability and you require having this form, or submitting the information with regard to this form in another format, such as in larger print or audio-tape, please email hr@onedegreeacademy.org or phone the main school office on 02031501144.

Post Applied For:	
How did you hear about this vacancy?	

Personal Details

Family Name (Including Preferred Title)	
First Name(s)	
Address (Inc. Postcode)	
Contact Telephone No:	
E-Mail Address	
Nationality	
National Insurance Number	
Are you eligible to work in the UK?	

Please state what documentation you can provide to demonstrate this e.g. British Passport, EEA ID card, passport or travel document showing an authorisation to reside and work in the UK.

Note: Should you be shortlisted, you will be asked to bring this documentation with you to the interview. A full list of eligible documents will be sent to you. **Any offer of employment will be subject to successful verification of your right to work in the UK.**



Adnan Jaffery Academy Trust trading as One Degree Academy
Registered No. 09026334, Registered Address: Chace Village Road, Chase Farm, Enfield, EN2 8GH
www.onedegreeacademy.org

Sections A, B and E of the Application Form will be detached prior to shortlisting. Panel members will not have details of your personal information until after shortlisting has been completed.

Application Form Section B

Data Protection Statement

The information that you provide on this form and obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your pay slip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with any other information held by us. We may also use, or pass to third parties, information to prevent or detect crime, to protect public funds or in other ways as permitted by law.

By signing this application form, we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner's Office.

DECLARATION

I acknowledge that One Degree Academy is committed to safeguarding and promoting the welfare of children and young people and to this end hereby certify that I am not on The Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body, and have no convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).

I consent to a Disclosure and Barring Service (DBS) check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

I agree to inform One Degree Academy if I am convicted of an offence after I take up any post within One Degree Academy. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform One Degree Academy if I become the subject of a police and/or a social services/(Children's Social care or Adult Social Services)/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, and a medical report, all of which must be deemed by One Degree Academy as satisfactory. If shortlisted, I agree to provide any social media user names to enable an online search to be carried out.

I also declare that I will not contact any member of One Degree Academy to further this application (and I understand that to do so would disqualify me from further consideration) unless the advertisement invites me to contact a named individual to seek further details.

Signed		Date	
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Application Form Section C

If you are applying for a teaching post, please provide the following information:

Do you have QTS?

TRN number (formally DFE number or GTC number)

If you qualified after September 1999, have you completed your NQT statutory induction year?

Note: One Degree Academy will require proof of essential qualifications detailed in the Person Specification at interview.

Present Post Details

Name and address of current employer, school or establishment:

Telephone Number:

Local Authority (if applicable):

Age range of school (if applicable):

Date of appointment to organisation (DD/MM/YY):

Job Title

Contract Type

Date of appointment to post, if different (DD/MM/YY):

Type of Appointment:

Salary/Allowance Details:

Reason for Leaving:	
Date free to take up appointment (DD/MM/YY):	

Previous Employment

Please list your most recent position first and continue on a separate sheet where necessary

Name and address of employer (If this is a school please include name of LA and age range of school)	Position held (Please state if Full-time, Part-time or Supply)	Start Date (mm/yyyy)	End Date (mm/yyyy)	Reason for leaving

Please use the space below to explain any gaps in your employment.

Previous Employment with Children

Other than the employment mentioned above, have you ever worked within a role that involved contact with children or young people?				
If yes, please provide details below. One Degree Academy reserve the right to contact any of your previous employers.				
Name and address of employer	Position held (Please state if Full-time or Part-time)	Start Date (mm/yyyy)	End Date (mm/yyyy)	Reason for leaving

Education

Date	School/College/University	Subjects Taken	Examination Results/Grades

Other Professional Qualifications including membership of Professional Bodies

Other Experience Relevant to the Post e.g. Work Experience, Voluntary positions

Personal Interests

If you need to give more information about any of the above, please continue on a separate sheet

Relatives/Other Interests

Are you currently or have you ever been an employee or volunteer for any One Degree Academy project?	
If yes, please name the project:	
Are you related to, or know personally, any One Degree Academy employee?	
Name of person:	
Position held within One Degree Academy:	
Relationship of person to you:	

Have you applied previously for a post within One Degree Academy?	
If yes, please give details:	

Safeguarding Children & 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. Any offer of appointment is subject to satisfactory Disclosure and Barring Service (DBS) Enhanced Check.

Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with children or young people?	
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Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?	
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If you have answered 'yes' please give full details, continuing on a separate sheet if necessary.

Criminal Convictions

You are required, before appointment, to disclose any unspent convictions, cautions, reprimands or final warnings that are not "protected" as defined by under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Non-disclosure may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to termination of employment.

Do 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)?	
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Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding?	
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If yes, please attach details including the offence and the date.

Referees

Please give the name and address of two people whom we may contact for a reference. One of these should be from your current or most recent place of employment, although One Degree Academy reserves the right to contact any of your former employers.

Please note that we will contact these referees if you are shortlisted for this post and seek reference before the interview. Also, in relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this, please do not hesitate to contact our Human Resources Department

	1 st Referee	2 nd Referee
Name		
Status		
Organisation		
Relationship		
Address		
Tel. No.		
Fax No.		
E-mail address		

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Application Form Section D

Post Applied For:

Please complete the following sections, using additional space if necessary.

1.

How do your personal qualities and professional experience qualify you for this position?

Please refer to the Job Description and Person Specification documents. (Please make reference to how you have made a positive contribution to the wider life and ethos of the school.) 1 Page max

2.

How would you seek to incorporate the One Degree Academy ethos and values into your working practice? 1 page max

Courses (relevant to this application and taken within the last 5 years):		
In service courses	Date	Venue

If necessary, please continue on a separate sheet

Please return your completed application by email to hr@onedegreeacademy.org

If returning this application electronically you are confirming that the information is true and accurate to the best of your knowledge. If you are short listed for this post you will be required to sign your application form prior to interview.

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Application Form – Section E

EQUAL OPPORTUNITIES

Please note that if you have a disability and you require having this form, or submitting the information with regard to this form in another format, such as larger print or audio-tape, please contact us by writing, emailing or telephoning the Recruitment Team.

One Degree Academy is working towards equality of opportunity for all who apply for employment with the organisation. We are actively opposed to discrimination and want to ensure our processes support recruitment of the full diversity of people. We believe that monitoring our recruitment results will help us assess any areas requiring improvement. In order to assist us with this, we would be grateful if you would complete this form and return it with your application.

One Degree Academy undertakes that this form will not be made available to anyone involved in the recruitment and selection of staff and will remain confidential to the Human Resources Department to be used solely for the purpose of monitoring the effectiveness of our equal opportunities policy.

Your help in this matter is entirely voluntary and will in no way affect your application.

Post applied for

1. Please indicate your gender:

2. Please indicate your age:

16 – 17 ☐

18 – 21 ☐

22 – 30 ☐

31 – 40 ☐

41 – 50 ☐

51 – 60 ☐

61 – 65 ☐

66 – 70 ☐

71+ ☐

3. Would you describe yourself as:

White

English/Welsh/Scottish/Northern Irish/British

☐

Irish

☐

Gypsy or Irish Traveller

☐

Any Other White Background

☐

Please state:

Mixed/multiple ethnic groups

White & Black Caribbean

☐

White & Black African

☐

White & Asian

☐

Any other Mixed/multiple ethnic background

☐

Please state:

Asian/Asian British

Indian ☐
 Pakistani ☐
 Bangladeshi ☐
 Chinese ☐
 Any other Asian background ☐
 Please state:

Black/African/Caribbean/Black British

African ☐
 Caribbean ☐
 Any Other Black/African/Caribbean background ☐
 Please state:

Other ethnic group

Arab ☐
 Any other ethnic group ☐
 Please state:

4. Do you consider yourself to have a disability within the meaning of the Equality Act 2010 (see end of this part of form for definition)?

Yes ☐ No ☐

If you have selected yes,
 please select the nature of your disability:

Physical/sensory impairments ☐
 Learning difficulty & specific learning difficulties ☐
 Mental health difficulties ☐
 Medical conditions ☐

5. What is your Religion, even if you are not currently practising?

Christian inc. Church of England, Catholic, Protestant
 and all other Christian denominations) ☐
 Buddhist ☐
 Hindu ☐
 Jewish ☐
 Muslim ☐
 Sikh ☐
 Any other religion ☐
 Please describe:
 No religion ☐

6. What is your sexual orientation?
 Bisexual ☐

- | | |
|-----------------------|--------------------------|
| Gay man | ☐ |
| Gay woman/lesbian | ☐ |
| Heterosexual/straight | ☐ |
| Other | ☐ |
| Prefer not to say | ☐ |

Thank you for your assistance

Disability Definition

The Equality Act 2010 states “A person has a disability if they have a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.”

The Act goes on to state “A person can also qualify if s/he had a disability in the past and/or if s/he was on the register of disabled persons under provisions in the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996”.
DDA 2005.