

## ACORN EDUCATION TRUST

# APPLICATION FORM

**Applicant's Name:**

**Position Applied For:**

**Closing Date:**

**Post Reference:**

**AET**

Dilton Marsh Church of England Primary School  
High Street, Dilton Marsh, Nr Westbury, Wilts.  
BA13 4DY - Tel/Fax 01373 822902  
Headteacher Designate – Mrs Charlotte Hyde  
E.mail [admin@diltonmarsh.wilts.sch.uk](mailto:admin@diltonmarsh.wilts.sch.uk)  
[www.diltonmarsh.wilts.sch.uk](http://www.diltonmarsh.wilts.sch.uk)

Dilton Marsh CoE Primary School is a trading name of  
Acorn Education Trust, a private charitable company  
limited by guarantee. Registered in England and  
Wales. Company No. 7654902.

## SECTION 1 - PERSONAL DETAILS

<b>Title:</b> _____ (Dr/Mr/Mrs/Miss/Ms)	<b>Forename(s)</b>	<b>Surname:</b>	
<b>Former names:</b>		<b>Preferred Name:</b>	
<b>Address:</b>		<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/>	
		<b>National Insurance Number:</b> _____	
<b>Post Code:</b>			
<b>Date of Birth:</b> _____ <small>(Kingdown welcomes applications from candidates of all ages. This information allows the School to identify any gaps in candidate's employment or education history as required under Child Protection Guidance DfE 1568/2005)</small>			
<b>Telephone Numbers:</b>		<b>Are you currently eligible for employment in the UK?</b>	
<b>Home:</b>	0	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Work/Office:</b>	0	<b>'Right to Work' Permit Number/Details(if applicable):</b> _____	
<b>Mobile Number:</b>	07	<b>Are you registered with the Teaching Council for England (formerly the GTC)?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Email Address:</b>		<b>DfE Number:</b> _____/_____	
<b>Do you have Qualified Teacher Status?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>Are you related to or do you maintain a close relationship with an existing employee, volunteer or Trustee of Acorn Education Trust?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> <b>If so, please provide details:</b>			

## SECTION 2 - EDUCATION

Please start with the most recent

Name of University/College	Dates		Qualifications	Main Subjects	Grade/Class
	From	To			

Name of School/College	Dates		Qualifications		
	From	To	Level	Subjects Taken	Grades
<b>ANY ADDITIONAL EXPERIENCE OUTSIDE TEACHING</b>					
Name of Organisation	Post Held		Salary	Dates	Reason for Leaving

### SECTION 3 – OTHER QUALIFICATIONS, SKILLS OR TRAINING

Education Centre or Institution	Dates		Course Title & Qualification
	From	To	

## SECTION 4 - EMPLOYMENT - TEACHING STAFF ONLY

**Please note** that under 'Safeguarding Children and Safer Recruitment in Education Guidance', we reserve the right to contact any of your previous employers for a reference to include details of any disciplinary procedures you may have been subject to relating to the safety and welfare of children or young people.

**Current or most recent appointment first please.**

[illegible]

## SECTION 4A - EMPLOYMENT - BUSINESS STAFF ONLY

Current or most recent employment first please.

Name and address of Employer	Title of Post (Include brief details of post)	Salary	Dates From/To	Reason for Leaving

## SECTION 5 - REFEREES

We will seek references for short-listed candidates. **TEACHERS:** If you are currently employed as a teacher, you must give full details of your current Headteacher or your most recent employer. **TRAINEE TEACHERS:** You should give details of at least one reference from your main school placement e.g your mentor and another from your training provider e.g your subject tutor. **BUSINESS STAFF:** Please tick box if you do not want your current employer approached at this time. ☐

Name	Full address	Telephone/Fax	E-mail	Capacity/Position
		Tel:  Fax:  Mobile:		
		Tel:  Fax:  Mobile:		
		Tel:  Fax:  Mobile:		

**TEACHING STAFF:** Please note that if you are shortlisted for interview, you will be asked to bring originals of: Your DfE /DCSF /GTC/Teaching Council / Teacher Qualification Evidence (QTS certificate copy) and Degree and Exam Certificates etc.

## SECTION 6 - HEALTH

**ACORN ACADEMY TRUST is an Equal Opportunities employer and welcomes applications from disabled candidates and adheres to the Equality Act 2010.**

Do you consider yourself to be disabled?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you wish, please give further details here		
Are there any special arrangements you might require to attend an interview:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If Yes, please give details here		
If offered the position applied for, are there any adjustments the School would have to make to enable you to carry out your role?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If Yes, please give details here		

## SECTION 7 – SAFEGUARDING & DECLARATION

ACORN ACADEMY TRUST is committed to safeguarding and promoting the welfare of children and young people. If you are successful in your application, an offer of employment is conditional upon ACORN ACADEMY TRUST receiving a satisfactory Disclosure from the Disclosure and Barring Service. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS. ACORN ACADEMY TRUST is exempt from the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975, and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. A criminal record will not automatically debar you from employment.

I have no convictions, cautions, reprimands or final warnings. YES ☐ NO ☐

or

I have attached details of any convictions, cautions, reprimands or final warnings in a sealed envelope for the attention of the Snr Deputy Head marked ‘CONFIDENTIAL’.

### DECLARATION:

**I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, final warnings and including those regarded as ‘spent’ must be declared.**

Are your details held on any children’s or adults’ barred list? YES ☐ NO ☐

Are you disqualified from working with children? YES ☐ NO ☐

Are you subject to sanctions imposed by a regulatory body? YES ☐ NO ☐  
i.e. The Teaching Agency (TA), previously the General Teaching Council (GTC)

If you answer Yes to any of the above, please provide details below:

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I certify that the details I have provided are true and accurate to the best of my knowledge and belief. I understand that any

false statement knowingly made, or the withholding of any relevant information may result in the withdrawal of any offer or appointment, or the termination of employment.

<b>SIGNED:</b>	<b>Date:</b>
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**SECTION 8 – ANY ADDITIONAL INFORMATION**

## SECTION 9 – EQUAL OPPORTUNITIES

### ACORN ACADEMY TRUST EQUALITY OF OPPORTUNITY

ACORN ACADEMY TRUST is committed to a policy of ensuring that all job applicants and employees receive equality of opportunity.

The aim of this policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex or marital status, age, disability, sexual orientation or religious beliefs and practices or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Selection criteria and procedures are regularly reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. The School will continue to review its personnel policies and practices generally and take appropriate action to make this policy fully effective.

To ensure the Equal Opportunities Policy is being carried out, the School has undertaken to monitor all aspects of the recruitment and selection processes.

The monitoring exercise has been designed in accordance with guidelines from the Commission for Racial Equality and the Equal Opportunities Commission and it has been approved by the appropriate Trade Unions. The information will not be used for any other purposes than monitoring of the Equal Opportunities Policy. All information supplied will be kept strictly confidential. In order to assist the school to pursue its policy of equal opportunity, would you please complete the questionnaire overleaf. The information you give will be stored on a computer.

The categories of ethnic origin which you are asked to complete are as follows:

- |                                      |   |
|--------------------------------------|---|
| <b>White</b>                         | <ul style="list-style-type: none"> <li>- British</li> <li>- Irish</li> <li>- Any other White background</li> </ul>  |
| <b>Asian or Asian British</b>        | <ul style="list-style-type: none"> <li>- Indian</li> <li>- Pakistani</li> <li>- Bangladeshi</li> <li>- Any other Asian background</li> </ul>                                      |
| <b>Black or Black British</b>        | <ul style="list-style-type: none"> <li>- Caribbean</li> <li>- African</li> <li>- Any other Black background</li> </ul>  |
| <b>Chinese or Other Ethnic Group</b> | <ul style="list-style-type: none"> <li>- Chinese</li> <li>- Any other ethnic group</li> </ul>   |
| <b>Mixed</b>                         | <ul style="list-style-type: none"> <li>- White and Black Caribbean</li> <li>- White and Black African</li> <li>- White and Asian</li> <li>- Any other mixed background</li> </ul> |

Only with your co-operation can the monitoring exercise be effective and I would therefore be particularly grateful for your help.



**CHARLOTTE HYDE**  
**Headteacher**

## EQUALITY OF OPPORTUNITY

ACORN ACADEMY TRUST is committed through its Equal Opportunities Policy to ensuring that all job applicants are considered on a fair, unbiased and lawful basis. The school requires information about sex, ethnic origin, age and disability to help monitor this policy. The following information will only be used for this purpose and will be treated in strict confidence.

Title of Post Applied for:

### ETHNIC ORIGIN

I would describe my ethnic origin as:  
(Please ✓ the appropriate box)

<b>WHITE</b>	
- British	
- Irish	
- Other White (please specify)	
<b>BLACK OR BLACK BRITISH</b>	
- Caribbean	
- African	
- Other Black (please specify)	
<b>ASIAN OR ASIAN BRITISH</b>	
- Indian	
- Pakistani	
- Bangladeshi	
- Other Asian (please specify)	
<b>CHINESE OR OTHER ETHNIC GROUP</b>	
- Chinese	
-	
<b>MIXED</b>	
- White and Black Caribbean	
- White and Black African	
- White and Asian	
- Other mixed (please specify)	

**SEX** (Please ✓ the appropriate box)

MALE	
FEMALE	

**AGE**

**DATE OF BIRTH**

**DISABILITY**

(Please ✓ the appropriate box)

Do you consider yourself disabled?

YES	
NO	

**WHERE DID YOU SEE THE VACANCY**

**ADVERTISED?**

(Please ✓ the appropriate box)

Local Newspaper	
National Newspaper	
Local Authority Vacancies Bulletin	
Professional Journal	
Job Centre	
Internet (please detail below):	
www.	
Other (please detail below):	

**Thank you for answering these questions. Please place this page in a sealed envelope and return it with your application form.**

Completion and submission of this form is taken as consent to process the information you have provided.