Sandon Primary Academy

Application Form

Tel: 01782 319097   
Email: [vacancies@sandonprimary.org.uk](mailto:vacancies@sandonprimary.org.uk)

Normacot Grange Road  
Meir  
Stoke-on-Trent  
ST3 7AW

**CONFIDENTIAL**

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| Details of Vacancy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vacancy ID: | | | | | | | | | | | |  | | | | | | | | | | | | | | Closing Date: | | | | | | | | | | Click here to enter a date. | | | | |
| Job Title: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Source: Please state where you saw this job advertised, if seen on the internet which site? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
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| Personal Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Title: | | | | | Ms Miss Mrs Mr Dr | | | | | | | | | | | | | | | | | | | | Surname: | | | |  | | | | Forename(s): | | | | | |  | |
| Address: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Post Code: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tel No. Home: | | | | | | | | | | | | | | |  | | | | | | | | | | | Mobile: | | | | | | | | |  | | | | | |
| Date of Birth: | | | | | | | | | | | | | | |  | | | | | | | | | | | NI Number: | | | | | | | | |  | | | | | |
| Email: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| DfES Reference No. (if applicable): | | | | | | | | | | | | | | |  | | | | | | | | | | | Qualified Teacher Status: (if applicable) | | | | | | | | | | | | | | Yes  No |
| Do you have a full driving licence? | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | Do you have the ability to travel? | | | | | | | | | | | | | | Yes  No |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education Secondary, Further and Higher | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **(a) Secondary** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Subject | | | | | | | | | | | | | | | | Specify GCSE, CSE, ‘O’ levels etc. | | | | | | | | | | | Grade Obtained/Expected | | | | | | | | | Name of School | | | | |
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| **(b) Further and Higher** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Subject | | | | | | | | | | | | | | | | Qualifications, specify ‘A’ level, N.V.Q, BSc etc. | | | | | | | | | | | Grade Obtained/Expected | | | | | | | | | Name of College/University | | | | |
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| **(c) Profession Qualification/Membership of Professional Body (inc Dfes)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Professional Body/Association | | | | | | | | | | | | | | | | Current Level of Membership | | | | | | | | | | | Method of Achievement (e.g. Application; examination; invitation) | | | | | | | | | Membership/Ref Number | | | | |
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| Training / Development / Learning | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please list relevant training undertaken over the past five years (continue on a separate sheet if required) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Present/Last Employer (please delete as applicable) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please give details of your present employment. If you are a newly qualified teacher, please give details of your training establishment and your most recent major teaching practice school | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Job Title: | | | | | | | | | |  | | | | | | | | | | Salary/Grade: | | | | | |  | | | | | | | | Spinal Point: | | | | |  | |
| Details of allowances/Benefits (TLR, SEN, R&R, or range if Leadership) please state which: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| Name of school/establishment: | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | Post Code: | | | | |  | |
| Tel No: | | | | | | | | | | | | |  | | | | | | | | | | | | | Local Authority: | | | | | |  | | | | | | | | |
| Approx. no. on roll: | | | | | | | | | | | | |  | | | | | | Age range: (if applicable) | | | | | | |  | | | | | | Start Date: | | | | | | |  | |
| Notice Period: | | | | | | | | | | | | |  | | | | | | | | | | | | | Dates not available for interview: | | | | | | | | | | | | |  | |
| Summary of duties/responsibilities and skills/responsibilities required: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Reason for wanting to leave: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
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| Employment History (Previous employers may be contacted to validate information provided) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Teachers to complete section (a) and (b). Applicant for other posts to complete section (b) only  Teaching experience: Please list posts, most recent first, but not including your present post. Please indicate whether full or part time (and in the case of part-time the proportion of full-time equivalence e.g. 0.6 fte). Please continue on a separate sheet if necessary. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **1** | | | | From: | | | | | |  | | | | | | | | | | To: | | |  | | | | Local Authority: | | | | | | | | |  | | | | |
| Name & Type of School: | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Age Range: | | | | | | | | | | | | | | | | | | | |  | | | | | | | No. on Roll: | | | | | | | | |  | | | | |
| Subject(s) Taught or Responsibilities: | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Post Held & Mgt/TLR/SEN Points: | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Reason for leaving/wanting to leave: | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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| **2** | From: | | | | | | |  | | | | | | | | | | | | To: | | |  | | | | Local Authority: | | | | | | | | |  | | | | |
| Name & Type of School: | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Age Range: | | | | | | | | | | | | | | | | | | | |  | | | | | | | No. on Roll: | | | | | | | | |  | | | | |
| Subject(s) Taught or Responsibilities: | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Post Held & Mgt/TLR/SEN Points: | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Reason for leaving/wanting to leave: | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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| **3** | | From: | | | | | |  | | | | | | | | | | | | To: | | | |  | | | Local Authority: | | | | | | | | |  | | | | |
| Name & Type of School: | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Age Range: | | | | | | | | | | | | | | | | | | | |  | | | | | | | No. on Roll: | | | | | | | | |  | | | | |
| Subject(s) Taught or Responsibilities: | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Post Held & Mgt/TLR/SEN Points: | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Reason for leaving/wanting to leave: | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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| **4** | | From: | | | | | |  | | | | | | | | | | | | To: | | |  | | | | Local Authority: | | | | | | | | |  | | | | |
| Name & Type of School: | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Age Range: | | | | | | | | | | | | | | | | | | | |  | | | | | | | No. on Roll: | | | | | | | | |  | | | | |
| Subject(s) Taught or Responsibilities: | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Post Held & Mgt/TLR/SEN Points: | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Reason for leaving/wanting to leave: | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
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| **5** | | | From: | | | | | |  | | | | | | | | | | | To: | | |  | | | | Local Authority: | | | | | | | | |  | | | | |
| Name & Type of School: | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Age Range: | | | | | | | | | | | | | | | | | | | |  | | | | | | | No. on Roll: | | | | | | | | |  | | | | |
| Subject(s) Taught or Responsibilities: | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Post Held & Mgt/TLR/SEN Points: | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Reason for leaving/wanting to leave: | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
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| Employment History (continued) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (b) Other employment/experience, including voluntary work | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dates From | | | | | | To | | | | | | | | Name & Address of Employer | | | | | | | | Job Title / Grade / Salary | | | | | | | | | Brief outline of the role of the job | | | | | | Reason for leaving | | | |
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| *Continue on a separate sheet if necessary, clearly indicating the Vacancy ID number* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| If there are any gaps in your employment or education please explain them below: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Support Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| This is the part of the form where you have a chance to tell us why you are suitable for the job. You need to give as much information as you can about your skills, abilities, knowledge and experience (continue on a separate sheet if necessary) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Equal Opportunities (Please tick appropriate boxes) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Gender:** | | | | | | | Female  Male | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Ethnic Origin** - I would describe my ethnic origin as: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **White** | | | | | | | | | | | | | | | | | | | | **Mixed** | | | | | | | | | | | | **Asian/Asian British** | | | | | | | | |
| British | | | | | | | | | | | | | | | | | | | | White/Black Caribbean | | | | | | | | | | | | Indian | | | | | | | | |
| Irish | | | | | | | | | | | | | | | | | | | | White/Black African | | | | | | | | | | | | Pakistani | | | | | | | | |
| Irish Traveller | | | | | | | | | | | | | | | | | | | | White/Asian | | | | | | | | | | | | Bangladeshi | | | | | | | | |
| Gypsy/Roma | | | | | | | | | | | | | | | | | | | | Other/Mixed | | | | | | | | | | | | Other/Asian | | | | | | | | |
| Other White | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | |
| **Black/Black British** | | | | | | | | | | | | | | | | | | | | **Chinese/Other Ethnic** | | | | | | | | | | | | **Other** | | | | | | | | |
| Caribbean | | | | | | | | | | | | | | | | | | | | Chinese | | | | | | | | | | | | Prefer not to say | | | | | | | | |
| African | | | | | | | | | | | | | | | | | | | | Other | | | | | | | | | | | |  | | | | | | | | |
| Other Black | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | |
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| **Religion and Belief** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Baha’l Faith | | | | | | | | | | | | | | | | | | | | Buddhism | | | | | | | | | | | | Christianity | | | | | | | | |
| Hinduism | | | | | | | | | | | | | | | | | | | | Islam | | | | | | | | | | | | Jainism | | | | | | | | |
| Judaism | | | | | | | | | | | | | | | | | | | | Rastafarianism | | | | | | | | | | | | Sikhism | | | | | | | | |
| Zoroartrianism | | | | | | | | | | | | | | | | | | | | No Religious Belief | | | | | | | | | | | | Prefer not to say | | | | | | | | |
| Other | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | |
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| Disability | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A disabled person is regarded as someone who has a physical or mental impairment which has a substantial and long-term adverse effect upon that person’s ability to carry out day-to-day activities. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you consider yourself to be disabled: | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes No | | | | | | | | | | | | |
| If yes, please give brief details of your disability and tick from the below list: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Walking or moving around | | | | | | | | | | | | | | | | | | | | Hearing | | | | | | | | | | | | Using your hands | | | | | | | | |
| Speech | | | | | | | | | | | | | | | | | | | | Physical co-ordination | | | | | | | | | | | | Vision | | | | | | | | |
| Incontinence or a condition which causes your bowel or bladder urgency | | | | | | | | | | | | | | | | | | | | ☐ Learning Difficulties | | | | | | | | | | | | ☐ More than one difficulty | | | | | | | | |
| ☐ Lifting, carrying or moving everyday objects | | | | | | | | | | | | | | | | | | | | ☐ Prefer not to say | | | | | | | | | | | | ☐ Other, please state: | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Details: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Please identify any special requirements which would assist you: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. In the recruitment process: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. To enable you to carry out your job: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Right to Work in the UK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| To comply with Asylum and Immigration Legislation you will be required (if appointed), to provide one or more documents from the Immigration Act 2008 - List A and B. you must provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.  If you can provide a document from those in List A, there is no need to supply any other documents from List B. A full copy of the code of practice, full details of list A and B and further information are available from the internet at [www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| References | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please supply the names and contacts of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer, or in the case of newly qualified Teachers your training institution and one of your placements (and on their letterhead). (N.B. If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | | | | | | | | | | | | | | | | |  | | | | | | | | | | Name: | | | | | | | | | | |  | | |
| Position: | | | | | | | | | | | | | | | | |  | | | | | | | | | | Position: | | | | | | | | | | |  | | |
| In what capacity do you know the referee? | | | | | | | | | | | | | | | | |  | | | | | | | | | | In what capacity do you know the referee? | | | | | | | | | | |  | | |
| Name of Organisation: | | | | | | | | | | | | | | | | |  | | | | | | | | | | Name of Organisation: | | | | | | | | | | |  | | |
| Address: | | | | | | | | | | | | | | | | |  | | | | | | | | | | Address: | | | | | | | | | | |  | | |
| Post Code: | | | | | | | | | | | | | | | | |  | | | | | | | | | | Post Code: | | | | | | | | | | |  | | |
| Tel: | | | | | | | | | | | | | | | | |  | | | | | | | | | | Tel: | | | | | | | | | | |  | | |
| Email: | | | | | | | | | | | | | | | | |  | | | | | | | | | | Email: | | | | | | | | | | |  | | |
| Dates when you would NOT be able to attend interview: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| (N.B Every effort will be made to avoid these dates but this may not always be possible)  Please note in the interest of Safeguarding, if this post requires you to work with children, we will contact the above referees **prior to interview.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Vetting and Barring Scheme (VPS) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| To be completed for posts where a Criminal Records Bureau check is required (as indicated on the advert). Criminal records will be taken into account for recruitment purposes when the conviction is relevant.  The Vetting and Barring Scheme was introduced under Safeguarding Vulnerable Groups Act 2006. Its core purpose is to be prevent unsuitable people from working with children and vulnerable adults by providing a registration system with continuous updating of their criminal history information.  If the post for which you have applied is one giving substantial opportunity for access to children or vulnerable adults and is therefore covered by the provision of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. In these circumstances the order allows that convictions which for other purposes, are regarded as ‘spent’ to be disclosed by the Criminal Records Bureau and taken into account when considering your application.  Failure to disclose any information in relation to cautions or criminal convictions may disqualify you from appointment or if appointed may lead to termination of employment. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Do you have a prosecution pending or have you been cautioned or warned by the police or convicted of a criminal offence?**  ☐Yes ☐No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If YES please provide full details below of pending prosecutions, convictions, cautions, warnings or bind-over order, including the date and nature of the offence.  Should your application be successful, all information will be verified by the Criminal Records Bureau of the Home Office in accordance with Part V of the Police Act 1997. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Declaration | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **I declare that all the information I have provided is true, and I have not canvassed a member/officer of the Council/Academy, directly or indirectly, in connection with this application and further to that will not do so.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | Date: | |  | | | | | | | | |
| ***The Recruitment Policy states that:***  *Candidates who live within the vicinity of the Academy which for the purpose of this policy relates to the catchment area, will not be considered due to potential conflicts of interest and confidentiality.*  *Candidates who have sibling links or related family links as students will also not be considered for vacant posts for the above reasons.*  **I confirm that neither of the above statements apply to me and prevent my application for this role.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | Date: | |  | | | | | | | | |