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| **APPLICATION FORM** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

We will only use the information you provide to process your application and to produce anonymised monitoring statistics. For more information about how we use your information, please read our Privacy Notice.

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| Post Applied for: | **Official Use Only:**  Post Reference:  Applicant No: |

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| **Part A: Present or last employment** | | | |
| Present or most recent employer, nature of business and address | Date  (month/year) | | Position held and nature of duties |
| From | To |
|  |  |  |  |
| Current/most recent salary: | | | |
| Period of notice required: | | | |
| Reason for leaving this position: | | | |

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| **Part B: Full employment history** | | | | |
| Give details of your previous work history, beginning with the most recent post: | | | | |
| Date  (from/to) | Name and Address of employer | Position held | Summary of main duties | Grade and/or Salary |
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| Please use an additional sheet if required | | | | |

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| **Part C: Other Experience** | | | |
| Include details of any unpaid/voluntary work and account for any gaps in employment | | | |
| Date  (from/to) | Name and Address of employer | Position held | Summary of main duties |
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| Please use an additional sheet if required | | | |

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| **Part D: Education** (Shortlisted applicants will be asked to produce evidence of qualifications at interview) | | | | | |
| Secondary School/College | Dates: | | Qualification obtained  (inc awarding body) | Date | Grade |
| From | To |
|  |  |  |  |  |  |
| Further/Higher Education | Dates: | | Course Title | Results (inc class of degree) | |
| From | To |
|  |  |  |  |  | |
| Professional training/qualifications, with dates and levels attained | | | | | |
| Other recent training/courses attended relevant to this post, including dates: | | | | | |

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| **\*Part E: TEACHERS ONLY - Please provide details of the results for each class you have taught in the last three years** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Year** | **Course Title and Level** | **Number of Students** | **Number achieved qualification\*** | **Number achieved High Grades\*\*** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   \*For GCSE classes, grades 4 - 9 \*\* For GCSE classes, grades 7 - 9  For A Level classes, grades A\*-E For A Level classes, grades A\*-B  For BTEC courses, Distinction or Distinction\*    **If you are unable to provide the above data please indicate why and include the relevant information specified below:**  I am an NQT and have included at least two teacher placement reports from my PGCE year. |

**\*Failure to include this information may result in the candidate not being shortlisted.**

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| **Part F: Supporting Statement** |
| Please describe briefly how your skills and experience meet the essential requirements of the job description and person specification and why you are suitable for this role |

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| **Part G: References** | |
| Referees must be able to produce information about your suitability for the post. References provided by relatives, friends or people with whom you live are not acceptable.  You will need to provide the names of two referees.  The first must be your current or most recent employer and must be a senior person with appropriate authority. The second must be a previous employer or someone who can give information about you that is relevant to the job. If you have previously worked in an education establishment, at least one of your referees must be employed at that establishment.  Referees will be contacted for shortlisted applicants prior to interview | |
| **Present or most recent employer**  Name and Title:  Position held:  Telephone:  E-mail:  Address, inc post code:  Can this referee be contacted prior to interview?  YES/NO | **Second Referee**  Name and Title:  Position held:  Telephone:  E-mail:  Address, inc post code:  Can this referee be contacted prior to interview?  YES/NO |
| Please note that an offer of appointment is conditional upon receipt of at least two satisfactory references. | |

**When completed please return to:Sharon Boyes, HR Manager, Tees Valley Collaborative Trust, Church Walk, Guisborough TS14 6BU OR email HR@tvc.ac.uk**

**This application form is available in other formats. Please contact the Trust for further details.**

**Only short listed candidates will be notified of the outcome of their applications; if you have not heard within four weeks of the closing date you should assume that your application has been unsuccessful on this occasion.**

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| **PERSONAL INFORMATION, DECLARATION AND EQUAL OPPORTUNITIES DATA** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

Please note that this part of the application form will be held by HR and will not be shared with the shortlisting panel.

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| **Part A: Personal Information** | | | |
| Title: Dr / Mr / Mrs / Miss / Ms  Other (please specify) | Forenames(s): | | Surname: |
| All Former Names: | | National Insurance Number: | |
| Date of Birth: | | Teachers Reference Number: | |
| Do you require a work permit: Yes/No | | If yes, do you hold one Yes/No | |
| Home address: | | Correspondence address: (if different) | |
| Home telephone:  Mobile number:  Work telephone:  May we contact you at work? **Yes/No** | | E-mail address:  May we contact you by e-mail? **Yes/No**  Do you hold a current driving licence? **Yes/No** | |
| Where did you hear about this post? | | | |

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| **Part B: Relationships** |

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| If you are related to anyone on the Board of Trustees, Governing Body, a member of staff or a student, please indicate below and state the relationship. (This does not prevent such persons from acting as a referee) |
| Name:  Position:  Relationship: |

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| **Part C: Declaration** |
| * You are required to sign the declaration below certifying that all the information you have provided is accurate. * The Trust may choose to check any of the details you have provided. * Providing false or misleading information or deliberately concealing any relevant facts may disqualify you from appointment or, if appointed, may result in dismissal. I also understand that canvassing of anyone on the Board of Trustees, Governing Body or a member of staff whether done directly or indirectly, will result in this application being disqualified.   *I declare that the information on this form is correct and I have omitted nothing that, to the best of my knowledge, might affect this application. I am not disqualified from working with children.*  Name: Date |

Please note that it is an offence to apply for a role which involves engaging in regulated activity relevant to children if you are barred from engaging in such activity.

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| Equal Opportunities Monitoring Form | L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png |

Tees Valley Collaborative Trust is committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.

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| **Gender** | | | | | |
| What is your gender: | | | | | |
| Man: | Woman: | | Intersex | | Non-binary |
| Prefer not to say: | | If you prefer to use your own term,  please specify here: | | | |
| Do you/have you ever identified as transgender? | | Yes: | | No: | |

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| **Age** | | | | | |
| Please identify which age group you belong to: | | | | | |
| 16-24: | 25-34 | 35:44 | 45:54 | 55-64 | 65+ |

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| **Disability** | | | |
| **Do you consider yourself to be disabled?** | Yes: | No: | Prefer not to say: |
| *The Equality Act 2010 defines disability as ‘a physical or mental impairment which has a substantial & long term effect on a person’s ability to carry out normal day to day activities’.* | | | |
| Are there any reasonable adjustments that we can make to assist you in your application or with our recruitment process? | | | |

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| **Marital Status** | | | |
| Married: | Civil Partnership: | None: | Prefer not to say |

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| **Sexual Orientation** | | |
| What is your sexual orientation? | | |
| Heterosexual: | Lesbian: | Other:  Please state: |
| Gay: | Bisexual: | Prefer not to say: | |

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| **Ethnicity** | | | | | | |
| Ethnic origin categories are not about nationality, birthplace or citizenship. They are about the group to whom you see yourself as belonging to. Please indicate your ethnic origin by selecting the appropriate box: | | | | | | |
| **White** | | | | | | |
| British | Irish | | Gypsy or Irish  Traveller | | | Any Other  White Background |
| **Mixed:** | | | | | | |
| White & Black  Caribbean | | White & Black  African | | | White &  Asian | |
| Any other background:  Please state: | | | | | | |
| **Asian or Asian British:** | | | | | | |
| Indian: | | Pakistani: | | | Bangladeshi: | |
| Chinese: | | Any other background:  Please state: | | | | |
| **Black or Black British:** | | | | | | |
| African: | | | | Caribbean: | | |
| Any other background:  Please state: | | | | | | |
| **Other Ethnic Groups** | | | | | | |
| Arab: | | Any other background:  Please state: | | | | |
| Prefer not to say: | | | | | | |

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| **Religion or Belief** | | |
| What is your religion or belief? | | |
| Christian (inc CofE, Catholic,  Protestant and other denominations) | Buddhist: | Hindu: |
| No religion (inc Atheist, Agnostic  or Humanist) | Jewish: | Sikh: |
| Any Other Religion or Belief:  Please specify | Muslim: | Prefer not to say: |

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| **Caring Responsibilities:** | | |
| Please tick all that apply | | |
| Primary carer of a  child/children (under 18) | Primary carer of  older person | |
| Primary carer of disabled  child/children | Secondary carer (another person  carries out the main caring role) | |
| Primary carer of disabled  adult (18 and over) | None | Prefer not to say: |

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| **General Data Protection Regulations Statement:** |
| Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only in line with General Data Protection Regulations (GDPR). It will not be seen by those involved in the selection process. No information will be published or used in any way which will allow any individual to be identified.  Please refer to the Candidate Privacy Notice available on the TVCT website for further information on how we will protect your data. |