**APPLICATION FORM for Teacher Training 2020**

Please return completed form to the Admissions Team by email [**admissions@scarboroughtec.ac.uk**](mailto:admissions@scarboroughtec.ac.uk) or contact for any questions. **You will receive an acknowledgement by email on receipt of your completed application.**

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| **1. PERSONAL DETAILS** | | |  |
| Surname: | Forename(s): | | Date of Birth: |
| Gender:  ❑ Male ❑ Female ❑ Prefer to describe as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ Prefer not to say | | | |
| National Insurance Number (If you have one): | | Have you lived in the UK or European Union for all of the past 3 years?  ❑ Yes ❑ No | |

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| **2. CONTACT DETAILS** |  |
| Address: | Telephone: |
| Mobile: |
| Postcode: | Email: |

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| **3. NATIONALITY & ETHNICITY** |
| Country of residence:  If overseas, UK entry date: |
| Ethnicity – please select code from below:   |  |  |  | | --- | --- | --- | | 31 White – British  32 White – Irish  33 Gypsy or Irish traveller  34 White – other  35 Mixed – White/Black Caribbean  36 Mixed – White/Black African | 37 Mixed – White/Black Asian  38 Mixed – other  39 Indian  40 Pakistani  41 Bangladeshi  42 Chinese | 43 Asian/Asian British – other  44 African  45 Caribbean  46 Black/Black British – other  47 Arab  98 Any other | |

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| **4**. **CHOICE OF COURSE** |  | |
|  | | Point of entry (Year 1 / Year 2) |
| Certificate in Education (Education, Training and Skills) | |  |
| Professional Graduate Certificate in Education (Education, Training and Skills) | |  |
| Postgraduate Certificate in Education (Education, Training and Skills) | |  |

If you have listed more than one subject, you will be offered an interview with our Programme Leader for Teacher Training to help you decide.

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| **5. HEALTH**  The College is committed to providing the best learning experience/opportunity and any additional assistance or support you may require. To help us do this, please answer these questions accurately |
| Do you have any medical conditions or disabilities – please select code from below:   |  |  | | --- | --- | | 01 Visual impairment  02 Hearing impairment  03 Disability affecting mobility  04 Other physical disability  05 Other medical conditions (e.g. epilepsy, asthma, diabetes)  06 Social and emotional difficulties | 07 Mental health difficulty  08 Temporary disability after illness  09 Profound complex disabilities  10 Asperger’s Syndrome  11 Speech, language or communication needs  97 Other disability | |
| Do you have any learning difficulties – please select code from below:   |  |  | | --- | --- | | 01 Moderate learning difficulty  02 Severe learning difficulty  03 Dyslexia  04 Dyscalculia | 05 Other specific learning difficulty  06 Autism spectrum disorder  07 Speech, language or communication needs  96 Other learning difficulty | |
| Do you have an Education Health Care Plan (EHCP)? ❑ Yes ❑ No |

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| **6. ADDITIONAL INFORMATION** | |
| **DBS Certificate number (if available):** | **Date of issue:** |

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| **Subject / Course** | **Qualification** | **Completion Date** | **Actual Grade**  **(or Predicted Grade if pending)** |
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| **8. Personal statement** | | |
| Please provide a personal statement in support of your application. For example this may include: skills, abilities, motivation, aptitudes, relevant work or voluntary experience, other prior learning and experiences, including those achieved in the workplace. How do you keep up to date with skills/knowledge required to teach your specialist subject? | | |
| |  |  | | --- | --- | | **Referee Details**  Your referee will typically be a current or future employer who can confirm you have the appropriate teaching hours with direct responsibilities for students (i.e. not working as a teaching assistant/support worker) | | | Name: | Position: | | Address: | Organisation: | | Telephone: | | Email: |  |  |  | | --- | --- | | **Mentor Details** (if known)  Your mentor will support the development of your subject teaching skills | | | Name: | Telephone: | | Address: | Email: | |  | Occupation: | |  | Position: | |  |  |

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| **9. SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS** | | |
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The TEC Partnership group welcomes all applications and considers them on their individual merits. However, you are required to tell us about any convictions which are not spent under the Rehabilitation of Offenders Act (1974). For some careers you will need to declare all criminal convictions including those that are spent. Doing this will not necessarily stop you being offered a place on a course. Courses where a full disclosure is needed include those that could lead to a career in teaching or involve working with children or vulnerable adults, healthcare, the law/legal environment, accounting and finance, veterinary practices, RSPCA, taxi drivers, uniformed services and security. If you are unsure about what to declare then please seek advice from our Safeguarding team 01723 372105 (you do not need to give your name) or ask a careers advisor at the National Careers Service at [https://nationalcareersservice.direct.gov.uk/aboutus/contact u](https://nationalcareersservice.direct.gov.uk/aboutus/contact)s. For further information on what spent or unspent please see the following link [- https://www.nacro.org.uk](https://www.nacro.org.uk/)

**All Scarborough TEC Teacher Training courses require a DBS that will require you to disclose any criminal convictions or outstanding investigations that could lead to a criminal conviction.**

Please tick if you have any unspent convictions, have pending prosecutions or current court proceedings. ❑

***Please note: you do not need to tick the yes box if your criminal conviction is spent as defined by the Rehabilitation of Offenders Act 1974***.

If you have ticked the boxes for both of the above questions, you will need to make a full disclosure. Please attach the information in a separate envelope with your application form.

If you have attached an envelope with disclosures it will be given to the Group Safeguarding Co-ordinator who will make contact and may ask you to come in for an interview to discuss. Please note that failing to complete this section or providing misleading or false information may lead to your application/enrolment being withdrawn. Ticking ‘Yes’ to any of the questions above will result in a follow up meeting in order to obtain further details. This is personal, sensitive information and we require your consent before we can process your form.

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| **10. APPLICANT SIGNATURE** |  | |
| **Signature:** | **Date:** | |
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**Application Privacy Statement**

**Why do we collect personal information?**

The TEC Partnership collects and processes personal data relating to its potential learners to meet its statutory obligations as an FE College. The Group is committed to being transparent about how and why it collects and uses that data and to meeting its data protection obligations.

*The TEC Partnership consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, Career 6, The Academy Grimsby, Learning Centres and Modal Training.*

**What personal information does the organisation collect?**

To effectively process your application, The TEC Partnership collects personal data under GDPR Article 6f (legitimate interest) and Article 9g (Public Interest) to meet our legal obligations with the Education, Skills Funding Agency (ESFA) and Office for Students (OfS). The data is also necessary for the TEC Partnership to carry out its public task to provide education and training.

**How is this collected and stored?**

Information is collected directly from yourself via an application form. Data will be stored in a range of different places, including the student information management systems, on paper in stored secure places, or on electronic documents within a secure network. The documents will be kept whilst you are actively seeking a course with The TEC Partnership or for a period of 3 years from the date the application form is signed when we would contact you to update the information or destroy it if you are no longer looking for a programme.

If you are successful in securing a place on a course at the college this information will be transferred to your learner record and an updated Privacy Statement will be issued.

**Who has access to data?**

Your information will be shared internally, including with any Group staff who need the data to provide services to the learner.

**What rights do you have?**

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request; require the organisation to change incorrect or incomplete data; require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing; object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. The college will only use “legitimate interests” as grounds for processing in a very few situations. For full information regarding the group GDPR policies please visit or speak to a member of staff. [https://tecpartnership.com/privacy-centre/ o](https://tecpartnership.com/privacy-centre/)r speak to a member of staff.