

[illegible]

**5.**

Dates  
attended  
from  
(mm/yyyy)

**6.**

Dates	
From	To

**7.**

Dates	
From	To

If there are any gaps in your employment or education history, such as raising a family or extended travel, please explain them below.

## 8. Training Courses

Courses attended other than initial training in the last 3 years, including short courses & seminars.

Dates		Name of Course	Provider	Details
From	To			

## 9. Personal Statement

Using the person specification that you have been sent with your application pack, please use examples to demonstrate your suitability for the position you are applying. Please include your reasons for applying for and interest in this position by using no more than two sides of A4 at font size 12.

## 10. References

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (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).

Referee No1 (Current Emp)		Referee No 2	
Name		Name	
Position		Position	
Address		Address	
Tel No		Tel No	
E-Mail		E-Mail	
Name of Employer		Name of Employer	
In what capacity does the referee know you		In what capacity does the referee know you	

Please note that, if you are shortlisted, we will contact these referees and we will request references prior to interview. We will seek information about the nature of any live warnings due to disciplinary or capability proceedings and any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. We will also ask your referees if they are aware of any reason why you would be unsuitable to work with children or vulnerable adults.

If you have any concerns about this please contact the school office.

Please indicate if your referees can be contacted at this stage:

Yes ☐

No ☐

# 11. Advertisement

Where did you see this post advertised?

**All sections on this page must be completed and signed.**

# 12. Criminal Offences

## Safer Recruitment & Employment Policy Statement

**“The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.”**

It is an offence for an individual to attempt to engage in regulated activity (working with children). As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions.

As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school are also required to carry out a DBS check in order to determine your suitability for the role.

Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.

We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account.

Please repeat Personal details

Title

Full Name

Declaration of Criminal Offences

**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)? YES / NO**

**If the answer is yes, please provide full details below:**

Offence	Date	Outcome
Signed		Date

### 13. Canvassing

Canvassing members of the interview panel or the Governors of the respective academy, both directly or indirectly, is forbidden and will disqualify applicants.

A candidate for any appointment within the School shall, when making application, disclose whether he or she is related to:

- a) a member of the School;
- b) a Member of Trustee of the Trust;
- c) a governor of the school.

A candidate who fails to disclose any such relationship shall be disqualified from the appointment and if appointed, shall be liable to dismissal without notice.

Are you related to any of the people listed? – (please specify)	Yes	No
What is the relationship?		

### 14. Data Protection

By ticking the box below, I hereby give consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the data protection legislation including the General Data Protection Regulation and Data Protection Act 2018. Please refer to our Privacy Notice for New Applicants available on our website for further information on how we use the data.

☐

### 15. Application Validation

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information or to omit information could result in the withdrawal of any offer of appointment or my dismissal at any time in the future and possible criminal prosecution. I also agree to obtain an Enhanced Level DBS Disclosure when necessary.

Signed:		Name		Date	
<b>All candidates applying for employment via email accept this electronic copy as their signature and if successful will be required to sign and date the form.</b>					

### 16. Interview

If you do not hear from us within six weeks of the closing date, please assume that your application has not been successful. You will find the closing date in the advertisement.

## MONITORING OF APPOINTMENTS FOR EQUAL OPPORTUNITIES

The Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.

*Why do I need to complete Equality & Diversity Questions?*

The Trust has a legal duty to promote equality. This duty applies to everything the School does, both as an employer and a provider of services. In order to help us, please answer the following questions and complete the declaration at the bottom of the end page.

*What happens to the Equality & Diversity information?*

All data, in accordance with the Data Protection Act will be confidentially retained and used only for the purpose of reporting and for the production of statistical reports. The Equality & Diversity data will only be recorded and maintained on the employee's personal record used for the purpose of statistical reports in relation to equality and performance indicators including recruitment.

<b>Position applied for:</b>			
<b>Closing Date:</b>			
<b>Please repeat your Personal Details</b>			
<b>Title:</b>		<b>Full Name:</b>	
<b>Age</b>		<b>Marital Status:</b>	
<b>What is your date of birth?</b>			
<b>Race &amp; Ethnicity</b>			
What is your ethnic group? Please tick the relevant ethnic group. If you are in an 'Any Other Background' category please state what it is.			

A. White

- ☐ English
- ☐ Other British
- ☐ Irish
- ☐ Any Other White Background\*

B. Mixed

- ☐ White & Black-Caribbean
- ☐ White & Black-African
- ☐ White & Asian
- ☐ Any Other Mixed Background\*

C. Asian or Asian-British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any Other Asian Background\*

D. Black or Black-British

- ☐ Caribbean
- ☐ African
- ☐ Any Other Black Background\*

E. Other Ethnic Group

- ☐ Arab
- ☐ Gypsy/Romany/Irish Traveller
- ☐ Any Other Ethnic Group\*

F. Do not wish to declare

- ☐ Do not wish to declare

### Country of Birth

What is your country of birth?

- ☐ England
- ☐ Wales
- ☐ Scotland
- ☐ Northern Ireland
- ☐ Republic of Ireland
- ☐ Other (please write in the current name of the country)
- ☐ Do not wish to declare

### Religion or Belief

What is your religion or Belief? **\*If you have "Any Other Religion or Belief" then please state what it is.**

- ☐ None
- ☐ Christian (including Church of England, Catholic, Protestant & all other denominations)
- ☐ Buddhist
- ☐ Hindu
- ☐ Jewish
- ☐ Muslim
- ☐ Sikh
- ☐ Humanist
- ☐ Atheist
- ☐ Agnostic
- ☐ Pagan
- ☐ Any other religion or belief\*
- ☐ Do not wish to declare

### Sexual Orientation

What is your sexual orientation?

- ☐ Heterosexual
- ☐ Lesbian or Gay
- ☐ Bisexual
- ☐ Asexual
- ☐ Do not wish to declare

### Disability

Do you consider yourself to be a disabled person?

- ☐ Yes
- ☐ No
- ☐ Do not wish to declare

If 'Yes' please provide details of any adjustments we might need to make in order to fulfil your needs at interview:

### Marriage/Civil Partnership

Are you currently married?

- ☐ Yes
- ☐ No

Or in a civil partnership?

- ☐ Yes
- ☐ No
- ☐ Do not wish to declare

**Gender**

What is your gender?

- ☐ Male  
☐ Female  
☐ Do not wish to declare

**Gender Reassignment**

Is your gender identity the same as the gender you were assigned at birth?

- ☐ Yes  
☐ No  
☐ Do not wish to declare

**Confirmation of Declaration**

*The details given by me are correct to my knowledge and belief.*

Signature:

Date: