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Application for Employment

We are committed to equal opportunities in employment and service delivery and are only interested in your ability to do the job.

Exeter Road, Teignmouth, Devon, TQ14 9HZ

Tel: 01626 870317

www.ivyeducationtrust.co.uk

The Trust is legally required to carry out several pre-employment checks which are detailed in the Trusts Recruitment, selection and disclosure policy and procedure. The information you are being asked to provide in the form is required so the Trust can comply with those legal obligations should your application be successful. To be considered for the position within the Trust, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form. Please note the Trust will carry out an online search on applicants as part of the shortlisting exercise (see the Trust’s Recruitment, selection and disclosure policy and procedure’ for further information).

**Prohibition from teaching, prohibition from management and disqualification from providing childcare.**

The Trust is not permitted to employ anyone to carry out ‘teaching work’ if they are prohibited from doing so. For these purposes ‘teaching work’ includes:

* planning and preparing lessons and courses for students;
* delivering lesson to students;
* assessing the development, progress, and attainment of students; and
* reporting on the development, progress, and attainment of students

The above activities do not amount to ‘teaching work’ if they are supervised by a qualified teacher or other person nominated by the Chief Executive Officer.

The Trust is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of trust/college/school. This applies to the following positions at the Trust:

* Chief Officers/Directors/Head;
* Teaching posts on the senior leadership team;
* Teaching posts which carry a departmental head role;
* Support staff posts on the senior leadership team.

The Trust is also not permitted to employ anyone to work in a position which involves the provision of ‘childcare’ if they are disqualified from providing ‘childcare’. For these purposes ‘childcare’ includes:

* All supervised activities before, during and after school day for children in our early years provision i.e., for a child up to 1 September following their 5th birthday; and
* Provision for children who are not in our early years provision and who are under the age of 7, which takes place on the school premises before or after the school day.

Work as a cleaner, driver, transport escort, member of the catering staff or member to the office staff is not considered ‘childcare’ for these purposes.

The declaration at Section 10 of this form therefore asks you to confirm whether you are prohibited from carrying out ‘teaching work’, prohibited from being involved in the management of a college/school and or disqualified from providing ‘childcare’. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involved teaching work, is a relevant management role or involve the provision of ‘childcare’ please contact the Trust People Department, on [people@ivyeducationtrust.co.uk](mailto:people@ivyeducationtrust.co.uk)

The Trust will also carry out a check to determine whether successful applicants for the relevant roles are prohibited from teaching and / or prohibited from involvement in the management of a college/school. Successful applicants for ‘childcare’ roles will be required to complete a childcare disqualification self-declaration form if shortlisted.

**Please complete in clearly written or typed black ink, continue on separate sheets where necessary.**

|  |  |
| --- | --- |
| Post applied for: | |
| School: | Closing date: |

**1. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| First name/s: | | Last name: | |
| Title: Mr/Mrs/ Miss/Ms/Dr etc: | Date of Birth: | | Previous Name(s): |
| Address: | | NI Number: | |
| Telephone (Daytime): | |
| Telephone (Mobile): | |
| Postcode: | | Email address: | |
| Are you registered by the DfE as a Qualified Teacher? – (if applicable)  Yes / No | | DfE Ref. No – (if applicable) | |

**2. ON-LINE PROFILE**

We will also carry out an online search about you for information that is publicly available online. This will include social media accounts you may hold.

This will only be carried out on shortlisted candidates and before interview.

This processing of data will be conducted in line with current Keeping Children Safe in Education (KCSIE) legislation. Any data collected during this search will be retained in line with our retention schedule which is available on request.

Please list below your online profile details: e.g. JohnSmith123@Facebook, Instagram, X (formerly twitter)

Please advise if you do not wish for your online profiles to be checked at this stage and reasons why.

**3. EMPLOYMENT HISTORY - Present or most recent employment**

|  |  |
| --- | --- |
| **Name of current employer:** | |
| Job title: | Annual Salary: |
| Dates from / to: | |
| Key responsibilities: | |

|  |
| --- |
| Reason for seeking new position/leaving: |
| Period of notice/date available to start |

NB. If you have more than one employment please provide the same information for each job, if necessary, on a separate sheet.

**4. PREVIOUS EMPLOYMENT**

**Please start with the most recent** *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| Full name and address of employer | Post held and responsibilities | Dates  From - to  (month & year) | Reason for leaving |
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If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form mustprovide a complete chronology from the age of 18. **Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.**

|  |  |
| --- | --- |
| **Dates (from – to)** | **Activity** |
|  |  |
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**5. EDUCATION, TRAINING AND DEVELOPMENT**

**Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.**

**Secondary school/college/university/apprenticeship** *including current studies, with the most recent first.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of institution | Dates  From – To  (month & year) | Courses/subjects taken | Qualifications/grade |
|  |  |  |  |
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*NB. We reserve the right to contact employers or educational establishments to verify details given.*

**Details of any recent relevant professional development.** Please include dates.

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**Professional / Technical membership**

|  |  |
| --- | --- |
| Name of professional / technical body | Grade of membership |
|  |  |
|  |  |

**6. SUPPORTING STATEMENT**

Please read the job description and person specification. Please provide information on what you can bring to the role and how you meet the **requirements of the job description and person specification.** Please draw on your relevant experiences, including paid employment, voluntary work, family experiences and leisure activities as evidence.

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***Please continue on a separate sheet if necessary***

**7. Disclosure and Barring Service Checks, Criminal Record and Children’s Barred List**

Please be aware that the Trust will apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the Trust which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Employment with the Trust is conditional upon the Trust being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the Trust will be handled in accordance with any guidance and / or code of practice published by the DBS.

The Trust will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the Trust to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The declaration at Section 10 of this Form therefore asks you to confirm whether you are barred from working with children.

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Having a criminal record will not necessarily prevent you from taking up employment with the Trust. Instead, the Trust will assess each case on its merits and with reference to the Trust’s objective assessment criteria set out in the Trust’s 'Recruitment, selection and disclosure policy and procedure'.

**Other Sanctions**

Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the National College of Teaching and Leadership (NCTL). **If there are none, please write ‘none’**.

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**8. ADDITIONAL INFORMATION**

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act defines a person as having a disability if he or she has,” a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”.

Do you have a disability? Yes  No



We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job.



Are you eligible to work in the UK? Yes  No



Do you require a work permit? Yes  No



Do you, your partner or family have any interests (financial, professional

or otherwise) that may conflict with your employment? Yes  No

(If yes, give details)



Are you related to any member of staff, Director or Governor at the Trust? Yes  No



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| --- |
| If yes, give name and relationship: |

**Note:** Soliciting support or information to give an unfair advantage may disqualify your application.

**9. REFERENCES**

Please give details of at least two referees, one of whom should be your current or most recent employer from your Headteacher/Line Manager. If you are in, or have just completed full-time education, one referee should be from your school, college, or university. As this post is subject to a DBS Disclosure, references must cover your current or most recent employment and from when your employment has involved working with children. If there has been a gap in employment, then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form, and you will be asked about any discrepancies.

**Please advise if you do not want us to take up references at this stage and provide reasons.**

|  |  |
| --- | --- |
| Name: | Name: |
| Employer: | Employer: |
| Address: | Address: |
| Tel no: | Tel no: |
| Email: | Email: |
| Occupation/Relationship: | Occupation/Relationship: |
| How long have they known you? | How long have they known you? |
| I agree/do not agree\* to this reference being taken (\*please delete) | I agree/do not agree\* to this reference being taken (\*please delete) |
|  |  |
| Name: | Name: |
| Employer: | Employer: |
| Address: | Address: |
| Tel no: | Tel no: |
| Email: | Email: |
| Occupation/Relationship: | Occupation/Relationship: |
| How long have they known you? | How long have they known you? |
| I agree/do not agree\* to this reference being taken (\*please delete) | I agree/do not agree\* to this reference being taken (\*please delete) |

We will seek references as detailed in this section and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. **If there are none, please write ‘none’**:

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**10. DECLARATION**

* I confirm that I am not named on the Children’s Barred List or otherwise disqualified from working with children ☐
* I confirm that I am not prohibited from carrying out ‘teaching work’ ☐ (do not tick this box if the role for which you are applying does not involve ‘teaching work’)
* I confirm that I am not prohibited from being involved in the management of a Trust/College/School ☐ (do not tick this box if the role for which you are applying is not a management role)
* I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children ☐ (do not tick this box if the role for which you are applying does not involve the provision of ‘childcare’)
* I confirm that the information I have given on this application form is true and correct to the best of my knowledge ☐
* I understand that providing false or misleading information could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence ☐

Signature: Date:

Where did you see the advertisement for this post?

**Data Protection Act and General Data Protection Regulations**

The personal data you provide in this job application will be used for recruitment purposes. If your application is successful, the personal data will be stored on your employee file and used for payroll and personnel administration. It will only be shared with Trust officers or other staff with a legitimate need to view it, and with government departments and agencies where there is a legal obligation to do so. Personal data held about unsuccessful candidates will only be retained for six months. Full details of how the Trust processes your personal data please follow the following link [www.ivyeducationtrust.co.uk](http://www.ivyeducationtrust.co.uk) under GDPR/Privacy Notice – Applicants.

**YOUR COMPLETED APPLICATION SHOULD BE SENT TO** [**recruitment@ivyeducationtrust.co.uk**](mailto:recruitment@ivyeducationtrust.co.uk)

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