



SIKH ACADEMIES TRUST
Job Application Form

Private and Confidential

Please complete ALL sections. Sections 1-6 of the application form will be used to short-list candidates for interview.

| | | | |
|-------------------|--|---------------|--|
| POST APPLIED FOR: | | CLOSING DATE: | |
|-------------------|--|---------------|--|

*Please complete this form electronically and return by EMAIL to:
vacancies@sikhacademiestrust.com by 9th August 2024*
N.B. Application forms which are incomplete and / or not received by the closing date will not be considered.

1. PERSONAL DETAILS (please complete in block letters)

| | | | |
|--|--|----------------------|--|
| Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other/No title) | | Last Name: | |
| First name(s) | | | |
| Any former name(s) previously known as | | | |
| National Insurance number | | | |
| Date of Birth | | | |
| Address for correspondence: | | Postcode: | |
| Home telephone no: | | Mobile telephone no: | |
| Work telephone no: Extension (if applicable): | | | |
| Email address: | | | |

2. PRESENT OR LAST EMPLOYER

| | | | |
|-------------------------------|--|---|--|
| Name and address of employer: | | Name and address of establishment where | |
|-------------------------------|--|---|--|

| | | | |
|---|--|---|--|
| | | employed (if different): | |
| Postcode: | | Postcode: | |
| Nature of business: | | Job title: | |
| Present annual salary or weekly income (gross): | | | |
| Hours worked per week: | | Other benefits (if applicable): | |
| Date appointed: | | Notice required or leaving date if already left | |
| Reason for leaving: | | | |
| Brief description of duties: | | | |

3. PREVIOUS EMPLOYMENT

Start with the most recent first and include full employment history since leaving school.

Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on separate sheet if necessary).

| Employer name & address | Job title | Salary/income | Full or part-time (if part-time, give hours) | Dates (month/year) | | Reason for leaving |
|-------------------------|-----------|---------------|--|--------------------|----|--------------------|
| | | | | From | To | |
| | | | | | | |
| | | | | | | |

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|--|--|--|--|--|--|--|
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4. VOLUNTARY/UNPAID ACTIVITIES

| From | To | Position | Brief details of duties | Name of organisation |
|------|----|----------|-------------------------|----------------------|
| | | | | |

***Periods when not employed**
All gaps/periods between jobs must be accounted for. Please provide details of periods of unemployment or the reason for any gap in employment and reasons for these.

| Start date | Finish date | Reason |
|------------|-------------|--------|
| | | |

5. EDUCATION, TRAINING & QUALIFICATIONS

(Please continue on a separate sheet if necessary). Please start with the most recent.

| Secondary School/College/University and/or Awarding Body (where applicable) | Dates | | Qualifications gained (state level) | Grade/class of degree | Date |
|---|-------|----|-------------------------------------|-----------------------|------|
| | From | To | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)

| Organising Body | Course title | Length of course |
|-----------------|--------------|------------------|
| | | |
| | | |

MEMBERSHIP OF PROFESSIONAL BODIES

| Name of body | Type of membership | Date obtained |
|--------------|--------------------|---------------|
| | | |

Do you hold Qualified Teacher Status? (Teaching posts only) YES NO

If yes, please give date of award & Teacher Reference number (TRN):

If not, are you registered with the GTCE as an Instructor? YES NO

Please provide your TRN in the box above

6. Personal statement

Please answer each of the following questions in no more than 200 words. (Any additional words will be struck out).

1. Please explain your areas of expertise that the trust can rely upon.

2. Please provide an example of a strategic financial plan you developed and implemented in a your current or a previous role?

3. Please explain the strategies you would employ to identify, assess, and mitigate financial risks within our Trust?

4. Please explain how you would lead a Trust where Sikhism is integral to all that we do.

5. Please describe the most effective Trust that you have worked in or seen and explain what you think makes it so successful.

6. Please write your performance management targets as Chief Finance Officer of Sikh Academies Trust for the first year. Please restrict these to a maximum of 5 targets.

7. Help us measure the 'value for money' you provide in your current role? We would like to understand your value and your contributions in your current role.

7. REFEREES

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please provide details of two referees below that we can contact for a reference. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

Please ensure the references are from a relevant employer from the last time the applicant worked with children.

The Sikh Academies Trust reserves the right to approach any previous employer or manager.

Please sign the form found at appendix 1 to consent to us contacting your previous employer/s for a reference.

Please note:

If you are short-listed and invited to an interview, referees will be contacted, and references obtained prior to interview in line with current statutory guidance.

| | | | |
|--------------------------------|----------------------|--------------------------------|----------------------|
| Name (Referee 1): | | Name (Referee 2): | |
| Title | Mr/Mrs/Miss/Ms/other | Title | Mr/Mrs/Miss/Ms/other |
| Role: | | Role: | |
| Organisation (if appropriate): | | Organisation (if appropriate): | |
| Address: | | Address: | |

| | | | |
|--|--|--|--|
| Postcode: | | Postcode: | |
| Telephone No: | | Telephone No: | |
| Email address: | | Email address: | |
| How long have you known the referee? | | How long have you known the referee? | |
| May we approach this referee before the interview? | Yes <input type="checkbox"/> No <input type="checkbox"/> | May we approach this referee before the interview? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

8. ONLINE CHECKS

In accordance with our statutory obligations under Keeping Children Safe in Education the Sikh Academies Trust is required to conduct an online search as part of our due diligence on short-listed candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the Sikh Academies Trust might want to explore with you at interview.

We carry out these searches manually. To assist with the search being as accurate as possible, please set out which social media platforms you use and the handles you use on each site:

If you would like to inform us of anything that might come to light when we perform this search, please outline the details below:

9. PROTECTION OF CHILDREN

The Sikh Academies Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are

considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If short-listed for an interview you will be required to disclose to us information about any:

- adult cautions (simple or conditional);
- **spent convictions and cautions;** [Home - Unlock](#)
- **unspent** conditional cautions;
- **unspent** convictions in a Court of Law; and
- spent convictions that are **not protected** as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(Amendment\) \(England and Wales\) Order 2020](#)
- **disqualification childcare checks;** [Disqualification Under the Childcare Act 2006](#)

so that a police check can be carried out if you are offered an appointment.

If you are short-listed for an interview, in line with Keeping Children Safe in Education we will also ask you to complete a self-declaration form prior to interview to provide any relevant information which may make you unsuitable to work with children. For example, whether you are included on the barred list, prohibited from teaching, prohibited from taking part in the management of an independent school, known to the police and children's social care or disqualified from providing childcare and any relevant overseas information.

If you are subsequently employed by the Sikh Academies Trust and it is found that you failed to disclose any relevant previous convictions, cautions or other relevant information as defined above, this could result in dismissal, or disciplinary action being taken by the Sikh Academies Trust. During the course of your employment with the Sikh Academies Trust, should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

It is an offence for anyone to apply for a role if they are barred from engaging in regulated activity relevant to children.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful

applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

10. GENERAL

Are you interested in job sharing, if required? YES NO

Please give details of any dates within the next [2 months] when you will **not** be available for an interview. We cannot guarantee being able to offer you an alternative date.

Do you hold a current full driving licence? YES NO

Do you have regular use of a vehicle? YES NO

You are required to declare below any relationship with or to an employee of the Sikh Academies Trust.

Please state name and position:

Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below. YES NO

Are you entitled to work in the UK? YES NO
(You will be asked to provide evidence)

Do you need a Certificate of Sponsorship? YES NO

This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

11. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination

12. DATA PROTECTION

In completing this application form you should refer to the Recruitment Privacy Notice sent out with this document. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the Sikh Academies Trust without first seeking your permission, unless there is a statutory reason for doing so.

If you are not short-listed or appointed, then your information will only be retained by us for 6 months from the short-listing date, in accordance with the Recruitment Privacy Notice.

13. DECLARATION

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Sikh Academies Trust.

In accordance with the Data Protection Act I expressly agree that the school may use and process the information on this form as necessary, and for any legitimate purposes of the School.

I understand that if I am successful, my employment will be subject to satisfactory Enhanced Disclosure & Barring Service clearance and I agree to any pre-employment screening relevant to my application.

I understand that any offer of employment is subject to:

- a) References which are satisfactory to the school
- b) A satisfactory enhanced DBS certificate and check of the Barred list where relevant
- c) The entries on this form proving to be complete and accurate and
- d) A satisfactory medical report, if appropriate.

I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signed

Date

Please return your completed form by email, post or by hand by the closing date to:

vacancies@sikhacademistrust.com