# 

# Application Form for Employment

**(Teaching and Support Staff)**

Please complete all sections on this form. If any sections do not apply to you, please enter ‘not applicable’. Please note CVs will only be considered when accompanied by a completed application form.

|  |  |
| --- | --- |
| **Application for the post of** | **Fixed term** |
| **Position Ref No** | **TM15112021CS** |

**Your details**

|  |  |
| --- | --- |
| Title |  |
| Forename |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Telephone number |  |
| Email address |  |
| NI Number |  |

## How would you like us to contact you about your application?

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| By phone |  |  |
| By email |  |  |
| By post |  |  |

**Eligibility to work in the UK**

|  |  |
| --- | --- |
| Are you eligible to work in the UK? | **Yes/No** |
| Are you a Swiss/EEA citizen?  If “Yes” to the above, when did you become resident in the UK? | Yes /No **Date:**  (DD/MM/YY) |
| Do you require a work permit to work in the UK? | **Yes/No** |

**Teachers only**

|  |  |
| --- | --- |
| Teaching Ref No |  |
| Date of qualification |  |
| Have you completed an induction year as a Newly Qualified Teacher? | **Yes/No** |

## Employment History

Starting with your most recent job role, please list all previous employment (whether paid or unpaid) providing all of the requested details. Please include periods of unemployment.

|  |  |
| --- | --- |
| Name of Current/Last Employer:  Address: | Start date of employment:End date of employment: |
|  | Job title: |
|  | Salary / Grade: |
| Period of Notice: | Reason for leaving: |
| Brief description of responsibilities: | |

**Previous Employment**

|  |  |
| --- | --- |
| Name of Employer:  Address: | Start date of employment: |
| End date of employment: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
| Name of Employer:  Address: | Start date of employment: |
| End date of employment: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
| Name of Employer:  Address: | Start date of employment: |
| End date of employment: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
| Name of Employer:  Address: | Start date of employment: |
| End date of employment: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
|  |  |
|  |  |

## Qualifications and Training

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Secondary Education** |  |  |  |  |
| **Name of School/ College** | **From** | **To** | **Qualification** | **Grade** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

###### Training and Development

Please give details of any qualifications or training that you have received, which support your application. Include any on the job training as well as formal courses.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of College/ University/Other** | **From** | **To** | **Qualification/Grade obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Professional Memberships/Qualifications**

Please provide details of any professional qualifications and memberships of professional institutes that you hold.

|  |  |
| --- | --- |
| **Name of Professional Body** | **Qualification/Membership and Date** |
|  |  |
|  |  |
|  |  |
|  |  |

**Supporting Statement and Achievements**

Please use the space below to tell us how you meet the criteria for this post – you will find it useful to refer to the Guidance Notes to help you complete this part of the application form. We need to have this information in order to consider your application. Please attach a separate sheet if you require more space.

|  |
| --- |
|  |

## Referees

## Please give details of two referees, one of whom must be your current and/or last employer and the other from a previous employer. Please see guidance notes for more information.

|  |  |
| --- | --- |
| **Referee one: This referee must either be your current or previous employer** | |
| If you are invited for interview may we approach this referee without further reference to you? | Yes/No |
| Name |  |
| Job title |  |
| Email |  |
| Address |  |
| Post Code |  |
| Relationship to you |  |
| Telephone number |  |
| Email address |  |

|  |  |
| --- | --- |
| **Referee two:** | |
| If you are invited for interview may we approach this referee without further reference to you? | Yes/No |
| Name |  |
| Job title |  |
| Email |  |
| Address |  |
| Post Code |  |
| Relationship to you |  |
| Telephone number |  |
| Email address |  |

The School may use internet searches, including social media searches to perform pre-employment checks on candidates in the course of recruitment. Where the School does this, it will act in accordance with its data protection and equal opportunities obligations.

**Disability**

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.

|  |  |
| --- | --- |
| Do you have a disability you wish us to know about at this stage? | Yes/No |
| If yes, please let us know what access requirements you may have |  |

**Declaration**

|  |  |
| --- | --- |
| Are you related to, or have a close personal relationship with any current employee or School Governor? | Yes/No |

If yes, please state their name and the position they hold:

|  |  |
| --- | --- |
| Name |  |
| Position |  |

The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment.

The School must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

**Data Protection**

The School processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws.

I understand that providing misleading or false information/qualifications may affect any recruitment decision made relating to me or if appointed, may lead to disciplinary action and dismissal.

**I authorise Kings Hedges Educational Federation to check the information supplied and hold all such information in both paper and electronic formats.**

If you are successful in your application you will be asked to sign this declaration

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guidance Notes**

1. **How to complete your application**

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

1. **What are selection criteria**

Selection criteria are the skills, abilities, knowledge and perhaps qualifications necessary to do the job. These are shown in the person specification. They are based on the key responsibilities of the role, which are shown in the job description. The purpose of the selection criteria is to help us to recruit the best person for the job objectively and fairly. The selection criteria are an essential part of our recruitment process and will be used to decide who is invited for an interview, or, the next stage of the selection process. The person specification should help you to match your skills, abilities and Knowledge against the selection criteria.

1. **Working in the UK**

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office.

1. **Current or most recent employment**

We need you to provide us with your complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities. We may ask for references to cover a full three-year history, which may include time spent at school/further education. In addition to the standard reference questions the employer/organisation will be asked about disciplinary offences relating to children, including "spent ones" and where the applicant has been the subject of any child protection concerns and details of these. For this three-year history please provide full postal addresses, including postcodes.

References will be taken up for short-listed candidates.

1. **Qualifications & Training**

Please give details of your education, qualifications and training, starting with secondary school. If we have requested that you have a professional qualification for this job, you will need to provide us with the relevant original certificates/registration documents.

1. **Supporting statement and achievements**

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements.

Give examples of what you have done which prove your ability. If the person specification says, ‘able to organise activities’, you must do more than say, ‘I am an organised person’. Give an example by describing something that you have done, which tells us about the skills you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

1. **Declaration**

We do not exclude people who are related to, or have a close personal relationship with our employees or school governors. We will make sure that they do not take part in the selection for this post.

Please make sure you read and sign/positively tick the declaration.

**Attached Documents**

1. **Declaration of Criminal Offences**

Please see separate form enclosed and read the guidance notes to that declaration carefully prior to completing it.

The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.

More information on The Disclosure & Barring Service can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

1. **Monitoring**

Attached to this application form is an Equal Opportunities Monitoring Form that should be completed and provided to the school alongside your completed application form. This School has an Equal Opportunity and Diversity Policy, which we ensure that we monitor to ensure that our employees reflect the community we serve. The information provided will be treated in the strictest confidence and will only be used for monitoring purposes.

**Checklist**

**Before you submit your application, please check that you have:**

.

|  |  |
| --- | --- |
| Read through the Job Description & Person Specification so that you know exactly what the job entails and the skills, knowledge, abilities and perhaps qualification required to do the job |  |
| Read through your application form and make sure that you have filled out all the parts that we have asked you to |  |
| Given clear, step-by-step examples of your skills, abilities, knowledge and experience |  |
| Attached additional information if you have run out of space |  |
| Kept a copy of your completed application form and Job Description and Person Specification |  |
| Completed the following forms to be returned in separate envelopes as indicated in those forms:   * Equal Opportunities Monitoring form * Disclosure of Criminal Convictions Self-Disclosure Form |  |
| Made sure that your application form will be received by the closing date  ***NB if you are sending your form in the post, please ensure that you attach the right amount of postage*** |  |

**What happens next?**

Your completed application form will be used to decide whether or not you are invited for an interview, or the next stage of the recruitment stage of the recruitment process. You will hear from us shortly after the closing date if your application is shortlisted

**Please post your completed application form, Equal Opportunities Monitoring Form and Disclosure of Criminal Convictions Self-Disclosure Form in separate envelopes to:**

Mrs T Miller

Kings Hedges Educational Federation

Northfield Avenue

Cambridge

CB4 2HU

[finance@kingshedges.cambs.sch.uk](mailto:finance@kingshedges.cambs.sch.uk)

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**Disclosure of Criminal Convictions / Cautions Self-Disclosure Form**

**Declaration of Offences**

**Before completing this form, please read the following notes carefully.**

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

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 Kings Hedges Educational Federation. The Kings Hedges Educational Federation is 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 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.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

 Yes           No

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

 Yes           No

If the answer is yes to either of the above questions, please provide full details below: **Please enter NONE if applicable**

|  |  |  |
| --- | --- | --- |
| **Details of offence(s)** | **Place and date of Conviction/ Caution** | **Sentences(s)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please list below details of any pending prosecutions

**Please enter NONE if applicable**

|  |  |  |
| --- | --- | --- |
| **Court to which Summoned** | **Appearance Date** | **Alleged Offence** |
|  |  |  |
|  |  |  |

I certify that:

* I have read and understood the attached guidance notes;
* to the best of my belief and knowledge, the information I have entered on this form is true and accurate and I understand that any false or misleading information or failure to disclose criminal convictions will result, in the event of employment, in a disciplinary investigation by Kings Hedges Educational Federation, and could lead to dismissal without notice.

Name (please use CAPITALS): ………………………………………………………………………….

Signature: ………………………………………………………………………….

Date: ………………………………………………………………………….

Post Applied for: ………………………………………………………………………………………………………

**PLEASE COMPLETE THE FORM AND RETURN IT TO**

**Kings Hedges Educational Federation**

**IN A CONFIDENTIAL ENVELOPE ADDRESSED TO**

**Miss S Merritt, Head Teacher**

**Disclosure of Criminal Convictions / Cautions (Spent and Unspent) Notes of Guidance**

1. It is the Kings Hedges Educational Federation policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions. In addition, you are required to disclosure any adult cautions which have not expired or any pending prosecutions.
2. As the post for which you are applying is one that will give you substantial unsupervised access to children and young people it is covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Orders from time to time enacted and in force. You are therefore required to disclose ’spent' as well as ’unspent' criminal convictions (which are not ‘protected’), cautions and any pending prosecutions against you in line with the requirements below.
3. You must declare the following:
4. Cautions given less than 6 years ago (where you were over age 18 at the time of caution and it is not related to a “specified offence”).
5. All cautions given where you were over the age of 18 at the time of the caution and which relate to a “specified offence” (i.e. an offence from a prescribed list). A copy of the “specified offences” can be viewed here: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> or from your school office.
6. Any convictions, whenever they occurred, relating to a specified offence which is available from: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>
7. All convictions that resulted in a custodial sentence (regardless of whether served and whenever they occurred)
8. Other convictions given less than 11 years ago (where you were over age 18 at the time of conviction)
9. Other convictions given less than 5.5 years ago (where you were under age 18 at the time of conviction)
10. The information you provide (by completing the form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.
11. Disclosure of a conviction, caution or pending prosecution does not necessarily mean that you will not be appointed; a person’s suitability will be looked at as a whole in the light of all the information available, and in accordance with the Safer Recruitment policy on the employment of ex-offenders, a copy of which can be obtained from Kings Hedges Educational Federation. A main consideration will be whether the offence is one which would make a person unsuitable to work in the capacity of the post applied for.
12. A conviction includes:
13. A sentence of imprisonment, youth custody or in a Young Offenders’ Institution;
14. An absolute discharge, conditional discharge, bind over;
15. A fit person order, a supervision or care order, a probation order or community punishment order or an approved school order arising from a criminal conviction;
16. Simple dismissal from the Armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces;
17. Detention by direction of the Home Secretary;
18. Remand Centres, secure training centres or in secure accommodation;
19. A suspended sentence;
20. A fine or any other sentence not mentioned above.
21. A caution is a formal warning about future conduct given by a Senior Police Officer, usually in a Police Station, after a person has admitted an offence. It is used as an alternative to a charge and Positive Prosecution.
22. A Reprimand has replaced a Caution for young people under 15. A young person given a second formal warning about future conduct is then given a formal warning.
23. A Bind Over is an order which requires the defendant to return to Court on an unspecified date for sentence.
24. All driving offences must be declared unless excluded by the criteria under section 3 above.
25. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept or do any work in a ‘regulated position’.
26. As the post for which you are applying falls within the category for which a criminal record disclosure is required, if you are selected for appointment, you will be required to apply for an enhanced check from the Disclosure and Barring Service ("DBS"). A refusal to make such an application could prevent your employment. Any information provided by the DBS will be kept securely whilst it is being considered and will then be destroyed. No record will be kept relating to any specific offence identified by the disclosure.
27. Failure to disclosure convictions and cautions (to the extent they are required to be disclosed as set out above) and any pending prosecutions may, in the event of employment result in dismissal or disciplinary action by the Kings Hedges Educational Federation.
28. Further information to assist you in what information should be disclosed in this form is available here:
    1. <https://www.gov.uk/tell-employer-or-college-about-criminal-record>
    2. <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>
29. There are also charities who may be able to provide you with further advice. These are:
    1. Unlock: <https://www.unlock.org.uk/>
    2. Nacro: <https://www.nacro.org.uk/>

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**Equal Opportunities Monitoring Form**

In accordance with our Equal Opportunities and Diversity Policy, we are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

We aim to create a culture that encourages and values diversity, and that appoints, rewards and promotes staff based on merit. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be.

Your responses to the questions set out below will be used only to monitor the effectiveness of our policies and practices, and to ensure that we do not inadvertently discriminate against employees or prospective employees

The information you give will be kept strictly confidential, and will not be seen by the staff directly involved in the recruitment process for the post below. Your response will remain separate from your application form upon receipt. It will be used only to provide statistics for monitoring purposes and will be stored separately, in accordance with the data protection privacy notice provided to you in relation to this recruitment process and our Data Protection Policy and Records Retention Policy.

You do not have to provide this information, but if you do so, it will be helpful for the purposes set out above.

**About the vacancy**

Please state which job you have applied for and the closing date given for applications.

|  |  |
| --- | --- |
| Kings Hedges Educational Federation |  |
| Job applied for |  |
| Closing date for applications |  |

**Where did you hear about this job (please tick)?**

|  |  |
| --- | --- |
| Newspaper (please specify) |  |
| A friend |  |
| Recruitment company |  |
| Our School website |  |
| Other (please specify) |  |

**Gender**

Which of the following best reflects how you would describe your gender identity?

|  |  |
| --- | --- |
| Male |  |
| Female |  |
| Trans or transgender |  |
| Other (please describe, if you are happy to do so) |  |
| Prefer not to say |  |

(If you are undergoing gender reassignment, please use the gender identity you intend to acquire.)

Does your gender identity align with the gender assigned to you at birth?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

**Ethnic group**

How would you describe yourself?

|  |  |
| --- | --- |
| Asian or Asian British | |
| Bangladeshi |  |
| Indian |  |
| Pakistani |  |
| Chinese |  |
| Other Asian background (please write in box) |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Black or Black British | |
| African |  |
| Caribbean |  |
| Other Black background (please write in box) |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Other ethnic group | |
| Arab |  |
| Other ethnic background (please write in box) |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Mixed/multiple ethnic groups | |
| White and Asian |  |
| White and Black African |  |
| White and Black Caribbean |  |
| Other mixed/multiple ethnic background (please write in box) |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| White | |
| British |  |
| English |  |
| Gypsy or Irish traveller |  |
| Irish |  |
| Northern Irish |  |
| Scottish |  |
| Welsh |  |
| Other white background (please write in box) |  |
| Prefer not to say |  |

**Marital status**

|  |  |
| --- | --- |
| Married (different sex) |  |
| Married (same sex) |  |
| Civil Partner |  |
| Single |  |
| Other |  |
| Prefer not to say |  |

**Sexual orientation**

Would you describe yourself as:

|  |  |
| --- | --- |
| Bisexual |  |
| Gay/lesbian |  |
| Heterosexual/straight |  |
| Other |  |
| Prefer not to say |  |

**Age**

|  |  |
| --- | --- |
| What is your age? |  |

**Religion or belief**

The list below includes those religions that are most commonly found in Britain. They are listed in alphabetical order and not intended to signify rank in terms of importance. This list is not exhaustive; if your religion is not listed then we ask you not to take offence as none was intended.

Please tick the box that best describes your religion or belief:

|  |  |
| --- | --- |
| Buddhism |  |
| Christianity |  |
| Hinduism |  |
| Judaism |  |
| Islam |  |
| Sikhism |  |
| Other religion or belief (please specify) |  |
| No particular religion or belief |  |
| Prefer not to say |  |

**Disability**

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Do you consider that you have a disability under the Equality Act (please tick)?

|  |  |
| --- | --- |
| Do you have a disability? | Yes/No |
| Prefer not to say |  |

This information is used for monitoring purposes only. If you believe you may be disabled and may need any reasonable adjustments to be made in the recruitment process or as part of your employment, please discuss this with the recruiting manager.

**PLEASE COMPLETE THE FORM AND RETURN IT TO THE KINGSHEDGES EDUCATIONAL FEDERATION IN A CONFIDENTIAL ENVELOPE ADDRESSED TO MRS T MILLER, BURSAR**

**Thank you for your assistance.**