



# Job Application Form

## Teachers

Cascade Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all our staff and volunteers to share this commitment.

We are also committed to treating all applicants equally and fairly based on their skills, experience, and ability to fulfil the duties required of the role applied for. This is regardless of any protected characteristics (ethnicity, gender or gender reassignment, religion or belief, sexual orientation, physical/mental disability, age, pregnancy or maternity, marriage, or civil partnership).

Applicants must share with us **all the relevant information** that we have requested in this application form, but we would like to reassure applicants that any information provided will be treated in the strictest confidence in a fair and open manner.

**CVs will not be accepted**

POST DETAILS			
Post applied for		Trust/School	
Closing date		Where did you see the post advertised?	
PERSONAL DETAILS			
First name(s)		Last name	
Address		Home number	
		Mobile number	
		Work number	
		Email	
Postcode		Preferred contact method	
National Insurance number			
Please declare all previous/other names known by			

**CURRENT EMPLOYMENT**

Are you currently in employment? (if no go straight to the next section)

Yes No 

Name and address of employer

Current job title

Start date

End date (if applicable)

Contract type (permanent, temporary etc)

Notice period

Salary (including allowances)

Reason for leaving

Key duties

If successful in your application, please indicate if you intend to continue working in this/these job(s), stating the job title and hours of work

Length of notice required, or date you could start

## EMPLOYMENT HISTORY

Please provide full employment history in chronological order since leaving secondary education, including periods of part-time work and voluntary work as well as full time employment, with start and end dates.

**IMPORTANT NOTE:** When providing reason for leaving, for each role, please confirm that you were not under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of leaving/dismissal. If you were, please provide details

Employer's name and address	Dates	Post held and duties	Reason for leaving

## GAPS IN EMPLOYMENT, EDUCATION OR TRAINING HISTORY

Please detail each period (of more than four weeks) when you were not in employment or education training.

From: (DD/MM/YYYY)	To: (DD/MM/YYYY)	Reason for gap in employment education and training history
From: (DD/MM/YYYY)	To: (DD/MM/YYYY)	Reason for gap in employment education and training history
From: (DD/MM/YYYY)	To: (DD/MM/YYYY)	Reason for gap in employment education and training history
From: (DD/MM/YYYY)	To: (DD/MM/YYYY)	Reason for gap in employment education and training history
From: (DD/MM/YYYY)	To: (DD/MM/YYYY)	Reason for gap in employment education and training history

## SUPPORTING STATEMENT

Please give details of your skills, abilities, experience and personal qualities to demonstrate how you meet the criteria in the person specification, using examples wherever possible

Enclose additional sheets if necessary

## EDUCATION

Please include all qualifications obtained, including any secondary and further education or training.

School/college/university	Dates	Qualifications	Subject and grade	Full/part time study

**PROFESSIONAL REGISTRATION**

Do you have Qualified Teacher status		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Date Awarded					
Have you successfully completed your induction?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If No, please provide details of where in the ECT process you are currently at					
Teacher Reference Number (TRN)					

**OTHER RELEVANT TRAINING OR QUALIFICATIONS**

Please give details and dates

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## REFEREES

Please provide contact details for two referees who are able to comment on your suitability for the job applied for. You are responsible for providing accurate contact details so that referees can be contacted.

- The first referee **MUST** be your current or most recent employer (or your course tutor if you are currently in, or have just left, full time education).
- Professional references will not be accepted from work colleagues who are not authorised to provide professional references in an official capacity on behalf of the organisation, or from people writing solely in the capacity of friends, or from relatives.
- **If the reference is from a school, it must be provided by, or confirmed with, the Headteacher**

	Referee 1	Referee 2
Full name		
Position		
Address		
Telephone		
Email		

Cascade MAT will seek references on shortlisted applicants, and will approach previous employers for information to verify particular experience or qualifications. We reserve the right to approach any of your previous employers for a reference.

If you **do not** wish a reference to be taken up at this stage, please state why:

If you are currently working with children, your current employer will be asked about disciplinary offences relating to children (including any conduct related to safeguarding concerns which the penalty is 'time expired'), and whether you have been the subject of any safeguarding related investigations or concerns, and if so, the outcome of any enquiry or disciplinary procedure including any referrals to Disclosure and Barring Service (DBS), other professional bodies or the police.

If you are successful at interview, any offer of employment will be subject to receipt of two satisfactory references and any additional pre-employment checks.

## DECLARATIONS

### EQUALITIES

Cascade Multi Academy Trust is an Equal Opportunities Employer and is committed to this by signing up to the 'Disability Confidence Scheme'. This ensures that all disabled applicants, able to demonstrate that they meet the minimum criteria of the job description are guaranteed an interview.

I consider myself to be a disabled person and I would like to apply under the Guaranteed Interview Scheme

### RELATIONSHIPS

Are you a relative or a partner of, or do you have a close personal relationship with any employee of Cascade Multi Academy Trust?

Yes

No

If yes, please state their full name, post title and place of work

Have you previously been employed or sought employment with Cascade Multi Academy Trust?

Yes

No

If yes, please provide details

### RIGHT TO WORK

The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006

Do you require permission to work in the UK?  
(you will be required to provide evidence of eligibility to work in the UK)

Yes

No

If yes, please state on what basis:

- UK citizen
- EU settled status
- Skilled worker visa
- Graduate visa
- Youth mobility visa
- Other – please provide full details below:

<p><b>Time spent living and/or working Overseas, outside of the UK</b></p> <p>If you've lived and/or worked outside of the UK, the Trust must make any further checks it considers appropriate (in addition to the usual pre-employment checks).</p> <p>We'll base the decision on whether this is necessary on individual circumstances, and factors such as:</p> <ul style="list-style-type: none"> <li>• The amount of information you disclose in the DBS check</li> <li>• The length of time you've spent in or out of the UK</li> </ul> <p>Have you spent time living and/or working outside of the UK?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If Yes, please give details including countries and relevant dates:</p>		
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**SAFEGUARDING**

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written safer recruitment policy which covers the recruitment of ex-offenders which is available on request. You are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

If you are shortlisted for interview, you will be asked to make any relevant disclosures relating to previous cautions or convictions. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> , [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

## ONLINE SEARCHES

In line with Keeping Children Safe in Education (KCSIE) guidance, the Trust will carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

## CRIMINAL RECORDS CHECKS

We will only ask those candidates who have been selected for interview to complete a criminal record self-declaration form or provide a written disclosure statement to give them the opportunity to provide sufficient information. At interview, or in a separate confidential discussion, we will ensure that an open and measured discussion takes place on the subject of any offences that might be relevant to the position.

Failure to provide accurate and truthful information is considered a serious matter. If it becomes apparent that inaccurate or incomplete information has been provided, we will need to establish why. Any finding of serious misdirection or intent to deceive will result in an application being disqualified or, if appointed, disciplinary action being taken and/or dismissal.

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. We will only carry out criminal record checks with DBS on successful candidates at the appropriate level for the role applied for.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Are you included in the list of people barred from working with children maintained by the Disclosure and Barring Service (DBS) under the Safeguarding Vulnerable Groups Act 2006?

Yes

No

N/A

If you are not currently barred from working with children under the Safeguarding Vulnerable Groups Act 2006, have you been referred to the Disclosure and Barring Service (DBS) for consideration to be added to one of the barred lists?

Yes

No

## CONDUCT DECLARATION

Have you ever been subject to any sanctions being placed on your professional registration, by a regulatory or licensing body in any country?

Sanctions may include: Warnings, conditions, limitations, suspension, removal or any other restrictions that have applied to your professional registration.

Yes

No

N/A

If yes, please provide details and details of any sanctions and, the name and address of the regulatory or licensing body concerned.

Have you ever been dismissed for misconduct from any employment, volunteering, office, or other position previously held by you?

Yes

No

If yes, please provide details

Have you ever been under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of your dismissal/leaving any employment, volunteering, office, or other position previously held by you?

Yes

No

If yes, please provide details

Have you ever been managed within the formal stages of capability in the last two years from any employer, including agencies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please provide details

**DATA PROTECTION**

I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed.

The information that you provide on this form will be used to process your application for employment. We process this information in line with our privacy policies

Cascade Multi Academy Trust will process the data you give us to determine your suitability for the role you have applied for as part of the recruitment process and the ongoing employment relationship if appointed.

In submitting this form, I give my authority for use of my personal data for the purposes outlined above.

Signature		Date	
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All information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this may be held in an electronic database. If your application is unsuccessful your details will be kept for a period of 6 months and then destroyed.

