



Applicant Number (leave blank)	
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Employment Application Form

(for posts that are exempt from the Rehabilitation of Offenders Act 1974).

The post you are applying for is EXEMPT from the Rehabilitation of Offenders Act (1974). This means that you are required to give details of any 'spent' and 'unspent' convictions or pending cases, cautions, bind-over orders, reprimands and final warnings, including dates, the offence(s), sentences, and the court or police force which dealt with the offence.

The Dunraven Educational Trust and its schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment.

How to fill in this form

- This application form is provided in a 'fillable pdf' format. When completing electronically please open this form in Adobe Acrobat Reader (available free online). The form can then be saved to your computer, completed and finally saved before emailing or printing and posting it to us. Alternatively, it can be printed off and completed by hand.**
- Please read all the information and guidance notes before you complete this application form
- Please answer all the questions and type or write neatly in black ink, as this form will be photocopied
- Please be concise. The spaces provided for your answers should be sufficient, but if you do not have enough room please continue on a separate sheet.
- We want to ensure the recruitment process is accessible to disabled applicants, so if you would like us to make any arrangements in this respect please let us know
- Do not attach a CV, as it will not be considered
- On completion of the application form please ensure you sign and date the declaration on page 9.

If you have not heard from us within 4 weeks of the closing date your application for this job has not been successful.

Job Title:
School:
Full Name:

B: PERSONAL INFORMATION

Title:

Forenames:	Surname:
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Address:
Postcode:

Day Telephone:	Evening Telephone:
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Email address:

May we contact you during the day?	☐ Yes	☐ No
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National Insurance No:

To be completed by applicants for teaching posts only		
TRN (Teacher Reference Number):		
Do you have Qualified Teacher Status?	☐ Yes	☐ No
	☐	☐

Do you require a work permit?	☐ Yes	☐ No
Do you have a current driving licence?	☐ Yes	☐ No

Are you or have you ever been employed by The Great North Wood Trust?	
☐ Current Trust Employee *	☐ Former Trust Employee*
☐ Working for Trust through an agency	☐ Never worked for Trust

* If a current or former Trust employee, please provide dates and job title(s)
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Are you related to a member, Trustee or Chief Officer of the Trust?	☐ Yes	☐ No
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If yes, please give details:

C: EMPLOYMENT HISTORY

Please list in order (the most recent first) the organisation(s) you have worked for full or part-time including any relevant voluntary or unpaid work. Please include ALL periods when you were not working. There must be no gaps in your employment history.

Most recent employer name and address:	Job Title:	Brief description of duties:
	Grade/Salary:	
Date of employment From: To:	☐ Full Time ☐ Part time Hours:	Reason for leaving:

Previous employer's name and address:	Job Title:	Brief description of duties:
	Grade/Salary:	
Date of employment From: To:	☐ Full Time ☐ Part time Hours:	Reason for leaving:

Previous employer's name and address:	Job Title:	Brief description of duties:
	Grade/Salary:	
Date of employment From: To:	☐ Full Time ☐ Part time Hours:	Reason for leaving:

Previous employer's name and address:	Job Title:	Brief description of duties:
	Grade/Salary:	
Date of employment From: To:	☐ Full Time ☐ Part time Hours:	Reason for leaving:

Previous employer's name and address:	Job Title:	Brief description of duties:
	Grade/Salary:	
Date of employment From: To:	☐ Full Time ☐ Part time Hours:	Reason for leaving:

EMPLOYMENT HISTORY *continued*

Previous employer's name and address:	Job Title:	Brief description of duties:
	Grade/Salary:	
Date of employment From: To:	☐ Full Time ☐ Part time Hours:	Reason for leaving:

Previous employer's name and address:	Job Title:	Brief description of duties:
	Grade/Salary:	
Date of employment From: To:	☐ Full Time ☐ Part time Hours:	Reason for leaving:

Previous employer's name and address:	Job Title:	Brief description of duties:
	Grade/Salary:	
Date of employment From: To:	☐ Full Time ☐ Part time Hours:	Reason for leaving:

Previous employer's name and address:	Job Title:	Brief description of duties:
	Grade/Salary:	
Date of employment From: To:	☐ Full Time ☐ Part time Hours:	Reason for leaving:

Previous employer's name and address:	Job Title:	Brief description of duties:
	Grade/Salary:	
Date of employment From: To:	☐ Full Time ☐ Part time Hours:	Reason for leaving:

D: EDUCATION AND QUALIFICATIONS

Please give details of your Education – schools and colleges or universities attended and any qualifications obtained including membership of any professional bodies.

School/College/University name and address:	Subjects:	Qualifications gained:	Grades/Degree Class

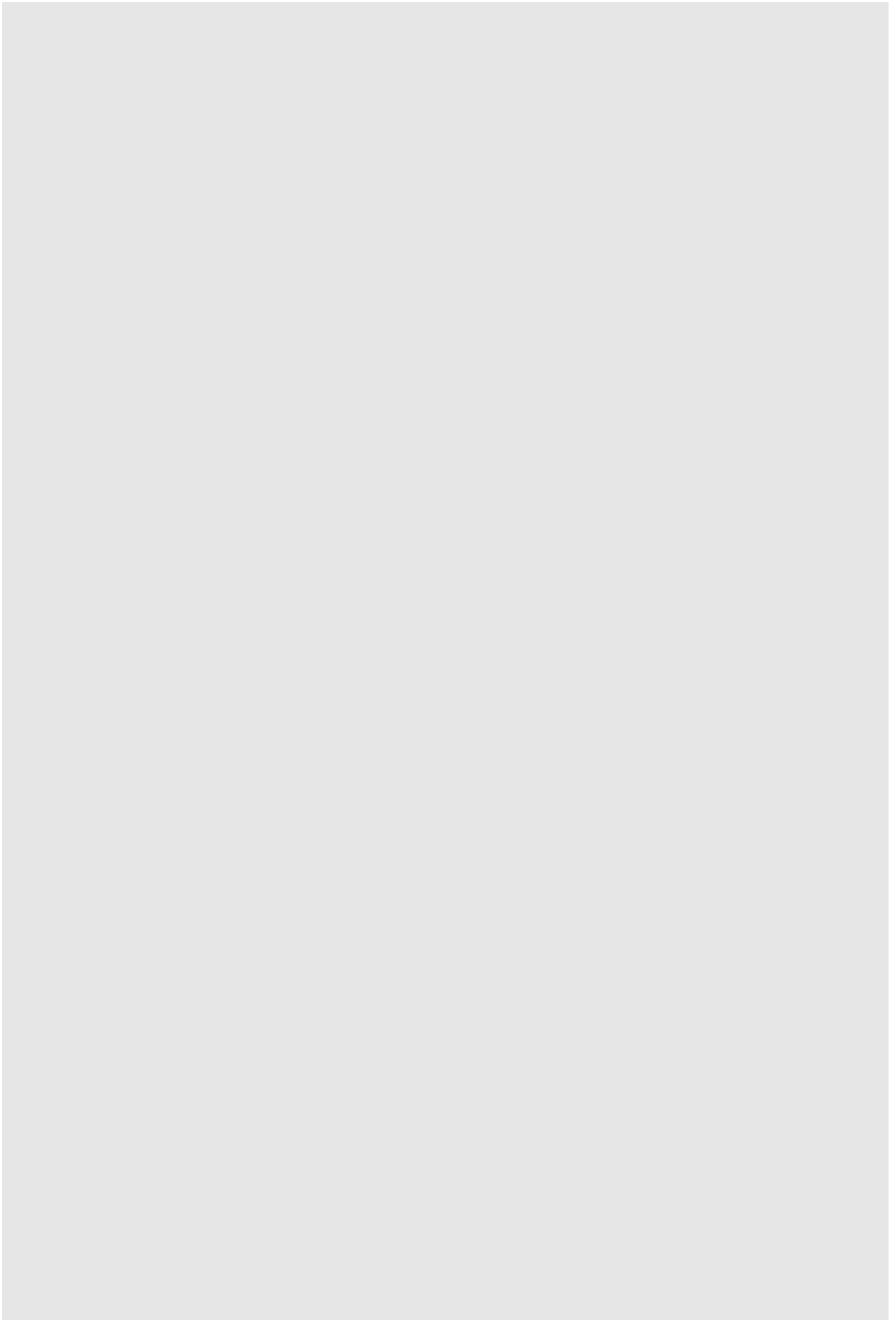
E: TRAINING AND DEVELOPMENT

Please tell us about any relevant training or development courses or activities you have taken part in and any qualifications obtained, for example 'First Aid Certificate'

Activity:	Dates: dd/mm/yyyy	Qualification:
	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	

F: PERSONAL STATEMENT

Please explain how you meet the points on the person specification, and what makes you suitable for this job. Ensure that you itemise your responses so that you can demonstrate how your knowledge, experience, skills and abilities meet the requirements of the person specification. This is a very important part of the information you supply to us.



G: Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) Order 2013 and
Childcare (Disqualification) Regulations 2009

Please read the recruitment information on applying for a post before you complete this section.

The post you are applying for is exempt from the Rehabilitation of Offenders Act (1974) (Exceptions) order 1975 (as amended in 2013). You do not need to declare any criminal record information that is now filtered under this Act. As a result certain cautions and convictions are now considered 'protected' and therefore filtered from Standard or Enhanced DBS checks. Further information is available at www.gov.uk/government/collections/dbs-filtering-guidance.

The Dunraven Educational Trust requires you to give details of all current (unspent) and 'spent' convictions or pending cases, cautions, bind-over orders, reprimands and final warnings (that are not eligible for filtering), including dates, the offence(s), sentences, and the court or police force which dealt with the offence.

Any offer of employment will be made on a conditional basis, subject to the relevant checks being carried out.

Failure to make a full and accurate declaration may result in withdrawal of a job offer or, if subsequently discovered, to disciplinary action and/or dismissal.

You are required to complete the following declarations:

I am applying for a post which is exempt under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

- ☐ **I do not have** a criminal record, cautions, bind-over orders, reprimands and final warnings and/ or pending prosecution(s):
- ☐ **I have** a criminal record, cautions, bind-over orders, reprimands and final warnings and/ or pending prosecution(s). I am sending details under separate cover (see *note below):

- ☐ **I do not** appear on Independent Safeguarding Authority's (ISA) Children's Barred List:
- ☐ **I do** appear on Independent Safeguarding Authority's (ISA) Children's Barred List.
- ☐ I am sending details under separate cover (see *note below):

- ☐ **I am not** disqualified from working with children or subject to sanctions imposed by a regulatory body e.g. the Department of Education (Prohibition Order):
- ☐ **I am** disqualified from working with children or subject to sanctions imposed by a regulatory body e.g. the Department of Education (Prohibition Order). I am sending details under separate cover (see *note below):

**Note: If you do have a criminal record, cautions, bind-over orders, reprimands or pending prosecutions or appear on the Independent Safeguarding Authority's (ISA) Children's Barred List (list of names barred from working with children; formerly List 99) or are disqualified from working with children, your declaration of this should be sent with this application form in a sealed envelope marked confidential. Please ensure that your full name, post title and reference number is included with any information sent.*

Any information given will be kept confidential and will only be considered in relation to the job you are applying for.

Signature:

Date:

H: REFERENCES

Please provide the following information for referees covering the last 3 years. One of which should be your current or most recent employer. If you have not been employed before, please give details of teachers/ lecturers who know you well enough to comment on your ability to do the job. Friends or relatives must not be used

First Reference – from current or most recent employer

Referee Name:	Job Title	Capacity known: ☐ Current Manager ☐ Previous Manager ☐ Other <i>please specify</i>
Name and address of school/organisation:		
Telephone No:	Email:	

Second Reference – preferably from another employer

Referee Name:	Job Title	Capacity known: ☐ Current Manager ☐ Previous Manager ☐ Other <i>please specify</i>
Name and address of school/organisation:		
Telephone No:	Email:	

Further References – required if the first two cover less than 3 years employment

Referee Name:	Job Title	Capacity known: ☐ Current Manager ☐ Previous Manager ☐ Other <i>please specify</i>
Name and address of school/organisation:		
Telephone No:	Email:	

Referee Name:	Job Title	Capacity known: ☐ Current Manager ☐ Previous Manager ☐ Other <i>please specify</i>
Name and address of school/organisation:		
Telephone No:	Email:	

DECLARATION

I confirm that to the best of my knowledge the information given in this employment application form is true and correct and can be treated as part of a subsequent contract of employment.

Signature:

Date:

Please Note: The Trust is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within the Trust for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

How did you find out about this vacancy?

Please give name of the publication,
website or other source: