THE HEATH FAMILY (NW) MULTI ACADEMY TRUST

A logo for a school

Description automatically generated

A logo with text on it

Description automatically generated

Application for Employment

Please complete all sections of this form by typing or writing clearly in black ink. If necessary provide further information on a separate sheet. Please complete all parts 1-14 fully and read the notes on page 8-10.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Personal Details | | | | | |
| **First name(s):** | |  | | **Surname:** |  |
| **Title:** |  | **Previous Surname(s)** |  | **Preferred to be Known as:** |  |
| **Current**  **Address**  **(including postcode:** | |  | | **Home telephone**  **number:** |  |
| **Mobile telephone no:** |  |
| **Email address for contact purposes:** | |  | | **National Insurance**  **Number:** |  |

|  |  |
| --- | --- |
| 2. Job Details | |
| **Job Applied for:** |  |
| **School:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3. Teachers Only | | | | | |
| **Teacher Reference Number:** | | |  | | |
| **Qualified Teacher Status:** | Yes/ No | **Date:** | **Statutory Induction Year completed (if qualified after May 1999):** | Yes/ No | **Date:** |
| **Are you subject to a General Teaching Council sanction or restriction** | | **Yes/No** | **Are you subject to teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?** | **Yes/No** |  |

|  |  |
| --- | --- |
| 4. Membership of Professional Bodies | |
| **Professional Body / Association** | **Current status/ Membership no:** |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 5. Current or Most Recent Employment Details | | | |
| **Job title:** |  | **Salary/Grade:** |  |
| **Employer name and address (including postcode):** |  | **Employment dates:** |  |
| **Noticed required: (if applicable)** |  | **Reason for Leaving:** |  |
| **Description of duties/responsibilities:** | | | |
|  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6. Employment History  Please provide a full history of employment including periods of post-secondary education or training, and part-time and voluntary work. Please start with your most recent employer and finish with the date that you left secondary education. Please ensure that you provide explanations for gaps and periods when not in employment, education or training and reasons for leaving. | | | | |
| **Dates** | | **Position Held** | **Employer** |  |
| **From**  **mm/yy** | **To**  **mm/yy** |  | **Name and address of employer / education establishment / voluntary organisation** | **Reason for leaving / Reason for gap in employment:** |
|  |  |  |  |  |
| **Please explain any gaps in your Education and Employment history** | | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 7. Education History and Qualifications  Please enter all qualifications you have taken from secondary school onwards. Please note that if you are shortlisted for interview you will be required to bring proof of your relevant qualifications to the interview. | | | | |
| **From**  **mm/yy:** | **To**  **mm/yy:** | **School/College/University/Training Establishment** | **Qualification Obtained**  **(*include awarding body)*** | **Grade** |
|  |  |  |  |  |

|  |
| --- |
| 8. Training and Professional Development – relevant for the post you are applying for |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please provide details of any relevant training courses or professional development you have undertaken within the last three years that are relevant to your application.** | | | |
| **Title of course** | **Course Date** | **Length of Course** | **Result gained/expected** |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 9. Skills, Experience and Knowledge Person Specification – Essential Criteria.  Please provide clear examples of how your ability, experience and personal qualities match the requirements of the role focusing on the essential criteria on the person specification. Give details of any relevant experience, skills or knowledge to support your application. Your supporting statement can continue on to a separate document, maximum two sides of A4 font 12, addressing the following points:   * why you are applying for this post and how you meet the requirements for this job * what contributions you feel you can make to students’ development within our school * any particular areas of strength, expertise and values you feel you may have | | | | | |
|  | | | | | |
| 10. References.  Please provide the names of two referees, one of which must be your current and most recent employer (if applicable). References cannot be from relatives or from people writing solely in the capacity of friends.  **PLEASE NOTE: References are requested prior to interview if the application is shortlisted.**  If you are not currently working with children or vulnerable adults but have done so in the past, please provide details of the most recent employer of this type of employment.  *The Trust reserves the right to seek any additional references we deem appropriate.* | | | | |
|  | ***Referee One*** | | ***Referee Two*** | |
| Name: |  | |  | |
| Job Title: |  | |  | |
| Company and Contact Address: |  | |  | |
| Contact email address:  *Please ensure you provide an email address as this is the preferred method of communication.* |  | |  | |
| Contact telephone number: |  | |  | |
| Relationship to applicant: |  | |  | |
| Can we contact this referee prior to interview? | Yes | No | Yes | No |

|  |
| --- |
| 11. Disability and Accessibility |
| The Trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |

|  |
| --- |
| 12. Rehabilitation of Offenders Act 1974 |
| This post is exempt from the Rehabilitation of Offenders Act 1974 and the successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children’s barred list held by the DBS.  Amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf).    Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.  If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |

|  |  |  |
| --- | --- | --- |
| 13. Further Information: | | |
| 1. Are you, to your knowledge, related to or do you have a close relationship with any member, officer or school governor of any schools within the Trust? | Yes | No |
| 1. Do you have the right to work in the UK?   You will be required at interview to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service. | Yes | No |
| 1. Have you lived your worked outside of the UK for 3 months or longer in the last 5 years? | Yes | No |
| If you have answered “yes” to the questions above please provide further details: | | |
| Where did you find out about the post? | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 14. Declaration | | | |
| I certify that the information contained in this application form is accurate and true. I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body including outside of the UK.  I am aware that deliberate falsification or withholding of information will lead to disciplinary proceedings and may result in dismissal or withdrawal of an offer of employment. I am also aware that by submitting my application, it is assumed that I have accepted the above declaration.  I declare that I have read, understand and accept the statements set out in the data protection clause on page eight, and the guidance referenced in pages nine and ten.  I confirm I understand that any offer of employment is subject to satisfactory references and all of the DfE pre-employment checks outlined in the statutory guidance, [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2). | | | |
| **Signed:** |  | **Date:** |  |

**Please return your completed application to** [**recruitment@theheathfamily.org.uk**](mailto:recruitment@theheathfamily.org.uk)

|  |
| --- |
|  |
| **Data Protection** |
| The personal data you provide for this application and otherwise as part of the recruitment process will be held and processed for the purpose of the selection processes of the Heath Family Trust (NW)/Schools and in connection with any subsequent employment, unless otherwise indicated.  The personal data will only be used in line with data protection legislation (General Data Protection Regulation GDPR).  If your application for employment is unsuccessful, your application is retained for a maximum of 6 months and then destroyed. If you are successful, your application form will form the basis of your employee personal file which we will hold throughout your employment. Equal Opportunities information is used for statistical monitoring purposes which is not related to named individuals.  The Heath Family Trust (NW) contact for data protection matters is: The Data Protection Officer, c/o Nexus Protect, [dataprotection@theheathfamily.org.uk](mailto:dataprotection@theheathfamily.org.uk)  By submitting your personal data and application, you are:   * declaring that the information provided in the application form is accurate and true. * giving your consent to the processing, transfer and disclosure of all information submitted by you during the recruitment process and throughout any subsequent periods of employment for pre-employment checks and any other activities directly related to your employment. * declaring that you have read, understood and accepted the statements set out in this data protection clause.   The Heath Family Trust (NW) is an equal opportunities employer and provider of services and welcomes applications from all members of the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status. |

|  |
| --- |
| **Information on Recruitment Checks** |
| The Trust/School will undertake all of the DfE pre-employment checks outlined in the statutory guidance, [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2), including: Enhanced DBS Check The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. 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 and [here](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974). More information about what will be filtered and will not appear on a DBS certificate can be found [here](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards).  If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact [Nacro](https://www.nacro.org.uk/criminal-record-support-service/) or [Unlock](http://hub.unlock.org.uk/contact/) for impartial advice. For posts in regulated activity, the DBS check will include a barred list check.  It is a criminal offence to apply or accept a position (paid or unpaid) working with children in regulated activity if you are excluded from such work by virtue of a court order or exclusions by the DBS.  Any data processed as part of the DBS check will be processed in accordance with any relevant data protection regulations and the school’s privacy notice.   |  |  |  |  | | --- | --- | --- | --- | | For Completion | | | | | **Do you have a DBS certificate?:** | **Yes / No** | If yes, date of issue: |  | | **DBS certificate number:** |  | | | | **Are you a member of the DBS update service?:** | **Yes / No** | | |   **Criminal Record Self Disclosure**  You may be asked for further information about your criminal history during the recruitment process. We will not ask for any criminal records information unless you are shortlisted for interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Any convictions shared by self-declaration or those listed on a DBS check will be considered on a case-by-case basis.    **Online Search**  We will carry out an online search as part of our safer recruitment requirements in accordance with Keeping Children Safe in Education (KCSIE) on all shortlisted candidates.  **Overseas Checks**  If you’ve lived or worked outside of the UK for 3 months or more in the last 5 years, the school will require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we will contact you for additional information in due course.   |  |  | | --- | --- | | For Completion | | | **Have you lived or worked outside of the UK for 3 months or more in the last 5 years:** | **Yes / No** |   **Teacher Prohibition Order and Teacher Sanctions**  We will check for Prohibition Orders and Interim Prohibition Orders for teacher applicants or positions carrying out “teaching work”. Further information on teacher misconduct can be found at: [**www.gov.uk/government/collections/teacher-misconduct**](http://www.gov.uk/government/collections/teacher-misconduct)  We will check for sanctions imposed by the GTCE (prior to its abolition in 2012). You will be required to disclose if you are subject to any sanctions relating to work with children in any country outside the UK.  **Right to Work in the UK**  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. By signing this application, you agree to provide such evidence when requested.  **Any job offer will be conditional on the satisfactory completion of all necessary pre-employment checks, including those as set out in Keeping Children Safe in Education.**  **Medical Fitness**  For jobs involving working with Children or Vulnerable Adults, the statutory regulations require us to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment. |