

Application for Employment

Exeter Road, Teignmouth, Devon, TQ14 9HZ

Tel: 01626 870317

www.ospreylearningtrust.co.uk

We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.

**Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.**

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| --- | --- |
| Post applied for: | Job reference: |
| School: | Closing date: |

1. PERSONAL DETAILS

|  |  |
| --- | --- |
| First name/s: | Last name: |
| Address: | Previous Name(s): |
|  | NI Number: |
|  | Telephone (Daytime): |
|  | Telephone (Mobile): |
| Postcode: | Email address: |
| Are you registered by the DfE as a Qualified Teacher? – (if applicable)  Yes / No | DfE Ref. No – (if applicable) |

2. EMPLOYMENT HISTORY - Present or most recent employment

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| --- | --- |
| Name of employer (School and LA where applicable) detailing age range and number on roll: | |
| Job title: | Salary spine point (please also detail any allowances): |
| Dates from / to: | |
| Subject / areas taught and any responsibilities: | |
| Key responsibilities: | |

Reason for seeking new position/leaving:

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NB. If you have more than one employment please provide the same information for each job, if necessary on a separate sheet.

3. PREVIOUS EMPLOYMENT

**Please start with the most recent** *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

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| --- | --- | --- | --- |
| Job title including, if applicable, subject and areas taught and any responsibilities | Employer/School and LA (if applicable) including age range and number on roll | Dates  From - to  (month & year) | Reason for leaving |
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Please account for any gaps in your employment history:

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4. EDUCATION, TRAINING AND DEVELOPMENT

**Secondary school/college/university/apprenticeship** *including current studies, with the most recent first.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of institution | Dates  From – To  (month & year) | Courses/subjects taken | Qualifications/grade |
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*NB. We reserve the right to contact employers or educational establishments to verify details given.*

**Details of any recent relevant professional development.** Please include dates.

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**Professional / Technical membership**

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| --- | --- |
| Name of professional / technical body | Grade of membership |
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5. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

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***Please continue on a separate sheet if necessary***

6. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide an enhanced disclosure from the DBS.

**Rehabilitation of Offenders Act**

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 and ‘protected’. This means that they do not need to be disclosed to emplolyers, and if they are disclosed, employers cannot take them into account. Possession of a criminal record will not automatically prevent applicants from working with us.  As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

As you are applying for a post which is eligible for a DBS Disclosure, you are required to declare information on any convictions, cautions, reprimands or final warnings, **which would not be filtered in line with current guidance**. 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. **Current guidance on what is filtered out of a DBS check can be found by following the links below:**

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

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email [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

Therefore, if you have received a conviction or caution, which would not be filtered in line with current guidance, you must provide details below (including any convictions in a court of law outside of Great Britain) and any prosecutions that you have pending. **If there are none please write ‘none’**.

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**Other Sanctions**

Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the National College of Teaching and Leadership (NCTL). **If there are none please write ‘none’**.

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7. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act defines a person as having a disability if he or she has,” a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”.

Do you have a disability? Yes  No



We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job.



Are you eligible to work in the UK? Yes  No



Do you require a work permit? Yes  No



Do you, your partner or family have any interests (financial, professional

or otherwise) that may conflict with your employment? Yes  No

(If yes, give details)



Are you related to any member of staff, Director or Governor at the Trust? Yes  No



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| If yes, give name and relationship: |

**Note:** Soliciting support or information to give an unfair advantage may disqualify your application.

8. REFERENCES

Please give details of at least two referees, one of whom must be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. References must cover a **minimum of three years** of employment.If there has been a gap in employment or where you do not have three years of employment then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

**References will be taken up on all short-listed candidates before interview.**

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| --- | --- | --- |
| Name: | Name: | Name: |
| Address: | Address: | Address: |
| Tel no: | Tel no: | Tel no: |
| Email: | Email: | Email: |
| Occupation/Relationship: | Occupation/Relationship: | Occupation/Relationship: |
| How long have they known you? | How long have they known you? | How long have they known you? |

We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. **If there are none please write ‘none’**:

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I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the Trust under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

|  |  |
| --- | --- |
| Signature: | Date: |

Where did you see the advertisement for this post?

**Data Protection Act and General Data Protection Regulations.** The personal data you provide in this job application will be used for recruitment purposes. If your application is successful the personal data will be stored on your employee file and used for payroll and personnel administration. It will only be shared with Trust officers or other staff with a legitimate need to view it, and with government departments and agencies where there is a legal obligation to do so. Personal data held about unsuccessful candidates will only be retained for twelve months.  Full details of how the Trust processes your personal data please follow the following link [www.ospreylearningtrust.co.uk/GDPR](http://www.ospreylearningtrust.co.uk/GDPR) (Privacy Notice - Applicants)

**YOUR COMPLETED APPLICATION SHOULD BE SENT TO THE ADDRESS/EMAIL ADDRESS AS SPECIFIED IN THE APPLICATION MATERIAL**

Version: 09/2021

**Equality and Diversity Monitoring**

**Please complete the form that follows on the next page.**

Freedom from discrimination and equality of opportunity are basic rights. Osprey Learning Trust is committed to challenging inequality and celebrating diversity.

The information you provide on the form overleaf is not part of our selection process and will be separated from your application form and only used for monitoring purposes to ensure that people are treated fairly and according to their needs. It will only be accessible to the administration team, who will record the data in anonymous format for monitoring purposes. The appointing officer(s) and/or the shortlisting panel will not have access to the information it contains.

**Guidance Notes on Disability**

Under the Equality Act 2010 you are considered to have a disability if you have *‘a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities’.*

**Physical and mental impairments** include sensory impairments and Deaf Sign Language users. Mental illness is included if it has a substantial effect on normal day to day activity. Past conditions are included. Progressive conditions, such as cancer, multiple sclerosis, muscular dystrophy and HIV infection, are covered from the point of diagnosis. Severe disfigurements are included.

**Substantial adverse effect** is more than a minor or trivial effect. Substantial effects of a disability, which has ceased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

**Long term effect** is one which has lasted, or is likely to last, 12 months or more.

**Normal day to day activities** are those which are carried our by most people on a fairly regular and frequent basis.

## Full definitions of disability are available from <https://www.gov.uk/definition-of-disability-under-equality-act-2010>.

**First Name(s):**…………………………………………………

**Surname:** …………………………………………………..

**1. GENDER:** Male  Female

**2. AGE:** 16-24  25-29  30-34  35-39  40-44

45-49  50-54  55-59  60-64  65+

**3. ETHNIC GROUP:**

To which of these groups do you consider that you belong? (tick in appropriate box)

**Asian or Asian British Mixed**

Indian  White and Black Caribbean

Pakistani  White and Black African

Bangladeshi  White and Asian

Any Other Asian Background  Any other Mixed background

**Black or Black British White**

Caribbean  British

African  Irish

Any Other Black Background  Any other White background

**Chinese or Other Ethnic Group**

Chinese  **If you have answered ‘any other’ in any group**

Any Other  **please specify below**

…………………………………………………….

**4. DISABILITY**

Do you consider yourself to have a disability? Yes  No

(Please see guidance on the previous page)