

**APPLICATION FORM**

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| **Please complete ALL sections of this form using black ink/type.** The information you provide will help us make a fair decision in the selection process. **Please note,** **CVs are not accepted.** Applications received after the closing date will not normally be considered. Applications should be returned to: \*\* | |
| **POST APPLIED FOR:** |  |

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| **HOW WE PROTECT YOUR PERSONAL INFORMATION:** |
| We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed in accordance with our retention policy; anonymised data will be kept for monitoring purposes. |

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| **PERSONAL DETAILS:** | | | |
| Title |  | Surname |  |
| First name(s) |  | Previous Surname (if applicable) |  |
| Home address |  | Home Tel No: |  |
| Mobile No: |  |
| Email address: |  |
| Work Tel |  |
| Postcode |  | NI Number |  |

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| **GENERAL INFORMATION** |
| If you have a disability, can we make any particular interview arrangements (e.g. signer, ground floor interview room etc) to assist you if shortlisted? |
| If yes, please specify here: |
| Are there any dates that you would be unable to attend an interview? |
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| If yes, please specify here: |
| ***Please assume if you have not heard from us within 28 days of the closing date that on this occasion you have not been shortlisted for this position.*** |

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| **REFERENCES:** | | |  | | | | |
| In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please provide references from **two different employers** [unless you have only had one previous employment of any kind). **Do not use friends or relatives.** If any of your previous roles [voluntary or paid] involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups [including any in which the time penalty ‘time expired’), and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure**.** | | | | | | | |
| **Reference 1**: This **must** be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (Academy, School/College or university). | | | **Reference 2**: If you have worked with children, young people or vulnerable adults in the past, but are not currently; this **must** be the most recent employer with whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice. | | | | |
| Name and Job Title: |  | | Name and Job Title: |  | | | |
| Employer |  | | Employer |  | | | |
| Address |  | | Address |  | | | |
| Postcode | |  | Postcode | | |  | |
| Email | |  | Email | | |  | |
| Professional relationship to you | |  | Professional relationship to you | | |  | |
| Did this role involve working with young people and /or vulnerable adults? | | **Yes / No**  Please select | Did this role involve working with young people and /or vulnerable adults? | | | **Yes / No**  Please select | |
| **Please note, for shortlisted candidates, references will**  **be applied for prior to interview** | | | | | | | |
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| **QUALIFICATIONS ACHIEVED FROM SECONDARY, FURTHER AND HIGHER EDUCATION** | | | | | | | |
| **Awarding body** | | **Level and subject of qualifications**  **(eg O Level, GCSE, A Level, degree, teaching qualifications/Other)** | | | **Grade awarded** | | **Year achieved** |
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| **TRAINING & DEVELOPMENT RELEVANT TO THE POST APPLYING FOR:** | | | | | | | | | |
| **Name of training & development course (e.g. Curriculum, first aid, health and safety, child protection, risk assessments etc)** | | **Provider/Awarding body** | | | | | **Grade** | | **Year achieved** |
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| **COMPLETE THIS SECTION IF APPLICABLE** | | | | | | | | | |
| Do you have Qualified Teacher Status? | | | | | | | **Yes / No**  Please select | | |
| Date achieved | |  | | | | | | | |
| DFE Teacher reference number | |  | | | | | | | |
| Statutory induction period (if qualified after 7 May 1999) | | Started: | | | | Completed: | | | |
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the Secretary of State, as a result of misconduct? | | | | | | | **Yes / No**  Please select | | |
| Are you subject to a Teaching Regulation Agency sanction or restriction? | | | | | | | **Yes / No**  Please select | | |
| If Yes, please enclose details with dates in a sealed envelope and attach to this form. | | | | | | |  | | |
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| **EMPLOYMENT HISTORY** | | | | | | | | | |
| **Note:** If you are currently working through a supply agency, please ensure you also provide the name of the agency under “Employer’s name and address”. If you are applying for your first job, please provide any voluntary work/work experience in the “Previous employment or experience” section. | | | | | | | | | |
| Employer name | |  | | | Job title |  | | | |
| Number on Roll (if applicable) |  | Age Group taught (if applicable) |  | |
| Employer  address | |  | | | Current Salary (state in figures) | **£** | | | |
| Start date |  | | | |
| Leave date  (if applicable) |  | | | |
| Reason for leaving | |  | | | | | | | |
| Main duties and responsibilities | |  | | | | | | | |
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| **PREVIOUS EMPLOYMENT OR EXPERIENCE** | | | | | | | | | |
| Start with your most recent employment first and work backwards.  You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel). | | | | | | | | | |
| **Dates**  **(dd/mm/yy)** | | | **Name of Academy/Employer**  **and Address**  **or**  **Reason for gap in employment** | **Job title, duties & responsibilities**  **(including Number on Roll and Age Group taught, if applicable)** | | | **Reason for leaving** | | |
| **From** | **To** | |
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| **YOUR SUPPORTING STATEMENT** |
| Please refer to the job description supplied and tell us how your skills and experience match the person specification. Use examples where possible and provide the situation or task, your action(s) and the result.  If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, eg gained through training, education, the community etc. Please continue on separate sheet if required – Approx 2 pages maximum (font size 11 minimum) |
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**Safeguarding Form - Confidential**

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| **SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS** |
| It is the responsibility of all employees and volunteers to maintain awareness of policies and practices regarding the safeguarding of children, young people and vulnerable adults. **Please see our Safeguarding and Child Protection Policy which can be found on the school website.**  From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would help protect children, young people and adults at risk from harm, abuse or neglect. A**pproximately 200 words** |
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| **PROTECTION OF CHILDREN** |
| Southerly Point Co-operative Multi-Academy Trust is legally obligated to check the criminal background of all employees. **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.**  Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 [Exceptions] Order 1975 [as amended in 2013 and 2020].  The amendments to the Rehabilitation of Offenders Act 1974 [Exceptions] Order 1975 [as amended in 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 which can be accessed here:  <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>  If shortlisted for an interview you will be required to disclose to us information about any:   * adult cautions (simple or conditional); * **unspent** conditional cautions; * **unspent** convictions in a Court of Law; and * spent convictions that are **not protected** as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.   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.  We will provide you with a declaration form [which includes further details about which convictions, cautions and any pending prosecutions you are required to disclose] should you be shortlisted for interview.  If you are subsequently employed by the Trust and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested by the police you are obliged to notify your Line Manager of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.  We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. |

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| **DISCLOSURE OF INTEREST:** | |
| Are there any restrictions to you living and working in the UK, which might affect your right to work for us (e.g. needing a work permit/visa)? | **Yes / No**  Please select |
| If yes, please provide details: | |
| **The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence.** | |
| If needed, do you have access to transport? | **Yes / No**  Please select |
| If needed, do you have a full current UK driving licence? | **Yes / No**  Please select |
| The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment? | **Yes / No**  Please select |
| If no, please provide details of your other role(s) and the days and hours you work: | |
| **Canvassing of our Governors and employees** (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. If you fail to declare any relationship with a Governor or employee of Southerly Point, your application may be disqualified and, if appointed, you may be dismissed without notice. | |
| Are you related to, or have you formed any relationship (personal, financial or professional) with any current Governor, Trustee or employee of Southerly Point. | **Yes / No**  Please select |
| If yes, please provide details: | |
| Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? | **Yes / No**  Please select |
| If yes, please provide details: | |
| Have you ever been the subject of a formal disciplinary procedure?  Have you ever been dismissed from any previous employment? | **Yes / No**  Please select |
| If yes, please provide details: | |
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| **Declaration** | | | |
| I hereby give my consent for Southerly Point Co-Operative Multi Academy Trust to process my data in accordance with general data protection legislation.  The information supplied by you will be subject to verification and SPCMAT may contact people and/or organisations to confirm some of the facts contained in your application, eg. Referees, previous employers, educational establishments, etc  By signing this form, you authorise us to verify any information you have given with third parties and you authorise them to disclose your personal information to us.  I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post. | | | |
| **Signed:** |  | **Date:** |  |
| Print full name: |  | | |