Central Region Schools Trust
Founded by the RSA

Application Form

If you need a copy of this information in large print, please ask us.

Application for the Post of:		Job No:	
School Name:		Candidate Ref No.	

If you are a current employee are you applying for this post as a redeployee? Yes ☐ No ☐

Teacher Reference Number

Personal Information

Previous Name(s): (if applicable)

Last Name:

First Name(s):

Home Address:

Please specify alternative correspondence address on a separate sheet.

Postcode:

E-mail address:

Do you have a full current driving licence? Yes ☐ No ☐

Do you have daily use of a vehicle? Yes ☐ No ☐

Do you have any penalty points on your licence? Yes ☐ No ☐

If so, how many?

Home Telephone Number:

Work Telephone Number:

Mobile Telephone Number:

Do you consider yourself to have a disability? Yes ☐ No ☐

(NB: The Equality Act defines a person as having a disability if he/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")

If you have a disability, are there any arrangements which we can make for you if you are called for interview? Yes ☐ No ☐

If yes, please outline your requirements:

How did you find out about this job?

Are you applying on a Job Share basis? Yes ☐ No ☐

If so, please state the proportion of full-time you are willing to work:

Present (or Most Recent) Employment

Employer/School Name, Address and Telephone Number:

Date Started: Job Title:

Present or Final Grade/Salary:

Specify any Additional Benefits/Payments you Receive:

Notice Required: Date of Leaving (if applicable):

Reason for leaving (if applicable):

Please Provide a Brief Description of Duties of the Post (Continue on a separate sheet if necessary):

Previous Employment

Beginning with the most recent, all periods since leaving full-time education should be accounted for e.g. unemployment, voluntary work, raising a family or any part-time work undertaken whilst in education.

(Continue on a separate sheet if necessary).

Job Title:			
Employer, Address & Telephone Number			
Start Date:		End Date: (If applicable)	
Salary:			
Brief Details of Duties & Achievements:			
Reason for Leaving			

Job Title:			
Employer, Address & Telephone Number			
Start Date:		End Date: (If applicable)	
Salary:			
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Salary:			
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Start Date:		End Date: (If applicable)	
Salary:			
Brief Details of Duties & Achievements:			
Reason for Leaving			

Job Title:			
Employer, Address & Telephone Number			
Start Date:		End Date: (If applicable)	
Salary:			

Brief Details of Duties & Achievements:	
Reason for Leaving	

Education

Please give details of all nationally recognised qualifications awarded/results awaited; **from GCSE/O Level to Further Degree Level** or their equivalents in chronological order.

Attended		Name of School/College:	Qualification:	Subject:	Full or Part Time	Grade/ Level:	Date Gained:
From (mm/yy)	To (mm/yy)						

Copies of essential qualifications will be required on appointment.

Training (Other / Continuing Professional Development)

Please list any relevant courses or training you have attended in the last five years starting with the most recent

Please continue on a separate sheet if necessary.

Title of Course:	Organising Body:	Awards (if any):	Date of Attendance: (mm/yy)

Additional Information

Please give any details you wish in support of your application, in particular any experience, skills, knowledge, training and qualifications relevant to the post applied for as detailed in the information sent to you.

Please continue on a separate sheet if necessary

NOTE: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.

References

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please provide details of two referees below that we can contact for a reference. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

1st Referee

Name:

E-Mail Address: (Please provide wherever possible)

Address:

Telephone No: Capacity:

Please indicate here if you are happy for this referee to be contacted at this stage Yes ☐ No ☐

2nd Referee

Name:

E-Mail Address: (Please provide wherever possible)

Address:

Telephone No: Capacity:

Please indicate here if you are happy for this referee to be contacted at this stage Yes ☐ No ☐

Please note that, in all cases, references will be taken up before a firm offer of appointment is made.

Online Checks

Please note: In accordance with our statutory obligations under Keeping Children Safe in Education CRST is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which CRST might want to explore with you at interview.

Immigration, Asylum and Nationality Act 2006

All short-listed applicants will be required to provide original material evidence of their Eligibility to Work in the UK. Please confirm that you are able to provide the appropriate documents.

Yes ☐ No ☐

PROTECTION OF CHILDREN:

The CRST is required under law and guidance to check the criminal background of all employees. 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 (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

so that a police check can be carried out if you are offered an appointment. This information can be disclosed either verbally at interview or by completing a relevant conviction form after interview if that is your preference.

If you are subsequently employed by the CRST 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 CRST schools, should you be arrested by the police you are obliged to notify the Principal/Headteacher 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.

It is an offence for anyone to apply for a role if they are barred from engaging in regulated activity relevant to children.

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.	
Are you currently registered with the DBS Update Service?	YES/NO

Declaration of Relationships:

To your knowledge are you related to a member of staff, governor of the school or anyone elected to or employed by The Central Region Schools Trust?

Yes ☐ No ☐

If 'Yes', please state their name and position held:

The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018), the information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and / or electronically and if unsuccessful your application will be disposed of after 6 months.

I declare that all the information I have provided is true, that I have not canvassed a member/officer of the Trust, directly or indirectly, in connection with this application and further, that I will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member/officer of the Trust or providing information which is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment I may be liable to dismissal without notice. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signed:

Date:

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Equality and Diversity Monitoring Form

Please note the details provided below are for information monitoring purposes only and will be detached from your application form prior to shortlisting and interview.

The Central Region Schools Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary.

Gender:

Man Woman Intersex Non-binary Prefer not to say If you prefer to use your own term, please specify here …….

Are you married or in a civil partnership?

Yes No Prefer not to say

Age:

16-24 25-29 30-34 35-39 40-44 45-49 50-54

55-59 60-64 65+ Prefer not to say Date of birth:…….

What is your ethnicity?
Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish British Gypsy or Irish Traveller

Prefer not to say

Any other white background, please write in……

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other mixed background, please write in…….

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in……..

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in: ……

Other ethnic group:

Arab Prefer not to say

Any other ethnic group, please write in ..……

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?

Please write in here:

……

……

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Prefer not to say

If you prefer to use your own term, please write in ……

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish Muslim Sikh

Prefer not to say

If other religion or belief, please write in ……

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours

Annualised hours Job-share Flexible shifts Compressed hours

Homeworking Prefer not to say

If other, please write in ……

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18) Primary carer of disabled children

Primary carer of disabled adult (18 and over) Primary carer of older person

Secondary carer (another person carries out the main caring role) Prefer not to say