



The Sycamore
Church of England
Trust

Grow together, Learn forever

Application for Employment Form

An equal opportunities employer.



Welcome from The Sycamore CE Trust.

Dear Candidate,

Thank you for the interest you have shown in working for The Sycamore CE Trust.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and background checks. It is illegal for a person to apply for this role if they are included on the children's barred list. Employment with the Trust depends upon further criteria, including medical assessment and your entitlement to work in the UK.

Please complete **all** sections of this form using black type or ink. So that we compare candidates fairly, we will only consider application forms when screening applications. Please do not send a CV or any other supporting information unless it is specifically requested. As part of our commitment to Equality and Diversity, the Trust will separate any personal details from the rest of your application form prior to the applications being submitted for shortlisting. No personal information is available to the shortlisting panel to ensure that all applications are dealt with fairly, consistently and objectively.

You are required to complete the separate equalities monitoring form. The details provided by you on this form are confidential but will form part of the personnel record of the successful candidate. For unsuccessful applicants this information will be used for recruitment monitoring, and will not be retained or processed for any other purposes. Once the recruitment process is completed the hard copy data will be retained for up to 6 months and the electronic record for up to 24 months.

Throughout this form, we ask for some personal data about you. We use this data in line with data protection legislation and process your data for the following reasons that are permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations.

More information on how we use your personal data is explained in our privacy notice for job applicants. By completing, signing and returning this form you are agreeing to allow The Sycamore CE Trust to process the data provided in line with our privacy notice.

Applications should be emailed to recruitment@the_sycamoretrust.co.uk. When successfully submitting your application form electronically you will receive an acknowledgment email.

Our adverts state shortlisting and interview dates, where known. Should you not hear from us within 4 weeks of the closing date, please accept that you have not been shortlisted on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing date/time, along with CVs, will not be considered.

We wish you the very best with your application.

I. Young

Mr. Ian Young
CEO, The Sycamore Church of England Trust

SECTION A

To be detached and kept separately until the short-listing process is complete.

Vacancy Information

| | |
|--------------------------|--|
| Post applied for: | Headteacher |
| Based at: | St John's CE Primary School, Radcliffe You will be employed by the Trust and Trust wide working may be required |
| Closing Date: | |

Personal and Contact Details

| | | | |
|---|--|-----------------------------------|--|
| Surname: | | Preferred Title: | |
| Forename(s): | | Previous Name(s): | |
| Address: (N.B. address details for the last 5 years will be requested for DBS checks) | | Postcode: | |
| Home Phone Number: | | Mobile Phone Number: | |
| Email Address: | | National Insurance Number: | |

References

Please provide the names and contact details of two referees who can comment on your suitability for this position. One of whom must be your current or most recent employer. References will not be accepted from relatives or friends.

In line with DfE guidance on Keeping Children Safe in Education we will contact referees if you are shortlisted and seek references prior to interview.

If you were known to any of your referees by another name, please give details here:

Current or Most Recent Employer

| | |
|-------------------------------|--|
| Name: | |
| Job Title: | |
| Organisation: | |
| Address and Postcode: | |
| Contact Number: | |
| Contact Email Address: | |
| Relationship to You: | |

SECTION A

To be detached and kept separately until the short-listing process is complete.

Second Reference

| | |
|-----------------------|--|
| Name: | |
| Job Title: | |
| Organisation: | |
| Address and Postcode: | |
| Contact Number: | |
| Email Address: | |
| Relationship to You: | |

Relationship to The Sycamore CE Trust

Please list any personal relationships that exist between you and any of the following members of The Sycamore CE Trust community:

- Trustees/Members
- Local Academy Board Member
- Staff
- Pupils

| Name | Relationship | Role at The Sycamore CE Trust |
|------|--------------|-------------------------------|
| | | |
| | | |
| | | |

Disclosure and Barring and Recruitment Checks

The Sycamore CE Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and The Sycamore CE Trust privacy notice.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children's Barred List:

YES / NO

I agree that the appropriate enquiry may be made to the DBS, if appointed:

YES / NO

SECTION A

To be detached and kept separately until the short-listing process is complete.

Criminal Offences

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, 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 at <https://unlock.org.uk/advice/filtering-cautions-convictions/>

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.

Time Spent Living And/ Or Working Outside the UK

If you've ever lived or worked outside of the UK in the last 5 years, The Sycamore CE Trust may require additional information and/or the completion of any further checks considered appropriate in order to comply with safer recruitment requirements. Further information may be requested in due course.

Have you ever lived or worked anywhere outside of the UK in the last five years? YES / NO

If yes, please provide details below of the country you have lived or worked in and the dates you lived / worked there:

Right to Work in the UK

For persons who are not British or EU nationals

Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.

Do you have entitlement to work in the UK? YES / NO

If you have any conditions related to your employment in the UK please give full details:

Disability and Accessibility

The Sycamore CE Trust is 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:

Declaration

For the purposes of the Data Protection Act (2018) (which includes the rules set out in the General Data Protection Regulation), I consent to the information contained in these forms, and any information received by or on behalf of The Sycamore CE Trust relating to the subject matter of these forms, being processed by them in administering and monitoring the recruitment & selection process.

I also consent, should my application be successful, to relevant information from within these forms being passed to a third-party provider utilised by The Sycamore CE Trust for the purposes of Disclosure and Barring Service (DBS) checking.

I consent, should I be shortlisted, to The Sycamore CE Trust conducting online searches as part of their due diligence in line with Keeping Children Safe in Education 2023 guidance.

Should the referees that I have provided require evidence of my consent for them to act as my referee I consent to The Sycamore CE Trust providing a copy of this declaration section to them and a copy of their details supplied in the references section.

I understand that the details provided by me on these forms are confidential but will become part of my personnel record if I am the successful candidate. In line with the Data Protection Act (2018), in signing this declaration I agree to The Sycamore CE Trust disclosing collated statistical information on equal opportunities monitoring of its recruitment processes, which does not identify me but may include my data alongside that of other applicants. If my application is unsuccessful this information will not be retained or processed for any other purposes, and once the recruitment process is completed the hard copy data will be kept for up to 6 months and the computerised record of these details kept for up to 24 months.

I understand that any offer of employment is subject to (a) satisfactory references, (b) satisfactory DBS certificate and check of the Barred List, (c) online checks, (d) the entries on this form proving to be complete and accurate, (e) confirmation of right to work in the UK, (f) satisfactory medical report, if appropriate, and any other relevant pre-employment checks.

I declare that the information I have given on these forms is complete and accurate and that I am not banned or disqualified from working with children nor subject to any cautions, sanctions or conditions on my employment imposed by the Secretary of State or a regulatory body.

I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed:

Print Name:

Date:

In completing this signature section on this document and submitting your application electronically you are confirming that the information supplied is accurate and complete.

Please note: You will be asked to sign your application form at interview, if shortlisted.

Office Use Only

Candidate Reference:

SECTION B
This information is seen, and used, as part of shortlisting

Current Employment Details

| | |
|--|--|
| Job Title | |
| Employer Name and Address: | |
| Date Started: | |
| Salary: | |
| Reason(s) for leaving (if applicable): | |
| Notice Required: | |

Previous Employment Details
Please list in date order, starting with the most recent first and giving reasons for leaving. Any gaps in employment must be explained.

| Date From | Date To | Name and Address of Employer | Job Title/Grade/Salary (including allowances) | Summary of Duties (include Age range if teaching) | Reason for Leaving |
|-----------|---------|------------------------------|---|---|--------------------|
| | | | | | |
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Education and Professional Qualifications

Please provide details of your education from secondary school onwards. Evidence of qualifications will be required should you be shortlisted.

| School/College/ University Provider: | Qualifications Obtained or to be Taken: | Grade and Awarding Body: | Date Obtained/ To be Obtained: |
|---|--|--------------------------------|-----------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Training and Professional Development

Please give details of training or professional development courses undertaken in the last 3 years that you consider relevant to this post.

| Course Title and Training Provider | Course Date(s) | Qualification Obtained: |
|------------------------------------|----------------|-------------------------|
| | | |
| | | |
| | | |
| | | |

Please use this area, or an additional sheet, to add any further training or to explain any gaps in your employment or education history:

Please continue on a separate A4 page if needed

Teaching Details: For completion by those applying for Teaching Positions only

Please give the full title of your QTS qualification:

Age Range Trained For:

Early Years

Key Stage 1

Key Stage 2

Key Stage 3

Key Stage 4

Post 16

Have you fully completed your induction as a newly qualified teacher in the UK? YES/ NO

DFE Registered Teacher Number

Date of recognition as a QTS:

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

Are you subject to a General Teaching Council sanction or restriction? YES/ NO

Please provide full details:

Additional Information in Support of this Application (All candidates to complete):

This is your opportunity to tell us about yourself and why you are applying for a post with The Sycamore CE Trust. Please refer to the job description and person specification, and describe how your experience, knowledge, and skills (through work, education, home, or voluntary activities) meet the requirements for this job.

Please continue on a separate A4 page if needed

Section C: Recruitment Monitoring Information

Our Trust welcomes applications from anyone, regardless of any protected characteristics. We are bound by the Public Sector Equality Duty to promote equality for everyone. To ensure this policy is carried out effectively we ask all candidates to complete this form. This data remains anonymous and is used for monitoring purposes only.

Section C is separated from your application before shortlisting and is not used during the selection process.

| | |
|--|---------------------|
| Date of Birth: | Current Age: |
| Please note, your date of birth will be used as part of your identity check if successful. | |

Gender

| | | | | | |
|-------------------|--|------|--------------------|------------|--|
| Female | | Male | | Non-Binary | |
| Prefer not to say | | | Other, please add: | | |

Do you identify as the gender you were assigned at birth?

| | | | | | |
|-----|--|----|--|-------------------|--|
| Yes | | No | | Prefer not to say | |
|-----|--|----|--|-------------------|--|

What is Your ethnicity?

Asian or Asian British

| | | | | | | | |
|-------------------|--|---|--|-------------|--|---------|--|
| Indian | | Pakistani | | Bangladeshi | | Chinese | |
| Prefer not to say | | Any other Asian background, please add: | | | | | |

Black, African, Caribbean, or Black British

| | | | | | |
|--------------------|--|-----------|--|--------------------|--|
| African | | Caribbean | | Prefer not to say: | |
| Other, please add: | | | | | |

Mixed or Multiple Ethnic Groups

| | | | | | |
|-------------------------|--|-----------------------|--------------------|---------------|--|
| White & Black Caribbean | | White & Black African | | White & Asian | |
| Prefer not to say: | | | Other, please add: | | |

White

| | | | | | |
|--------------------------|--|-------------------|--|--------------------|--|
| English | | Welsh | | Scottish | |
| Northern Irish | | Irish | | British | |
| Gypsy or Irish Traveller | | Prefer not to say | | Other, please add: | |

Other Ethnic Group

| | | | | | |
|-------|--|--------------------|--|--------------------|--|
| Arab: | | Prefer not to say: | | Other, please add: | |
|-------|--|--------------------|--|--------------------|--|

| Do you consider yourself to have a disability or health condition? | | | | | |
|--|--|---|--|------------------------------------|--|
| Yes | | No | | Prefer not to say: | |
| If you answered yes, please state the type of impairment (Please tick all that apply): | | | | | |
| Physical Impairment | | Sensory Impairment | | Learning Disability/ Difficulty | |
| Long-Standing Illness | | Mental Health Condition | | Developmental Condition | |
| Other, please add details should you wish: | | | | | |
| Which of the following best describes your sexual orientation? | | | | | |
| Heterosexual/ Straight | | Homosexual | | Bisexual | |
| Undecided | | Prefer not to say: | | Other, please add: | |
| What is your religion or belief? | | | | | |
| No religion or belief: | | Buddhist: | | Christian: | |
| Hindu: | | Jewish: | | Muslim: | |
| Sikh: | | Prefer not to say: | | Other, please add: | |
| Do you have caring responsibilities? (Please tick all that apply): | | | | | |
| None | | Primary carer of a child/children (Under 18) | | | |
| Primary carer of disabled child/children | | Primary carer of disabled adult (Over 18) | | | |
| Primary carer of older person | | Secondary carer (another person carries out the main caring role) | | | |
| Prefer not to say: | | | | | |
| Where did you hear about this job? | | | | | |
| Greater | | DFE | | | |
| Social Media* | | Other* | | | |
| *Please share details: | | | | | |