

For office use:

## Application Form for Employment **PART A** (Teaching and Support Staff)

Please complete all sections on this form. If any sections do not apply to you, please enter 'not applicable'. Please note CV's will only be considered when accompanied by a completed application form.

**Application for the post of**

**School/Academy**

First Name:		Title:	
Surname:			
Address:			
Postcode:		Tel no:	
Mobile no:		Email Address:	
NI Number:			

### Working in the UK

Are you eligible to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require a work permit to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please give details	

### Teachers only

Teaching Ref No:	Date of qualification: (DD/MM/YY)
Have you successfully completed a period of induction as a qualified teacher in this country?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes", please give date of completion: _____	
At which LA or Academy was this undertaken?: _____	

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Registered in England & Wales: Company Number 07671255

Company Registered Office: Pickhurst Academy, Pickhurst Lane, West Wickham, Kent BR4 0BH

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

[1] updated May 2024

## Employment History

Starting with your most recent job role, please list all previous employment (whether paid or unpaid) providing all of the requested details. Please include periods of unemployment.

Name of Current/Last Employer:  Address:	From: (DD/MM/YY)	To:
	Job title:	
	Salary / Grade:	
Period of Notice:	Reason for leaving:	
Brief description of responsibilities:		

## Previous Employment

Name of Employer:  Address:	From: (DD/MM/YY)	To:
	Job title:	
	Salary / Grade:	
Reason for leaving:		
Name of Employer:  Address:	From: (DD/MM/YY)	To:
	Job title:	
	Salary / Grade:	
Reason for leaving:		
Name of Employer:  Address:	From: (DD/MM/YY)	To:
	Job title:	
	Salary / Grade:	
Reason for leaving:		
Name of Employer:  Address:	From: (DD/MM/YY)	To:
	Job title:	
	Salary / Grade:	
Reason for leaving:		

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[2] updated May 2024

## Gaps in your employment

If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates.

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## Qualifications and Training

Secondary Education				
Name of School/ College	From (DD/MM/YY)	To	Qualification	Grade

## Training and Development

Please give details of any qualifications or training that you have received, which support your application. Include any on the job training as well as formal courses.

Name of College/ University/Other	From (DD/MM/YY)	To	Qualification/Grade obtained

## Professional Memberships/Qualifications

Please provide details of any professional qualifications and memberships of professional institutes that you hold.

Name of Professional Body	Qualification/Membership and Date (DD/MM/YY)

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[3] updated May 2024

## Supporting Statement and Achievements

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments, which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

## Interests

Please give details of your interests, hobbies or skills – in particular any which could be of benefit to the Trust for the purposes of enriching its extra-curricular activity.

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## Referees

Please give details of two referees, one of whom must be your current and/or last employer and the other from a previous employer. Please see guidance notes for more information.

Referee One: This referee must either be your current or most recent employer	Referee Two:
Name: _____	Name: _____
Job title: _____	Job title: _____
Email: _____	Email: _____
Address: _____ _____ _____	Address: _____ _____ _____
Post Code: _____	Post Code: _____
Relationship to you: _____	Relationship to you: _____
Telephone: _____	Telephone: _____
If you are invited for interview may we approach this referee without further reference to you?	If you are invited for interview may we approach this referee without further reference to you?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

The School may use internet searches, including social media searches to perform pre-employment checks on candidates in the course of recruitment. Where the School does this, it will act in accordance with its data protection and equal opportunities obligations. For further information, please refer to the Schools Privacy Policy/Notice which can be found on our Website.

## Disability

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.

Do you have a disability you wish us to know about at this stage? Yes ☐ No ☐  
If yes, please let us know what access requirements you may have

## Declaration

- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.
- I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I confirm I have never been the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country.
- I confirm that I am not subject to any proceedings before a professional conduct panel in the UK or an equivalent body in any other country.
- I confirm that I am not subject to a direction under section 128 of the Education and Skills Act 2008, which prohibits, disqualifies or restricts me from being involved in the management of an independent school.
- I confirm that I am not subject to a referral or proceedings before the Department of Education or other appropriate authority, where consideration was given to imposing a direction under section 128 of the Education and Skills Act 2008.
- I confirm that I am not subject to a direction under section 142 of the Education Act 2022 which prohibits, disqualifies or restricts me from providing education at a school, taking part in the management of an independent school or working in a position which involves regulated contact with children.
- I understand that providing false information is an offence, which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I confirm that I understand and accept that if I am shortlisted, the Trust may carry out an online/internet search of the internet as part of its due diligence checks of shortlisted candidates.
- I have read the Trust's Child Protection and Safeguarding Policy  
*(This can be found on the respective school website)*
- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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[6] updated May 2024



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Education Trust**  
*Aspire to Success*

Are you related to, or have a close personal relationship with any current employee or School Governor?

Yes ☐ No ☐

If yes, please state their name and the position they hold:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment.

The School must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

### **Prohibition Checks**

Following successful interview, the Trust will carry out the necessary prohibition checks for all teaching staff as well as for all candidates appointed within a classroom-based job role, irrespective of whether the role permits for unsupervised "teaching work" as defined by The Teachers' Disciplinary (England) Regulations 2012. This check will provide verification that the candidate has not been prohibited from teaching or carrying out teaching work by the Teaching Regulation Agency in the past.

### **Criminal Record Checks**

If you are shortlisted for the position you are applying for, you will be required to complete a Declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.

Any offer of employment will be made conditional upon a satisfactory enhanced DBS check and barred list check (where applicable to the role in question).

The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.

More information on The Disclosure & Barring Service can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

### **Data Protection**

The School processes personal, special category data and criminal records data in accordance with our data protection policy and privacy notice in accordance with data protection laws.

I understand that providing misleading or false information/qualifications may affect any recruitment decision made relating to me or if appointed, may lead to disciplinary action and dismissal.

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[7] updated May 2024

For further information, please refer to the Schools Privacy Policy/Notice which can be found on our website.

***I authorise the Trust to check the information supplied and hold all such information in both paper and electronic formats.***

## Recruitment

It is the Trust's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, pregnancy/maternity, disability or age.

All new appointments are subject to a probationary period and completion of safer recruitment checks which will be detailed in a conditional offer.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. **Where the role for which you are applying involves engaging in regulated activity, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.**

A copy of the Trust's Child Protection and Safeguarding Policy is available on our website.

If your application is successful, the Trust will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*Where this form is submitted electronically and without signature, electronic receipts of this form by the Trust will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.*

Date: \_\_\_\_\_

## How did you hear about the job vacancy?

<input type="checkbox"/>	<b>Online</b> (please specify e.g. TES, Guardian Jobs, Indeed, Council website):
<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<b>Social Media</b> (please specify e.g. Facebook, Twitter, LinkedIn, Instagram):
<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<b>Other</b> (please specify e.g. word of mouth/friend, recruitment consultant):
<input checked="" type="checkbox"/>	

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[8] updated May 2024

## Guidance Notes

### How to complete your application

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

### What are selection criteria

Selection criteria are the skills, abilities, knowledge and perhaps qualifications necessary to do the job. These are shown in the person specification. They are based on the key responsibilities of the role, which are shown in the job description. The purpose of the selection criteria is to help us to recruit the best person for the job objectively and fairly. The selection criteria are an essential part of our recruitment process and will be used to decide who is invited for an interview, or, the next stage of the selection process. The person specification should help you to match your skills, abilities and Knowledge against the selection criteria.

### Working in the UK

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office.

### Current or most recent employment

We need you to provide us with your complete employment history, and any gaps in your employment history should be explained – for example, carers and childcare responsibilities. We may ask for references to cover a full three-year history, which may include time spent at school/further education. In addition to the standard reference questions the employer/organisation will be asked about disciplinary offences relating to children, including "spent ones" and where the applicant has been the subject of any child protection concerns and details of these. For this three-year history please provide full postal addresses, including postcodes.

References will be taken up for short-listed candidates.

### Qualifications & Training

Please give details of your education, qualifications and training, starting with secondary school. If we have requested that you have a professional qualification for this job, you will need to provide us with the relevant original certificates/registration documents.

## **Supporting statement and achievements**

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements.

Give examples of what you have done which prove your ability. If the person specification says, 'able to organise activities', you must do more than say, 'I am an organised person'. Give an example by describing something that you have done, which tells us about the skills you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

## **Declaration**

We do not exclude people who are related to, or have a close personal relationship with our employees or school governors. We will make sure that they do not take part in the selection for this post.

Please make sure you read, sign and complete the declaration.

## **ATTACHED DOCUMENTS**

### **PART B - Monitoring**

Attached to this application form is an Equal Opportunities Monitoring Form (Part B) that should be completed and provided to the school alongside your completed application form. This School has an Equal Opportunity and Diversity Policy, which we ensure that we monitor to ensure that our employees reflect the community we serve. The information provided will be treated in the strictest confidence and will only be used for monitoring purposes.

## Checklist

**Before you submit your application, please check that you have:**

Read through the Job Description & Person Specification so that you know exactly what the job entails and the skills, knowledge, abilities and perhaps qualification required to do the job	<input type="checkbox"/>
Read through your application form and make sure that you have filled out all the parts that we have asked you to (Part A and B)	<input type="checkbox"/>
Given clear, step-by-step examples of your skills, abilities, knowledge and experience	<input type="checkbox"/>
Attached additional information if you have run out of space	<input type="checkbox"/>
Kept a copy of your completed application form and Job Description and Person Specification	<input type="checkbox"/>
Made sure that your application form will be received by the closing date  <b><i>NB if you are sending your form in the post, please ensure that you attach the right amount of postage</i></b>	<input type="checkbox"/>

## What happens next?

Your completed application form will be used to decide whether or not you are invited for an interview, or the next stage of the recruitment stage of the recruitment process. You will hear from us shortly after the closing date if your application is shortlisted

**Please return your completed application form, (Part A and Part B) either by post or email to:**

**Chancery Education Trust  
Pickhurst Lane  
West Wickham  
BR4 0HL**

**Telephone: 020 8462 5867  
Email: [office@cetrust.com](mailto:office@cetrust.com)  
Website: [www.chanceryeducation.com](http://www.chanceryeducation.com)**

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[11] updated May 2024