**Redruth School**



**Application form**

Please fill in all relevant sections of the form. The information you provide will help us make a fair decision in the selection process.

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| **Role applied for:** |  |

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| **About you** | | | |
| Title: |  | Surname: |  |
|  |  | Previous names:  (where applicable) |  |
| First name(s): |  | Date of birth: |  |
| Home address: |  | Home phone: |  |
| Work phone: |  |
| Mobile: |  |
| Postcode: |  | Email: |  |
| NI Number: |  | Place of Residence (Country): |  |

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| **Your current or most recent employment** | | | |
| **Note:** If you are currently working for an 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: |  |
| Employer address: |  | Salary: |  |
| Start date: |  |
| Leave date: (if applicable) |  |
| Reason for leaving: |  | | |
| Main duties and responsibilities: |  | | |

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| **Previous employment or experience** | | | | | | | | |
| Start with the most recent 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 etc). | | | | | | | | |
| Dates (dd/mm/yyyy) | | | | | | Employer  **(name and address)**  orReason for gap | Job title, duties and responsibilities | Reason for leaving |
| From | | | To | | |
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| **Qualifications achieved from secondary, higher and further education** | | | |
| **Age 11 -16:** | | | |
| School/College attended (with dates and location) | Level and subject of qualifications  (eg GCSE, AS/A Levels) | Grade awarded | Year achieved |
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| **Post 16 education below degree level:** | | | |
| School/College attended (with dates and location) | Qualifications achieved with subjects | Grade awarded | Year achieved |
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| **Education at degree level and beyond:** | | | |
| Type of qualification  (BA, BSc, BEd, MA etc) | University/College and subject title of qualification | Class or Grade | Year achieved |
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**COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING FOR A TEACHING ROLE**

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| **Teaching qualification/s:** | | | | | |
| Name of qualification | Age range | Subjects qualified to teach | Name of provider | Grade | Date achieved (dd/mm/yyyy) |
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| **Specific qualifications related to teaching and education:** | | | | | |
| Name of qualification (NPQML, NPQSL, SEN etc) | | Name of provider | | Grade | Date achieved (dd/mm/yyyy) |
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| **Teacher Training** | | |
| Do you have Qualified Teacher Status? | | Yes/No |
| Date achieved: | | |
| DfE Teacher reference number: | | |
| Statutory induction period (if qualified after 7 May 1999): | | |
| Started: | Completed: | |
| Are you subject to any conditions or prohibitions placed on you by the DfE or the Teaching Regulation Agency (TRA)? | | Yes/No |
| If Yes, please enclose details with dates in a sealed envelope and attach to this form. | | |

**ALL CANDIDATES**

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| **Non award bearing professional development undertaken in last five years** | | |
| Name of provider | Title of course/training (e.g. first aid at work, child protection, risk assessments, etc) | Qualification/level of training |
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| **Other training, courses and self-development relevant to the post** | | |
| Name of provider/college | Title of course/training, eg First Aid at Work | Qualification (if relevant) |
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| **Membership of professional bodies** | | | |
| Institute or association | Membership level | How obtained, e.g. through qualification or election | Date achieved  (dd/mm/yyyy) |
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| **Safeguarding children, young people and adults** |
| We are committed to safeguarding children, young people and vulnerable adults.  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. |
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| **Your supporting statement** |
| This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. 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, e.g. gained through education, the community etc. |
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| **Interview requirements** |
| We will make reasonable adjustments to help a person with disabilities through the application and selection process. If you have specific requirements for attending an interview, please let us know: |
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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 details of two referees below that we can contact for a reference – do not use friends or relatives.  **Please note that we will ask for references before your interview unless you request otherwise.**  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 is ‘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 (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 referee of your choice. | |
| Full name: |  | Full name: |  |
| Job title: |  | 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 | Did this role involve working with young people and/or vulnerable adults? | Yes/No |
| Please indicate if you do not wish this reference to be taken up prior to interview |  | Please indicate if you do not wish this reference to be taken up prior to interview |  |

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| **Declaration of criminal convictions** | | | | |
| This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) and you are therefore required to disclose all criminal convictions, including any which may be ‘spent’. You should also include details of any cautions, reprimands or final warnings. 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>. Please only include details of old and minor cautions, convictions, reprimands and warnings in accordance with the DBS filtering rules relating to such offences. Details of the filtering rules can be found here: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. | | | | |
| Have you ever been convicted of any criminal offence, whether ‘spent’ or ‘unspent’, as defined in the Rehabilitation of Offenders Act 1974 or do you have any charges pending or are you under investigation by the Police? | | | | Yes/No |
| If yes, please provide details: | | | | |
| Have you ever been cautioned, reprimanded or received a final warning which although not considered to be criminal convictions and become ‘spent’ immediately, must be considered in relation to this exempt post? | | | | Yes/No |
| If yes, please provide details: | | | | |
| Any subsequent offer of employment will be subject to a criminal record check (disclosure request) from the Disclosure and Barring Service (DBS). This check will include details of cautions, reprimands or final warnings as well as convictions. Appointment will be subject to the information received from the DBS.  I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a criminal record check from the DBS and that Redruth School will request my authorisation for such a check to be made. | | | | |
| **Signature:** |  | **Date:** |  | |

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| **Disclosure of interest** | |
| Have you ever received a redundancy payment or pension from a local authority? | Yes/No |
| If yes, please give details, including month and year: | |
| 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 |
| If needed, do you have a full current UK driving licence? | Yes/No |
| The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment? | Yes/No |
| If no, please provide details of your other role(s) and the days and hours you work: | |
| Canvassing of Redruth School governors or employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with a school governor or employee of Redruth School 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 school governor or employee of Redruth School? | Yes/No |
| If yes, please give details: | |
| Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? | Yes/No |
| If yes, please give details: | |
| Have you ever been the subject of a formal disciplinary procedure?  Have you ever been dismissed from any previous employment? | Yes/No |
| If yes, please give details: | |

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| **Right to work in the UK** | |
| I confirm that I have a legal right to work in the UK and, if this application is successful, I undertake to produce appropriate documentary evidence to prove this prior to commencing work with the school.    If there are any restrictions to you living and working in the UK which might affect your right to work (eg needing a work permit/visa), please provide details below:  If you currently hold a valid UK work permit when does this expire: DD/MM/YYYY | Yes/No |

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| **Overseas check** | |
| Have you resided and/or worked for 3 months (or longer) overseas since the age of 18? If yes, please provide details, including dates, name/s of countries and nature of visit/s: | Yes/No |
| If yes, we may require an overseas criminal check to be provided for each country named. Can you confirm these check/s are in place or has/have been applied for:  Details: | Yes/No |

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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 after 6 months; anonymised data will be kept for monitoring purposes. |

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| **Your declaration** | | | | | | |
| I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. | | | | | | |
| **Signature** (applicant): | |  | | **Date:** | |  |
| Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made. | | | | | | |
| If you have completed this form on behalf of the applicant, please add your details: | | | | | | |
| Name (printed): |  | | Contact number: | |  | |

Redruth School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.  All offers of employment are subject to satisfactory completion of safer recruitment checks and references, including an enhanced DBS check. Safer recruitment is central to the safeguarding of children and young people and our recruitment and selection procedures are based on current legislation and guidance. We ask all candidates to refer to the following policies at [redruth.school.uk/669/staff-vacancies](https://redruthschool-my.sharepoint.com/personal/sheila_redruth_cornwall_sch_uk/Documents/Novell/Employment/Adverts/redruth.school.uk/669/staff-vacancies):

* Child Protection and Safeguarding
* Safer Recruitment

**Thank you** for taking the time and effort to complete this application form. Please return completed form to Redruth School (email: sheila@redruth.cornwall.sch.uk).

**Please make sure you complete our equal opportunities monitoring form.**