**APPLICATION FORM**

Please fill in **all** **relevant** **sections** of the form using **black ink**/type. The information you provide will help us make a fair decision in the selection process. **Please note,** **CV’s are not accepted.** Applications received after the closing date will not be considered unless due to exceptional circumstances. Applications should be returned to: admin@orchard-manor.org or posted to Orchard Manor School, John Nash Drive, Dawlish EX79SF to arrive by the specified closing date and time.

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| **1. VACANCY DETAILS** |
| Post applied for: |  | Closing date: |  |
| School/Department: |  | Interview date: |  |
| Where did you see the vacancy advertised? |  |

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| **2. PERSONAL DETAILS** |
| Surname: |  | Title: | Mr/Mrs/Miss/Ms/Other: |
| Previous Surname(s): |  |
| First name(s): |  |
| Home address: |  | Teacher No: |  |
| Home phone: |  |
| Work phone: |  |
| Mobile: |  |
| Post code: |  | Email: |  |
| NI Number: |  | (You can get this from the Department of Work and Pensions) |

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| **3. YOUR CURRENT OR MOST RECENT EMPLOYMENT** |
| **Note:** 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: |  |
| Notice required: |  |
| Date of Leaving: (if applicable)  |  |
| Reason for leaving(if applicable): |  |
| Main duties and responsibilities: |  |

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| **4. PREVIOUS EMPLOYMENT OR EXPERIENCE**  |
| Start with the **most recent employment first and work backwards**. Please ensure specific dates are provided. You must explain any gaps in your work history since you left secondary education (e.g. unemployment; career breaks; voluntary work; travel etc.). |
| Dates **(mm/yy)** | Employer (and address)**or** Reason for gap | Job title, duties and responsibilities | Reason for leaving |
| From | To |
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| **5. EDUCATION** |
| Enter details of your attendance at educational establishments, from ‘secondary’ school level onward (school, college, or university) starting with the most recent first. |
| Dates (mm/yy) | Name and address of School, College, or University | Qualification | Grade |
| From | To |
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| **6. PROFESSIONAL QUALIFICATIONS, TRAINING AND SELF DEVELOPMENT** |
| Name of provider/college | Title of course/training, e.g. First Aid at Work | Qualification (if relevant) |
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| **7. MEMBERSHIP OF PROFESSIONAL BODIES** |
| Institute or association | Membership level | How obtained, e.g. through qualification, experience, or election | Date achieved(mm/yy) |
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| **8. 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. |
| Continue on a separate sheet if necessary |

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| **9. SAFEGUARDING CHILDREN AND YOUNG PEOPLE** |
| We are committed to safeguarding children and young people. From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would ensure these vulnerable groups remain in a safe environment. A copy of our Child Protection and Safeguarding Policy can be found on our school website.  |
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| **10. 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 (i.e. ground floor interview room) please let us know below: |
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| **11. REFERENCES** |
| You must provide details of two referees, one of which must be your most recent employer (do not include a relative, unless you have worked for them directly) If you have worked with children at any time in the past, you must provide a reference form the last employment where you worked with children. **References for shortlisted candidates will be taken up before interview**. With all references we will ask for information about past disciplinary issues and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. If you have any concerns, please contact us.  |
| **Reference 1**: This must be your present employer, or if you are currently unemployed, your last employer, or if you are leaving full-time education, your Headteacher, College Principal, or University Tutor. | **Reference 2**: Should be a professional reference and comment on your skills and abilities in relation to the job for which you have applied. If you are applying for a teaching or learning mentor position, at least one reference must relate to a post where you worked with children. |
| Full name: |  | Full name: |  |
| Job title: |  | Job title: |  |
| Employer: |  | Employer: |  |
| Address: |  | Address: |  |
| Postcode: |  | Postcode: |  |
| Telephone No: |  | Telephone No: |  |
| Email: |  | Email: |  |
| Relationship to you: |  | Relationship to you: |  |
| **12. DECLARATION OF CRIMINAL CONVICTIONS** |
| The Special Partnership Trust 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), it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. A copy of our policy on the recruitment of ex-offenders can be found on our school website. 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](https://url6.mailanyone.net/v1/?m=1lMXtL-0007Z0-5L&i=57e1b682&c=evHKUjH9tHqADHUx67CQq2aQQnc-G8KPkkyQhY9kfwDFPYzuVJv-bD-MpYRcCUxXDA5jb6cIEX_3T4yWnZBLmjVzc-Hgt_e6VrRoa4pcnxFg1TRzMasAswwTMwfhQCndhFDRn4xUvVk4B9n1HmET3YwMcKb04cFrzqJavUYvluTPyaC-VmyCdOoPRr4ROVQCzCwVP1jIG2i_0yVub3-xtku5Ukwf_kjWP_E0RV38FGkQGXjQbINroipdwWQnA7V0RNIIbNXt9VSRmYomY__zR6HqB-t-4Atmzeub_V7mRIqP8WIwTl-IWgQUu1fiBliTK-Q1oqYA82v8QSdFwrKBxA) 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. 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 Special Partnership Trust, should you be arrested by the police you are obliged to notify the Headteacher/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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| **13. CHILDCARE DISQUALIFICIATION DECLARATION**  |
| Have you ever been disqualified from caring for a child, including your own child? (which are referred to in [regulation 4](http://www.legislation.gov.uk/uksi/2009/1547/regulation/4/made) and listed at [schedule 1](http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made) of 2009 Regulations)  | Yes/No |
| Have you ever had your registration refused or cancelled relating to childcare, or children’s homes, or been prohibited from private fostering? (as specified in [Schedule 1](http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made) of the 2009 Regulations) | Yes/No |
| Do you have any unspent convictions for certain violent and sexual criminal offences against children and/or adults? [(See Table A – Relevant Offences)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/407788/disqual_stat-guidance_Feb_15.pdf) | Yes/No |
| Have you ever been barred from working with children? | Yes/No |
| Have you committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom?  | Yes/No |

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| **14A ADDITIONAL INFORMATION** |
| 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:  |
| 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 |
| 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 |
| If needed, do you have a full current UK driving licence? | Yes/No |
| The Working Time Regulations (1998) require us to monitor the hours worked by employees. Would this role be your only employment? | Yes/No |
| If no, please provide details of all your other role(s) and the days and hours you work:  |
| Canvassing our employees (asking them to help you get this role) directly, or indirectly, will disqualify your application. Also, if you fail to declare any relationship with an employee, or governor within the Trust, 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 employee or governor within the Trust? | 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:  |

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| **14B. ADDITIONAL INFORMATION FOR CANDIDATES WITH TEACHER STATUS (APPLIES TO ALL POSTS)** |
| Do you have Qualified Teacher Status (QTS)? | Yes/No |
| Your DfE teacher reference number (if applicable): |  |
| Date of recognition by DfE/DCSF as your becoming a qualified teacher |  |
| Date of completion of Statutory Induction Period (if qualified after 7 May 1999) |  |
| Are you subject to any conditions or prohibitions placed on you by the GTC/DfE or other body in the UK | Yes/No |
| If yes, please give details:  |
| Principal subject(s) that you are qualified to teach: |
| Please give details: |
| Other subjects which you teach/have taught: |
| Please give details: |

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| **15. HOW WE PROTECT YOUR PERSONAL INFORMATION** |
| We keep on file information from this application form and any documents you attach. This is required for recruitment 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, unless the application is for the appointment of a Headteacher, where records will be kept for 6 years. |

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| **16. YOUR DECLARATION** |
| I understand that any employment, if offered, will be subject to the information on this form being correct in addition to satisfactory references and employment checks. I understand that if appointed, I am liable to dismissal from the Special Partnership Trust without notice if the information on this form is later proved to be inaccurate. In signing this form I confirm that no valid information has been wilfully withheld. I understand that where I have provided an electronic signature, I will need to hand sign this form at interview.  |
| **Signature** (applicant): |  | **Date:** |  |
| Please sign and date the above and email this form to admin@orchard-manor.org If returning by post send for the attention of HR, Orchard Manor School, John Nash Drive, Dawlish, EX7 9SF. You will be asked to sign a ‘hard 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: |  |

The Special Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to the satisfactory completion of checks and references, including an enhanced Disclosure and Barring Service (DBS) check.

**Equality and Diversity Monitoring**

**Please complete the form that follows on the next page.**

Freedom from discrimination and equality of opportunity are basic rights. Orchard Manor School is committed to challenging inequality and celebrating diversity.

The information you provide on the form overleaf is not part of our selection process and will be separated from your application form and only used for monitoring purposes to ensure that people are treated fairly and according to their needs. It will only be accessible to the administration team, who will record the data in anonymous format for monitoring purposes. The appointing officer(s) and/or the shortlisting panel will not have access to the information it contains.

**Guidance Notes on Disability**

Under the Equality Act 2010 you are considered to have a disability if you have *‘a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities’.*

**Physical and mental impairments** include sensory impairments and Deaf Sign Language users. Mental illness is included if it has a substantial effect on normal day to day activity. Past conditions are included. Progressive conditions, such as cancer, multiple sclerosis, muscular dystrophy and HIV infection, are covered from the point of diagnosis. Severe disfigurements are included.

**Substantial adverse effect** is more than a minor or trivial effect. Substantial effects of a disability, which has ceased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

**Long term effect** is one which has lasted, or is likely to last, 12 months or more.

**Normal day to day activities** are those which are carried our by most people on a fairly regular and frequent basis.

Full definitions of disability are available from <https://www.gov.uk/definition-of-disability-under-equality-act-2010>.

**Guaranteed Interview**

As a disability confident employer we guarantee to interview all
disabled applicants who meet the essential criteria of the person specification. Please indicate on the application form if you require adjustments for the interview.

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**First Name(s):**…………………………………………………

**Surname:** …………………………………………………..

**1. GENDER:** Male [ ]  Female [ ]

**2. AGE:** 16-24 [ ]  25-29 [ ]  30-34 [ ]  35-39 [ ]  40-44 [ ]

45-49 [ ]  50-54 [ ]  55-59 [ ]  60-64 [ ]  65+ [ ]

**3. ETHNIC GROUP:**

To which of these groups do you consider that you belong? (tick appropriate box)

**Asian or Asian British Mixed**

Indian [ ]  White and Black Caribbean [ ]

Pakistani [ ]  White and Black African [ ]

Bangladeshi [ ]  White and Asian [ ]

Any Other Asian Background [ ]  Any other Mixed background [ ]

**Black or Black British White**

Caribbean [ ]  British [ ]

African [ ]  Irish [ ]

Any Other Black Background [ ]  Any other White background [ ]

**Chinese or Other Ethnic Group**

Chinese [ ]  **If you have answered ‘any other’ in any group**

Any Other [ ]  **please specify below**

 …………………………………………………….

**4. DISABILITY**

Do you consider yourself to have a disability? Yes [ ]  No [ ]

(Please see guidance on the previous page)

**For internal use only**

Job Title: ……………………………………………………..

Vacancy Ref: …………………………………………………….