**APPLICATION GUIDANCE**

* Please complete this form and email it to[**recruitment@celtrust.org**](mailto:recruitment@celtrust.org)**.** If you are unable to complete and return the form electronically, please post your application (allowing sufficient time for delivery before the application deadline) to: *Cornwall Education Learning Trust, Unit 15 & 16, St Austell Business Park, Treverbyn Road, Carclaze, St Austell, PL25 4FD.*
* CV’s will not be accepted. Please fill in all relevant sections of this form. The information you provide will help our recruitment panel to make a fair decision during the selection process.
* Applications received after the closing date will not normally be considered.
* If you do not hear from us within 28 days of the closing date, please assume that you have not been shortlisted for interview.

**SAFE RECRUITMENT**

Cornwall Education Learning Trust is an equal opportunities employer and is also committed to safeguarding and promoting the welfare of children and young people, the Trust expects all staff and volunteers to share this commitment. All offers of employment are subject to the satisfactory completion of safer recruitment checks and references including an enhanced DBS check.

Safe recruitment is central to the safeguarding of children and young people. At Cornwall Education Learning Trust, our recruitment and selection procedures are based on current legislation, guidance and best practice. We expect all applicants to review the Policies and Proceedures relating to our safer recruitment practices via the website at <https://celtrust.org/governance/policies>

**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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| **JOB VACANCY** |  |
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| **WHERE DID YOU SEE THIS POST ADVERTISED?** | |
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| **PERSONAL DETAILS** | |
| Title: | |
| First name(s): | |
| Surname: | |
| Previous Surname(s) if applicable: | |
| Home address: | |
| Postcode: | |
| Telephone Number(s): | |
| Email Address: | |

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| **PART ONE: RECRUITMENT CHECKS** | | |
| **RIGHT TO WORK IN THE UK** | | |
| 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)? If yes, please provide details: | **Yes / No** | |
| **OVERSEAS CHECK** |  | |
| Have you spent 3 months (or longer) overseas since the age of 18? If yes, please provide details, including dates, name(s) of country and nature of visit(s): | **Yes / No** | |
| **TRAVEL AS A REQUIREMENT OF THE ROLE**  The role information supplied will say if this post requires you to travel. | | |
| Do you have access to transport? | **Yes / No** | |
| Do you have a full current UK driving licence? | **Yes / No** | |
| **WORKING TIME REGULATIONS** |  | |
| Would this role be your only employment? If no, please provide details of your other role(s) and the days and hours you work: | **Yes / No** | |
| **CANVASSING OF MEMBERS, TRUSTEES, GOVERNORS AND EMPLOYEES**  If you fail to declare any relationship with a current Member, Trustee, Governor or Employee of Cornwall Education Learning Trust, your application may be disqualified or, if appointed, you may be dismissed without notice. | | |
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| Are you related to, or do you have a relevant personal, financial or professional relationship with any current Member, Trustee, Governor or Employee of Cornwall Education Learning Trust? If yes, please provide details: | **Yes / No** | |
| **DECLARATION OF INTEREST** | | |
| Do you, your partner or family have any personal, financial or professional interests that may conflict with you undertaking this role? If yes, please provide details: | **Yes / No** | |
| **DISCIPLINARIES & DISMISSALS** | | |
| Have you ever been the subject of a formal disciplinary procedure?  Have you ever been dismissed from any previous employment? If yes, please provide details: | **Yes / No** | |
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| **DECLARATION OF CRIMINAL CONVICTIONS**  This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore required to declare whether you have any criminal convictions (or cautions, reprimands or warnings) including those which are ‘spent’.  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 Disclosure and Barring Service website: <https://www.gov.uk/government/collections/dbs-filtering-guidance> | | |
| Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) or do you have any charges pending or are you under investigation by the Police? | | **Yes / No** |
| Have you ever been barred or restricted from working with children and/or vulnerable adults? | | **Yes / No** |
| If you have answered **Yes** to either of the above questions, please provide further information: | | |
| **DECLARATION**  I confirm that the information I have declared above is correct and I accept that if any of the information I provide is found to be false or misleading I may be disqualified from appointment.  I understand that I have a duty to inform my employer should any of this information change at any time during my employment. I understand that any subsequent offer of employment will be subject to the satisfactory outcome of all required safeguarding, vetting and barring checks, including a criminal records check (enhanced with children’s barred list information) from the Disclosure and Barring Service. | | |
| **By checking this box, I certify that I have read, fully understand and accept all terms of the declaration above.** | | |
| *You will be asked to sign a copy of this declaration before any offer of employment is confirmed.*  **Signature:**  **Date:** | | |

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| **PART TWO: EQUAL OPPORTUNITIES MONITORING**  This information will not be used in the selection process. If you do not wish to answer any questions, please leave them blank.  Cornwall Education Learning Trust takes it duty to promote equality and to celebrate diversity in our community very seriously. We are keen to gather and use information about job applicants and the workforce in order to continually improve our employment policies and to remove barriers to and within employment. If you require help to fill in this form, please do not hesitate to contact us. |

**Age – What age are you?** Please select

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| 16 or under | 17 – 24 | 25 – 35 | 36 – 45 | 46 – 55 | 56 – 65 | 66 & over |

**Gender – What is your gender?** Please select

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| Female |  | Male |  |  |  |  |

**Ethnicity – What is your ethnic group?**

Please read through carefully before selecting the ethnic group that you feel most closely reflects your background**. Note that the list is in alphabetical order.**

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| **Asian: Bangladeshi** |  |  | **Asian: Cornish** |  |
| **Asian: Indian** |  |  | **Asian: Pakistani** |  |
| **Asian: Other** |  |  |  |  |
| **Black: African** |  |  | **Black: Caribbean** |  |
| **Cornish** |  |  | **Black: Other** |  |
| **Chinese** |  |  | **Chinese: Other** |  |
| **White & Asian** |  |  | **White & Black African** |  |
| **White & Black Caribbean** |  |  | **Other Mixed** |  |
| **Gypsy/Romany** |  |  | **Traveller or Irish Heritage** |  |
| **White: British** |  |  | **White & Black Caribbean** |  |
| **White: Irish** |  |  | **Other** |  |

**Disability**

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| Do you consider you qualify for protection under the Equality Act 2010? | **Yes / No** | |
| If the answer is Yes, it would help us to know any barriers you have faced when dealing with us. Please also use this space to make suggestions on how we can improve. | |  |
| I have answered Yes but I do not wish to disclose this information. | |  |

**PART THREE: SUITABILITY FOR THE ROLE**

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| **REFERENCES:**  Please provide two references which cover your last five years of employment/education history. If your two references do not cover the last five years, please provide additional reference details on a separate sheet.  Please note that we will contact referees for references before your interview. 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 including any in which the time penalty is ‘time expired’.  **Should you have any concerns, please contact us before submitting your application.** | | | | | | | | | | | |
| **Reference 1**:  This **must** be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (Academy, 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. | | | | | | | | |
| Name: | |  | 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** | | | | |
| **QUALIFICATIONS ACHIEVED FROM SECONDARY, FURTHER AND HIGHER EDUCATION** | | | | | | | | | | | |
| Academy/College/ University attended | | Level and subject of qualifications | | | | | | Grade awarded | | | Year achieved |
|  | | **Level 6-8** (e.g. master’s degree, bachelor's degree, NVQ, degree apprenticeship): | | | | | |  | | |  |
|  | | **Level 3-5** (e.g. A Levels, NVQ, higher apprenticeship): | | | | | |  | | |  |
|  | | **Entry Level-2** (e.g. GCSE, NVQ, intermediate apprenticeship): | | | | | |  | | |  |
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| **TRAINING & DEVELOPMENT RELEVANT TO THE POST** *– please add additional rows as necessary* | | | | | | | | | | | |
| Name of training & development course (e.g. first aid, health and safety, child protection, risk assessments etc) | | Provider | | | | | | Grade | | | Year achieved |
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| **COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING FOR A TEACHING ROLE** | | | | | | | | | | | |
| 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 GTC (or other) in the UK?  **\*\* If Yes, please enclose details with dates in a sealed envelope and attach to this form \*\*** | | | | | | | | | **Yes / No** | | |
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| **EMPLOYMENT HISTORY** | | | | | | | | | | | |
| If you are currently working through a supply 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 below. | | | | | | | | | | | |
| 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** | | | | | | | | | | | |
| Starting with your **most recent employment first** and working backwards *– please add additional rows as necessary* | | | | | | | | | | | |
| **Dates**  **(dd/mm/yy)** | | **Name of Academy/Employer**  **and Address**  **OR**  **Reason for gap in employment** | | **Job title, duties & responsibilities** | | | | | | **Reason for leaving** | |
| **From** | **To** |
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| **Please explain any gaps in your employment history since leaving full time education**  e.g. unemployment, career breaks, voluntary work, travel | | | | | | | | | | | |
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| **SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE 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 ensure these vulnerable groups remain in a safe environment. **Word Limit: 200 words** |
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| **YOUR SUPPORTING STATEMENT** |
| This is a critical part of the selection process. Please refer to the job description/person specification 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. Please continue on separate sheet if necessary. **Word Limit: 1000 words** |
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| **DECLARATION** |
| I understand that any offer of employment will be subject to the information on this form being correct. 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 false, inaccurate or misleading in any way. |
| **By checking this box, I certify that I have read, fully understand and accept all terms of the declaration above.** |
| *You will be asked to sign a copy of this declaration before any offer of employment is confirmed.*  **Signature:**  **Date:** |

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| **If you have completed this form on behalf of the applicant, please add your details below:** | |
| Name (printed): | Contact number: |

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| **REQUEST FOR REASONABLE ADJUSTMENTS** |
| If you have a disability, please let us know here is there are there any reasonable adjustments you would like us to make to assist you in the interview process, if shortlisted: |

*All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and an Enhanced Disclosure and Barring Service (DBS) check.*