**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. Please note that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

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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.  Please provide full employment history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates. **IMPORTANT NOTE**: When providing reason for leaving, for each role, please confirm that you were not under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of leaving/dismissal. If you were, please provide details. | | | |
| 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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| **Employment Gaps - Please provide details of any employment gaps since leaving school and give the reasons for the gap.** | | |
| **Start date** | **End date** | **Reason for employment gap** |
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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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| **Current or most recent employment:** | |
| **If your current or most recent employment is/was a teaching post, please provide:**  Type of school (select as appropriate): middle, special, PRU, secondary, other (please state):  Status of school (select as appropriate): community, foundation, trust, formal federation, independent, academy, VC, VA, other (please state):  Gender taught (select as appropriate): Girls / Boys / Mixed Number on roll:  Key stage(s) or year group(s) taught: | |
| Salary and salary point: | Additional allowances (TLR, SEN etc): |

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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 |
| Are you subject to a General Teaching Council sanction or restriction? | | 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 (eg 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 /regulatory 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. Include your personal qualities, values and behaviours and experience that you feel are relevant to your suitability for the role and how you meet the role information provided. 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, eg 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 including any referrals to Disclosure and Barring Service (DBS), other professional bodies or the police. If you are successful at interview, any offer of employment will be subject to receipt of two satisfactory references and any additional pre-employment checks. | | | |
| **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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| **Declarations** |
| Criminal record checks - we will only ask those candidates who have been selected for interview to complete a criminal record self-declaration form or provide a written disclosure statement to give them the opportunity to provide sufficient information. At interview, or in a separate confidential discussion, we will ensure that an open and measured discussion takes place on the subject of any offences that might be relevant to the position.  We will only carry out criminal record checks with DBS on successful candidates at the appropriate level for the role applied for. We are legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments. 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. Any data processed as part of the DBS check will be processed in accordance with data protection regulations.  It is an offence to seek employment in regulated activity if you are on a barred list. Failure to provide accurate and truthful information is considered a serious matter. If it becomes apparent that inaccurate or incomplete information has been provided, we will need to establish why. Any finding of serious misdirection or intent to deceive will result in an application being disqualified or, if appointed, disciplinary action being taken and/or dismissal.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.  Further advice and guidance on self-disclosure rights and responsibilities can be found at [www.nacro.org.uk](http://www.nacro.org.uk) |

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| **DBS barred lists** | | | | |
| This post involves working in Regulated Activity under the Safeguarding Vulnerable Groups Act 2006 and is subject to an enhanced DBS with barred list check (ie adults, children or both). It is a criminal offence to apply for or accept a position working with adults at risk and/children if you have been barred from engaging in regulated activity with the relevant group (ie adults, children or both). | | | | |
| Are you included in the list of people barred from working with adults maintained by the Disclosure and Barring Service (DBS) under the Safeguarding Vulnerable Groups Act 2006? | | | | Yes /No /n/a |
| Are you included in the list of people barred from working with children maintained by the Disclosure and Barring Service (DBS) under the Safeguarding Vulnerable Groups Act 2006? | | | | Yes /No /n/a |
| If you are not currently barred from working with adults at risk and/children under the Safeguarding Vulnerable Groups Act 2006, have you been referred to the Disclosure and Barring Service (DBS) for consideration to be added to one of the barred lists? | | | | Yes /No /n/a |
| If yes, please provide details. | | | | |
| I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed. I understand that if I am appointed, personal information about me may be stored for personnel/employee administrative purposes in accordance with relevant Data Protection legislation, including UKGDPR/DPA 2018 and any other UK legislation which supports it. Redruth School will process the data you give us to determine your suitability for the role you have applied for as part of the recruitment process and the ongoing employment relationship if appointed. In submitting this form, I give my authority for use of my personal data for the purposes outlined above. | | | | |
| **Signature:** |  | **Date:** |  | |
| All information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this may be held in an electronic database. If your application is unsuccessful, your details will be kept for a period of 6 months and then destroyed. | | | | |

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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 for misconduct? | Yes/No |
| If yes, please give details: | |
| Have you ever been subject to any sanctions being placed on your professional registration, by a regulatory or licensing body in any country?  Yes/No  Sanctions may include: warnings, conditions, limitations, suspension, removal or any other restrictions that have applied to your professional registration. If yes, please provide 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. This evidence is required in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested.    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 |  |

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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.  We are also committed to treating all applicants equally and fairly based on their skills, experience, and ability to fulfil the duties required of the role applied for. This is regardless of any protected characteristics (ethnicity, gender or gender reassignment, religion or belief, sexual orientation, physical/mental disability, age, pregnancy or maternity, marriage, or civil partnership).

All offers of employment are subject to satisfactory completion of safer recruitment checks and references, including an enhanced DBS check. Applicants must share with us all the relevant information that we have requested in this application form, but we would like to reassure applicants that any information provided will be treated in the strictest confidence in a fair and open manner. Suitable applicants will not be refused employment because of offences or conduct which are no longer relevant, and do not place them at, or make them a risk in – the role for which they are applying. We will ensure that all our recruitment and selection practices reflect this commitment.

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 policies listed below, values, ethos and expected behaviours 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) and [School Ethos & Vision - Redruth School](https://www.redruth.cornwall.sch.uk/347/school-ethos-vision)

* Child Protection and Safeguarding (including safer recruitment)
* Employment of ex-offenders

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

**Please also ensure you complete our equal opportunities monitoring form.**