**Application for Appointment**

**SECTION 1 - POST DETAILS**

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| Post applied for:  School:  How did you hear about this vacancy:  Completed applications should be returned via email to [jobs@thrivetrust.uk](mailto:jobs@yhclt.net) |

Please complete this form in full. Please refer to the accompanying guidance notes when completing your application. **Please note CVs will not be accepted.**

**As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance:** [**Keeping Children Safe in Education**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1080047/KCSIE_2022_revised.pdf) **an online search will be carried out on all shortlisted candidates.**

**SECTION 2 - PERSONAL DETAILS**

|  |  |
| --- | --- |
| First name: | Surname: |
| Title: | Former name (s): |
| Full Address : | Resident at this address since (Date): |
| Home Phone No.: | Mobile Number: |
| Email Address: | |
| National Insurance Number: | |

**Please note correspondence regarding your application may be sent to your e-mail and/or postal address.  Applicants who have not heard within 21 days of the closing date are thanked for their application and are asked to assume that it has been unsuccessful on this occasion.**

**SECTION 3 - PERSONAL DETAILS CONTINUED**

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| **Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?**  Yes No  If Yes, please provide details: |
| **If you are successful in your application would you require a work permit prior to taking up employment?**  Yes No |
| **Have you ever lived and/or worked outside of the UK?**  Yes No  If Yes, please provide details: |
| **Do you hold a Certificate of Good Conduct for your time spent abroad?**  Yes No  If yes, please provide the date of issue: |
| **Teaching staff only:**  Do you hold a letter of professional standing for any countries where you have worked as a teacher?  Yes No  If yes, please provide the country and date of issue: |

**SECTION 4 – EDUCATION & COURSES**

**Detail here any secondary education qualifications held (continue on a separate sheet if necessary).**

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| --- | --- | --- | --- | --- | --- |
| School, College or University | Subject | Qualification | Grade | Awarding Body | Dates from/ to |
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**Detail here any Further Education/Vocational/Professional Qualifications/Other Qualifications held or currently being studied (continue on a separate sheet if necessary).**

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| --- | --- | --- | --- | --- | --- |
| School, College or University | Subject | Qualification/  Level | Grade | Awarding Body | Dates from/to |
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**Detail here any recent significant in-service training courses (Continue on a separate sheet if necessary).**

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| Awarding Body | Course | Dates to from |
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**SECTION 5– MEMBERSHIP OF PROFESSIONAL BODIES**

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| Professional Organisation | Grade | Date of membership |
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**SECTION 6 – TEACHING ROLES ONLY**

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| --- | --- | --- | --- |
| Teacher Reference Number: |  | | |
| Current salary point: |  | | |
| Date QTS awarded: |  | | |
| Induction period completed? | Yes ☐ No ☐ | Date of completion: |  |

**SECTION 7 – PRESENT OR MOST RECENT EMPLOYMENT**

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| --- | --- |
| Position: | |
| Employer: | |
| Address: | Telephone number: |
| Number on roll (*teaching roles only):* | Age Range (*teaching roles only):* |
| Date of appointment (Day/Month/YYYY): | Leave date(Day/Month/YYYY): |
| Notice Required: Weeks/Months | Grade /Salary: |
| Reason for application:  ***Please do not leave blank or put N/A*** | |
| Please list your current job role duties and responsibilities using bullet points: | |

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| **SECTION 8 PREVIOUS EMPLOYMENT** |

**List all your previous jobs (most recent first). Identify and account for any gaps in employment. Please continue on a separate sheet if necessary.**

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| --- | --- |
| **Name of Employer:** | |
| Address: | Post Held: |
| Job Role Summary: | |
| Date from (Month/YYYY): | Date to (Month/YYYY): |
| Grade / Salary: | Reason for leaving: |
| **Name of Employer:** | |
| Address: | Post Held: |
| Job Role Summary: | |
| Date from (Month/YYYY): | Date to (Month/YYYY): |
| Grade / Salary: | Reason for leaving: |
| **Name of Employer:** | |
| Address: | Post Held: |
| Job Role Summary: | |
| Date from (Month/YYYY): | Date to (Month/YYYY): |
| Grade / Salary: | Reason for leaving : |
| **Name of Employer:** | |
| Address: | Post Held: |
| Job Role Summary: | |
| Date from (Month/YYYY): | Date to (Month/YYYY): |
| Grade / Salary: | Reason of leaving : |

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| **Gaps in your employment / education history** | | |
| As part of our Safer Recruitment Procedures you are required to account for any gaps in your education or employment history. Please give details and dates of any gap, clarifying how this time was spent, e.g. sabbatical year, voluntary work, caring responsibilities etc. | | |
| **Dates of gap (month and year)** | | **Reason for gap** |
| **From (mm yy)** | **To (mm yy)** |
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**SECTION 9 – SUPPORTING EVIDENCE**

Please ensure that you have read carefully the job description and person specification for the role that you are applying for. In this section you are required to detail how your knowledge, skills, experience and personal qualities evidence that you meet the requirements for this post as detailed in the person specification and advertisement. Shortlisting and appointment to this post will be based on your ability to meet these requirements.

Please complete on a separate sheet if necessary (max 2 pages).

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**SECTION 10 – REFERENCES**

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.

Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.

**Please note your referee should be a previous line manager or someone in a position of authority. If your referee is school or college based, the reference must be from the Headteacher.**

**We will ask the Headteacher to confirm accurate information in relation to capability and discipline. All references will be verified by telephone.**

|  |  |
| --- | --- |
| **First Referee** | **Second Referee** |
| Name: | Name: |
| Position: | Position: |
| Relationship to you: | Relationship to you: |
| Organisation: | Organisation: |
| Address: | Address: |
| Email address: | Email address: |
| Telephone Number: | Telephone Number: |
| May be contacted prior to the interview?  Yes No | May be contacted prior to the interview?  Yes No |

**SECTION 11 – DECLARATIONS AND CONSENTS**

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| --- | --- |
| Are there any reasonable adjustments that you would require to enable you to participate in the interview/assessment event if you were selected to attend? | |
| Please list personal relationships that exist between you and any of the following: member of the school community, staff, governors, Trustees or pupils? | |
|
| Do you hold a current driving licence? | Yes No |
| What type of licence is it? (eg full, provisional, HGV, PSV) |  |
| Do you have the use of a car? | Yes No |
| I consent to the school and Thrive recording and processing the information detailed in this application. Thrive will comply with their obligation under the Data Protection Act 2018. | Yes No |

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| **Disclosure and Barring and childcare disqualification**  Thrive are legally obligated to process an Enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren’t “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  **It is an offence to seek employment in regulated activity if you are on a barred list.**  Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the Secretary of State?  Yes No  If you answered ‘Yes’, please provide details |
| We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Thrive privacy statements.  Do you have an Enhanced DBS certificate? Yes No  Date of check: Disclosure Number: |

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| --- |
| I certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from my appointment or after appointment could lead to a disciplinary action or dismissal. I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration. |
| **Signature:** |
| **Dated:** |

**IMPORTANT ADVICE ON COMPLETING THIS APPLICATION**

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

**Data Protection**

The information that you state on this application form will be used by the school and Thrive to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [https://www.thrive.net/documents-and-policies](https://www.yhclt.net/documents-and-policies)

**Rehabilitation of Offenders**

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

**Information in Support of your Application**

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

# Thrive Policy Statement on the Recruitment of Ex-offenders

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at<https://www.gov.uk/government/publications/dbs-code-of-practice>

As an organisation which uses the Disclosure and Barring service, Thrive complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

Thrive undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at Thrive is confirmed. This will include details of convictions, cautions and reprimands, as well as ‘spent’ and ‘unspent’ convictions. A criminal record will not necessarily be a bar to obtaining a position.

We are committed to the fair treatment of its staff and potential staff on all protected grounds or offending background.

We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for an interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.

Application forms and recruitment information will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.

We ensure that staff at Thrive who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences.

We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and makes a copy available on request.

thrive undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.