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## **Completing Your Application : Safeguarding Notes for Candidates**

The Park Academies Trust is committed to providing a safe and secure environment for our pupils. Safeguarding and Child Protection are at the forefront of everything we do, and that duty starts before people start working with us. We expect our staff, volunteers and all those connected with the Trust to share in this commitment.

We have detailed some of the steps we take in order to fulfil our safer recruitment duty below. Please could you read this carefully before applying for one of our roles. We unfortunately cannot accept applications which do not meet our safeguarding requirements.

**References**

The Trust will take up references which cover **the last 5 years of your employment**. In addition, we may seek further references which we deem relevant from a safeguarding point of view. Where your previous post in is education, we will always seek a reference from the principal/headteacher in addition to any referees that you put on the form.

Email addresses must be a work or other professional address. We cannot accept references from personal email addresses e.g Hotmail or Gmail. If you put down a character reference, we require this to be from a professional email address – e.g if you are putting your solicitor down, it must be from his/her office address.

You cannot put family members as referees.

**Employment History**

You must disclose any gaps in employment in the box provided. We will not process applications with unexplained gaps.

Time spent overseas must be set out in the box provided. We will follow up with you if we require evidence of good conduct from overseas visits and it is your responsibility to obtain these.

You must list **all** of the organisations you have ever worked for, both full time and part time. Please include any voluntary or unpaid work. If you run out of space on the application form, please continue on a separate sheet. Please include dates of employment in all cases. Any gaps must be accounted for as outlined above.

**Online Searches**

In line with statutory guidance in ‘Keeping Children Safe in Education’, we will carry out an online search as part of our due-diligence on short-listed candidates.

**Education and Training**

If you are applying for a teaching post, you must fully complete the relevant section with your teacher number, training details and prohibition/GTC sanction status.

For all roles, including non-teaching, you should let us know any GCSE, A Level and degree/other relevant qualifications in the appropriate section. You will be asked to show evidence of these during the process.

**Declaration**

**You will be asked at interview to confirm that the information which has been detailed in your application form is correct. We will then ask you to sign and date the declaration again.**

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## Application for employment

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Short-listing will be based on the information gathered from the form.

GUIDELINES

Applicants will be treated in the same way whether they are external or internal candidates. **Please note that all offers are subject to a satisfactory Disclosure and Barring Services (DBS) check and references.**

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| **INFORMATION ABOUT THE ROLE** |

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| **Job Title :** | **School :** |
| **Job Reference :** | **Job Type : Teaching/Support** |
| **Where did you hear about the role ?(if you were referred by a member of Trust staff, please let us know who this was) :** | |
| **Please let us know about any personal relationship that exist between you and any of our trustees, governors, staff or current pupils.** | |

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| **INFORMATION ABOUT YOU** |

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| **Title :** | **Last Name :** |
| **First Names :** | **Previous Last Name**  **(if applicable) :** |
| **Address :**  **Post Code :** | |
| **Email Address :** | **Telephone Number(s):** |
| **Date of Birth :** | **National Insurance Number :** |

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| **PRE EMPLOYMENT CHECKS** |

**Disclosure and Barring Service (DBS)**

The Trust is legally obliged 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, 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.

It is an offence to seek employment in regulated activity if you are on a barred list.

For our primary schools, we’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy notice.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

**Please tick to show you have read and understood this section : ☐**

**References**

Please give details of at least two referees, the first of which should be your current or most recent employer. We cannot accept references from family members.

The Trust reserves the right to seek any additional references that we deem appropriate. In particular, for education roles, please be aware that we will additionally contact the Principal/Headteacher if s/he is not given as a referee.

|  |  |
| --- | --- |
| Name : | Job Title : |
| Organisation : | Your relationship to referee? |
| Address : | |
| Email : | Telephone : |
| Can we contact before interview? | |

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| --- | --- |
| Name : | Job Title : |
| Organisation : | Your relationship to referee? |
| Address : | |
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| Name : | Job Title : |
| Organisation : | Your relationship to referee? |
| Address : | |
| Email : | Telephone : |
| Can we contact before interview? | |
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| **EMPLOYMENT HISTORY** | |

**Gaps in Employment**

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| Please use the space below to detail and explain any gaps in employment. |

**Time Spent Overseas**

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| In the last 10 years, have you spent any periods of 2 months or more overseas? If yes, please give details. You may be required to obtain a Certificate of Good Conduct for time spent overseas. |

**Previous Employers**

Please list in order (most recent job first) **all** of the organisations you have worked for, both full time and part time. Please include any voluntary or unpaid work. Continue on a separate sheet if necessary.

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| --- | --- |
| Organisation Name/address: | |
| Your Role : | |
| First date of employment: | Last date of employment: |
| Salary : | TLR/Allowances : |
| Reason for Leaving (required) | |

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| --- | --- |
| Organisation Name/address: | |
| Your Role : | |
| First date of employment: | Last date of employment: |
| Salary : | TLR/Allowances : |
| Reason for Leaving (required) | |

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| --- | --- |
| Organisation Name/address: | |
| Your Role : | |
| First date of employment: | Last date of employment: |
| Salary : | TLR/Allowances : |
| Reason for Leaving (required) | |

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| **EDUCATION AND TRAINING** |

(Teaching Staff) Please complete the details of your training below. If you are currently studying for your teaching qualification, please state the expected date of completion.

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| Teacher Number |  |
| Date of Qualification |  |
| Initial Teacher Training Provider? |  |
| Are you subject to a General Teaching Council sanction or restriction?(Please detail if Yes) |  |
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the Secretary of State, as a result of misconduct? (Please detail if Yes) |  |

(All Staff) Please enter details of any education you have received that is relevant to the job you are applying for, what subject(s) you were studying, the date you started and finished the course, whether it was full or part time, evenings etc. You should also tell us what qualifications or certificates you have. Original certificate/s must be produced at interview stage.

Continue on a separate sheet if necessary.

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| --- | --- | --- | --- | --- |
| **Dates**  From | To | **Subject Studied/ Where** | **Full/Part Time** | **Qualification Awarded** |
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Please enter details of any short or part-time training courses you have attended in the **last 3 years** that may be relevant to the job, if you received a certificate on completion.

Continue on a separate sheet if necessary.

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| **Dates**  From | To | **Course Title** | **Qualification Awarded** | **Course Provider** |
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| **ADDITIONAL INFORMATION** |

Please read the selection criteria for this post carefully. You will need to set out clearly how your skills, abilities and experience make you suitable for this job. These may have been gained through previous jobs, voluntary or community work, spare time activities and training. You should give examples where possible of how and where you have demonstrated these. It is not sufficient to say I can, I am able or I believe etc. What you write in this section will be used to decide whether or not to shortlist you for the job. Please continue on a separate sheet if necessary.

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| **RIGHT TO WORK** |

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| Do you have the right to work in the UK? | ☐Yes  ☐No |
| If yes, please state on what basis: | ☐ UK citizen  ☐ EU settled status  ☐ Skilled worker visa  ☐ Other – please provide full details below |

It is the legal duty of employers to ensure that any prospective employee is legally entitled to live and work in the UK. If you are made a provisional offer, you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number or a passport/travel document/letter from the Home Office.

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| **DATA PROTECTION & DECLARATION** |

The information given on this form will form part of the contract of employment for successful candidates. The information you give will only be used for the purpose of HR management, including registering you with occupational health for preemployment checks following a provisional job offer. We may contact other relevant organisations to check factual information you have given in this application form. The information will be stored manually and electronically and disposed of after 6 months if your application is unsuccessful.

**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 agree to abide by the Trust’s policies and I understand that if I do not I may be dismissed or be subject to other disciplinary action. I have reviewed and understood the Privacy Notice regarding GDPR and give my consent to the information in my application being processed in line with the policy.**

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| Date : | Signed:  Print Name: |
| For use in interviews ONLY  Date : | Signed :  Print Name : |

**Please return to:** [**Askhr@theparkacademiestrust.com**](mailto:Askhr@theparkacademiestrust.com) **or post to**

**HR Department, The Park Academies Trust, Abbey Park School, Red House Way, Redhouse, Swindon, SN25 2ND**

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| **EQUALITIES MONITORING** |

The Park Academies Trust wishes to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective and whether we are complying with relevant legislation, we need to know the information requested below.

This information **will** **not** be passed to the panel and **will not** be used during the selection process. It will be used for monitoring purposes only.

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| **What is your date of birth?** |  |
| **What is your sex?** | Male/Female |
| **What Gender are you?** | Male/Female/Other/Prefer not to say |
| **Do you identify as the Gender you are assigned at birth?** | Yes/No/Prefer not to say |
| **How would you describe your ethnic origin?**  ☐Prefer not to say  **White**  󠄀 British  󠄀 Irish  󠄀 Gypsy or Irish Traveller  󠄀 Any other white background  **Asian or British Asian**  ☐ Bangladeshi  ☐ Indian  ☐ Pakistani  ☐ Chinese | **Other Ethnic groups**  ☐ Arab  ☐ Any other ethnic group  **Black or Black British**  ☐ African  ☐ Caribbean  ☐ Any other Black background  **Mixed**  ☐ White and Asian  ☐ White and Black African  ☐ White and Black Caribbean  ☐ Any other mixed background |
| **Which of the following best describes your sexual orientation?**  ☐ Prefer not to say  ☐ Heterosexual/straight  ☐ Homosexual woman  ☐ Homosexual man  ☐ Bisexual  ☐ Other | |
| **What is your religion or belief?**  ☐ Prefer not to say  ☐ No religion  ☐ Buddhist  ☐ Pagan  ☐ Jain  ☐ Christian  ☐ Jewish | ☐ Muslim  ☐ Sikh  ☐ Hindu  ☐ Agnostic  ☐ Atheist  ☐ Other |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?**  ☐ Prefer not to say  ☐ Yes  ☐ No | |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.**  ☐ Prefer not to say  ☐ Physical impairment  ☐ Sensory impairment  ☐ Learning disability/difficulty  ☐ Long-standing illness  ☐ Mental health condition  ☐ Developmental condition  ☐ Other | |