**APPLICATION GUIDANCE**

* Please complete this form and return it by email it to: recruitment@penrice.org.uk.If you are unable to complete and return the form by email, please post your application (allowing sufficient time for delivery before the application deadline) or return it by hand to: *Penrice Academy, Charlestown Road, St Austell, Cornwall, PL25 3NR.*
* 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.

**SAFER 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.

Safer 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 Procedures 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, payroll, pension and employee administration, and for the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date. Anonymised data will be kept for monitoring purposes.

|  |  |
| --- | --- |
| **JOB VACANCY** |  |
|  |
| **WHERE DID YOU SEE THIS POST ADVERTISED?** |
|  |
| **PERSONAL DETAILS** |
| Title by which you wish to be referred:  |
| First name(s):  |
| Last Name:  |
| Previous Surname(s) if applicable:  |
| Home address:  |
| Postcode:  |
| Home Telephone Number:  |
| Mobile Telephone Number:  |
| Email Address:  |
| Place of Residence – Country:  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART ONE: RECRUITMENT CHECKS**

|  |
| --- |
| **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 Trust.If there are 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), 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 state if this post requires you to travel. |
| Do you hold a current full UK driving licence? | **Yes / No** |
| Do you have regular use of a vehicle? | **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** |
| **DECLARATION OF INTEREST** |
| Do you, your partner or family have any personal, financial or professional interests or relationships with any current Member, Trustee, Governor or Employee of Cornwall Education Learning Trust that may conflict with you undertaking this role? If yes, please provide details below:  | **Yes / No** |

|  |
| --- |
| **DISCIPLINARIES, CAPABILITY & DISMISSALS** |
| Do you have any active sanctions with regard to disciplinary or capability; have you ever been the subject of formal disciplinary proceedings; or have you ever been dismissed from any previous employment? If yes, please provide details, including dates, below: | **Yes / No** |
| This information is required, including that related to warnings regarded as “spent” in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed. |

|  |
| --- |
| **PROTECTION OF CHILDREN**The 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).The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide 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>.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
* spentconvictions 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 Trust, should you be arrested by the police, you are obliged to notify the Headteacher/Senior 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. |
| **RELEVANT CONVICTIONS** |
| Do you have any adult cautions (simple or conditional)? If yes, please provide the following details: | **Yes / No** |
| Date of caution: |  |
| Details of caution: |  |
| Penalty: |  |
| Do you have any unspent conditional cautions? If yes, please provide the following details: | **Yes / No** |
| Date of caution: |  |
| Details of caution: |  |
| Penalty: |  |
| Do you have any unspent convictions in a Court of Law? If yes, please provide the following details: | **Yes / No** |
| Date of conviction: |  |
| Details of conviction: |  |
| Penalty: |  |
| Do you have any unspent convictions in a Court of Law? If yes, please provide the following details: | **Yes / No** |
| Date of conviction: |  |
| Details of conviction: |  |
| Penalty: |  |
| Do you have any spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? If yes, please provide the following details: | **Yes / No** |
| Date of conviction/ caution: |  |
| Details of conviction/ caution: |  |
| Penalty: |  |
| I declare that the information I have provided is accurate and I understand that if this information is found to be inaccurate or I have failed to disclose information which is later disclosed via the DBS checking service that this could result in the withdrawal of my conditional offer of employment or termination of my employment.*You will be asked to sign a copy of this declaration before any offer of employment is confirmed.***Signature:****Date:**  |

**PART TWO: SUITABILITY FOR THE ROLE**

|  |
| --- |
| **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. These should cover at least your last two years of employment/education history. If your two references do not cover the last two years, please provide additional referee details on a separate sheet. The Trust reserves the right to approach any previousemployer or manager.Please note that we may contact referees for references before interview unless you request otherwise. We will ask for information about any current disciplinary or capability issues and whether you have been subject to any safeguarding concerns.**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 Headteacher, Lecturer, Tutor (e.g. School/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/Role: |  | Job Title/Role: |  |
| Employer: |  | Employer: |  |
| Address: |  | Address: |  |
| Postcode: |  | Postcode: |  |
| Email address: |  | Email address: |  |
| Telephone number: |  | Telephone number: |  |
| 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** |
| I do not wish this reference to be taken up prior to interview | [ ]  | I do not wish this reference to be taken up prior to interview | [ ]  |
| If you do not want us to contact this referee prior to interview, please let us know why not |  | If you do not want us to contact this referee prior to interview, please let us know why not |  |

**EMPLOYMENT HISTORY (PRESENT OR LAST EMPLOYER)** |
| If you are currently working through a supply agency, please ensure you also provide the name of the agency under employer 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 |  |
| Hours worked |  |
| Start date |  |
| Notice required or leaving date if already left |  |
| Reason for leaving |  |
| Main duties and responsibilities |  |

|  |
| --- |
| **PREVIOUS EMPLOYMENT OR EXPERIENCE**Starting with your **most recent employment first** and working backwards – *please add additional rows as necessary.* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates****(mm/yy)** | **Employer name and address** | **Job title, duties and responsibilities** | **Salary** | **Full or part-time****(if part-time give hours)** | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**GAPS IN EMPLOYMENT**

**Please explain any gaps in your employment history since leaving full time education**

e.g. unemployment, career breaks, voluntary work, travel

|  |
| --- |
|  |

|  |
| --- |
| **QUALIFICATIONS ACHIEVED FROM SECONDARY, FURTHER AND HIGHER EDUCATION** |
| Academy/College/ University attended | Qualifications gained (state level and subject) | 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): |  |  |

|  |
| --- |
| **TRAINING & DEVELOPMENT RELEVANT TO THE POST** *– please add additional rows as necessary* |
| Organising body | Name of training & development course (e.g. first aid, health and safety, child protection, risk assessments etc) | Grade awarded (if applicable) | Year achieved |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **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 TRA (or other) in the UK? | **Yes / No** |

|  |
| --- |
| **MEMBERSHIP OF PROFESSINAL BODIES** |
| Name of body | Type of membership | Date obtained |
|  |  |  |
|  |  |  |
| **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**  |
|  |
| **YOUR SUPPORTING STATEMENT** |
| This is a critical part of the selection process. Please refer to the job description and person specification supplied and give details of how your experience, skills or knowledge supports your application. 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** |
|  |

**DECLARATION**

|  |
| --- |
| I declare that, to the best of knowledge and belief, the information given on ALL parts of this form is correct. I understand that should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.*You will be asked to sign a copy of this declaration before any offer of employment is confirmed.***Signature:****Date:**  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **REASONABLE ADJUSTMENTS FOR A DISABILITY**

|  |  |
| --- | --- |
| Do you consider you qualify for protection under the Equality Act 2010?  | **Yes / No** |
| If you have a disability and believe that you may require adjustments to this application process, please give details below of how we can ensure that you are offered a fair selection and interview process or, if you would prefer, please contact the HR Team to discuss any requirements. Please note that if you believe adjustments would only be required for a later stage of the process (such as at interview stage), you are not required to provide information on this form. |

 |

***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 where applicable and an Enhanced Disclosure and Barring Service (DBS) check.***

|  |  |  |  |
| --- | --- | --- | --- |
| **PART THREE: EQUAL OPPORTUNITIES MONITORING FORM**In accordance with our policy on equal opportunities in employment, the Trust will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.In order to assess how successful this policy is, we have set up a system of monitoring all job applications. We also monitor equality data in relation to our employees.The completion of this form and questionnaire is entirely voluntary. However, it will assist the Trust in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.We have asked for your name to enable us to monitor applications at shortlisting and appointment stage. If you are appointed to a role in the Trust we will retain this information, again for monitoring purposes.All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes.Thank you for your assistance.

|  |
| --- |
| **Please complete ALL sections as requested.** |
| **Post applied for:** |  |

 |

**Gender – How do you describe your gender?** Please select

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Female | [ ]  | Male | [ ]  | Gender Fluid | [ ]  | Intersex | [ ]  | Non-Binary | [ ]  |
| Prefer not to say | [ ]  | Other, please write in box:  |

**Gender identity – Is your gender identity the same as the sex you were assigned at birth?** Please select

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes | [ ]  | No  | [ ]  | Prefer not to say | [ ]  |

**Age – Which age group are you?** Please select

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 16 or under[ ]  | 17 – 24[ ]  | 25 – 35[ ]  | 36 – 45[ ]  | 46 – 55[ ]  | 56 – 65[ ]  | 66 & over[ ]  | Prefer not to say[ ]  |

**Disability – Do you consider yourself to have a disability?** Please select

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes | [ ]  | No  | [ ]  | Prefer not to say | [ ]  |

**Disability – If you have answered ‘yes’, please select the definition from the list below that best describes your impairment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Learning disability/ difficulty | [ ]  | Mental health condition | [ ]  | Physical or mobility impairment | [ ]  | Sensory impairment | [ ]  |
| Long standing illness or health condition (cancer, HIV, diabetes, chronic heart disease or epilepsy) | [ ]  |
| Prefer not to say | [ ]  | Other, please write in box:  |

**Sexual Orientation – What do you consider your sexual orientation to be?** Please select

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual/Straight | [ ]  | Lesbian/Gay woman | [ ]  | Gay man | [ ]  |
| Asexual | [ ]  | Bisexual | [ ]  | Pansexual | [ ]  |
| Prefer not to say | [ ]  | Other, please write in box:  |

**Religion/Belief – How do you describe your religion or belief (if any)?** Please select

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Buddhist | [ ]  | Christian | [ ]  | Hindu | [ ]  |
| Humanist | [ ]  | Jewish | [ ]  | Muslim | [ ]  |
| Pagan | [ ]  | Sikh | [ ]  | None | [ ]  |
| Prefer not to say | [ ]  | Other, please write in box:  |

**Marital Status – What is your legal marital status or same-sex civil partnership status?** Please select

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Divorced/Civil Partnership dissolved | [ ]  | Legally separated | [ ]  | Living together | [ ]  | Married/Civil Partnership | [ ]  |
| Single | [ ]  | Widowed | [ ]  | Prefer not to say | [ ]  |

**Ethnicity – How do you describe your ethnic origin?** Please read through carefully before selecting the ethnic group that you feel most closely reflects your background

|  |  |  |  |
| --- | --- | --- | --- |
| Prefer not to say | [ ]  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asian – Bangladeshi | [ ]  |  | Asian – Indian | [ ]  |
| Asian – Chinese | [ ]  |  | Asian – Pakistani | [ ]  |
| Asian – Cornish | [ ]  |  | Asian – Any other Asian background | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Black – African | [ ]  |  | Black – Caribbean | [ ]  |
| Black – British | [ ]  |  | Black – Cornish | [ ]  |
| Black – Any other Black/African/Caribbean background | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GRT – Gypsy/Roma | [ ]  |  | GRT – Traveller of Irish Heritage | [ ]  |
| GRT – Gypsy/Roma – Cornish | [ ]  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mixed – Cornish | [ ]  |  | Mixed – White and Black African | [ ]  |
| Mixed – White and Asian | [ ]  |  | Mixed – White and Black Caribbean | [ ]  |
| Mixed – Any other Mixed/multiple ethnic background | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| White – British | [ ]  |  | White – Northern Irish | [ ]  |
| White – Cornish | [ ]  |  | White – Scottish | [ ]  |
| White – English | [ ]  |  | White – Welsh | [ ]  |
| White – Irish | [ ]  |  | White – Any other White background | [ ]  |