

Application form

|  |
| --- |
| Data protection notice |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations   You’ll find more information on how we use your personal data in our privacy notice for job applicants, included in the application pack. |

|  |
| --- |
| vacancy information |
| Application for the post of:  What date are you available to begin a new post?  Where did you first hear about this job? |

|  |
| --- |
| Disclosure and barring and recruitment checks |
| The Acorn Free School is 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, 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.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Acorn Free School privacy notice.  **Do you have a DBS certificate?:** ☐ Yes ☐ No Date of check:  **Do you hold a current subscription for DBS online update service?** ☐ Yes ☐ No  Criminal Convictions - You are required to declare 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) by SI 2013 1198’. Failure to disclose any information required of you may result in your application being rejected or disciplinary action. The criminal record information you provide is not used for shortlisting purposes. If you are shortlisted for interview your criminal record will be discussed with you if the interview panel feel it is relevant to this job.  **Have you any spent or unspent cautions or convictions to declare which are not “protected”?**  ☐ Yes ☐ No  If Yes, please give details below including the nature of the offence/alleged offence, date and full name at the time of the offence.  **Are you a foreign national or a UK resident who has lived or worked abroad for more than three months in the last five years?**  ☐ Yes ☐ No  If you have answered ‘yes’ to the above question, you must obtain a Statement of Good Conduct (SOGC) from the Embassy of that country.  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. |

|  |
| --- |
| right to work in the uk |
| The Acorn Free School will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  **Do you have the Right to Work in the UK?** ☐ Yes ☐ No  By signing this application, you agree to provide such evidence when requested. |

1. Instructions

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full. Please return via e-mail to [rosierowe@theacornschool.co.uk](mailto:rosierowe@theacornschool.co.uk)

1. Personal details

|  |  |
| --- | --- |
| personal details | |
| **First name** |  |
| **Surname** |  |
| **Preferred title** |  |
| **Previous surnames** |  |
| **If you prefer to be called by a name other than the one listed above, please specify** |  |

|  |  |
| --- | --- |
| contact details | |
| **Address** |  |
| **Postcode** |  |
| **Home phone** |  |
| **Mobile phone** |  |
| **Email address** |  |

|  |
| --- |
| disability and accessibility |
| The Acorn Free School has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |

|  |  |  |
| --- | --- | --- |
| relationship to the ACORN FREE SCHOOL | | |
| Please list any personal relationships that exist between you and any of the following members of the Acorn Free School community:   * Governors * Staff * Pupils   If you have a relationship with a governor or employee, this does not necessarily prevent them from acting as a referee for you. | | |
| **Name** | **Relationship** | **Role** |
|  |  |  |
|  |  |  |
|  |  |  |

1. Employment history

|  |  |
| --- | --- |
| current employment details | |
| **Job title** |  |
| **Employer details**  **(name, address, email and/or telephone)** |  |
| **Dates employed** |  |
| **Age range taught** |  |
| **No. on roll** |  |
| **Permanent or temporary** |  |
| **Part-time or full-time** |  |
| **Salary (inc. allowances)** |  |
| **Description of responsibilities** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Previous employment | | | | |
| Please provide details of all previous employment. List the most recent employment first. | | | | |
| **Job title** | **Name and address of employer** | **Dates employed** | **Description of responsibilities** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Education and training

|  |  |  |
| --- | --- | --- |
| education and qualifications | | |
| Please provide details of your education from secondary school onwards.  You’ll be required to produce evidence of qualifications. | | |
| **Dates attended (month and year)** | **Name and location of school/college/university** | **Qualifications gained (including grades)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| training and professional development | | | | |
| Please give details of training or professional development courses undertaken in the last 5 years that are relevant to your application | | | | |
| **Course dates** | **Length of course** | **Course title** | **Qualification obtained** | **Course provider** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

For posts which require qualified teacher status please complete the section below

|  |  |
| --- | --- |
| teacher status | |
| **Teacher reference number** |  |
| **Do you have QTS?** |  |
| **QTS certificate number (where applicable)** |  |
| **Date of qualification** |  |
| **Age range qualified to teach** |  |
| **Subject specialisms** |  |
| **Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?** |  |
| **Are you subject to a General Teaching Council sanction or restriction?** |  |

|  |
| --- |
| Additional information |
| Please use the space below to explain why you are applying for the position and how your experience (whether paid or unpaid), personal qualities and skills help to make you a suitable candidate.  **It is essential that you provide us with details that demonstrate how you meet the criteria within the job specification.** This will help us decide whether to invite you to the next stage of the selection process. |
|  |

1. References

You must supply a minimum of two referees covering at least the last three years of your work/life history. One referee must be your last employer however if you have never had an employer one referee must be a senior staff member from your last place of study.

In line with the school Safer Recruitment Policy for all posts which require an enhanced DBS one referee should be able to refer to your most recent work with children.

A referee must not be a relative or partner.

If you cannot meet the criteria outlined above you can supply a character reference from a professional person known to you but you must clarify that this is a character reference.

The Acorn Free School reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted.

|  |  |
| --- | --- |
| Referee 1: | |
| **Name** |  |
| **Relationship to you** |  |
| **Address (including postcode)** |  |
| **Contact Number** |  |
| **Email address** |  |
| **If you are invited for interview may we approach this referee without further reference to you?** | ☐ Yes ☐ No |

|  |  |
| --- | --- |
| Referee 2: | |
| **Name** |  |
| **Relationship to you** |  |
| **Address (including postcode)** |  |
| **Contact Number** |  |
| **Email address** |  |
| **If you are invited for interview may we approach this referee without further reference to you?** | ☐ Yes ☐ No |

If either of your referees knows you by a different name, please state:

|  |
| --- |
| Declaration |
| 1. The information I have given on this form is true and accurate to the best of my knowledge.  2. I have read or had explained to me and understand all the questions on this form.  3. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.  4. I understand that evidence of my qualifications will be required during the selection interview process.  5. I understand that satisfactory references, DBS disclosure (if appropriate), medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.  6. I acknowledge that the Acorn Free School will process data about me and retain it in the manner described above and I hereby consent to this.  Name (please print):  Sign:  Date: |

1. Equalities monitoring

We’re bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we need to know the information requested below.

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

|  |  |  |  |
| --- | --- | --- | --- |
| equalities monitoring information | | | |
| **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 were assigned at birth?** | | ☐ Yes ☐ No  ☐ Prefer not to say | |
| **How would you describe your ethnic origin?** | | | |
| **White**  ☐ British  ☐ Irish  ☐ Gypsy or Irish Traveller  ☐ Any other White background  **Asian or British Asian**  ☐ Bangladeshi  ☐ Indian  ☐ Pakistani  ☐ Chinese | **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 | | **Other Ethnic groups**  ☐ Arab  ☐ Any other ethnic group  ☐ Prefer not to say |
| **Which of the following best describes your sexual orientation?** | | | |
| ☐ Bisexual  ☐ Heterosexual/straight  ☐ Homosexual | | ☐ Other  ☐ Prefer not to say | |
| **What is your religion or belief?** | | | |
| ☐ Agnostic  ☐ Atheist  ☐ Buddhist  ☐ Christian  ☐ Hindu | ☐ Jain  ☐ Jewish  ☐ Muslim  ☐ No religion | | ☐ Other  ☐ Pagan  ☐ Sikh  ☐ Prefer not to say |
| **Pregnancy and maternity** | | | |
| Are you pregnant?  ☐ Yes  ☐ No  ☐ Prefer not to say | | Have you given birth within the last 12 months?  ☐ Yes  ☐ No  ☐ Prefer not to say | |
| **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?** | | | |
| ☐ Yes  ☐ No  ☐ Prefer not to say | | | |
| **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’.** | | | |
| ☐ Physical impairment  ☐ Sensory impairment  ☐ Learning disability/difficulty  ☐ Long-standing illness  ☐ Mental health condition  ☐ Developmental condition  ☐ Other | | | |