**Sir Robert Geffery’s School Application Form – Non Teaching Roles**

**Please call 01752 851362 if you have any questions on how to complete this form or if you require it in a different format or language.**

Please fill in **allsections** of the form using **black ink**/type.The information you provide will help us make a fair decision

inthe selection process.

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| **About the role** | | | |
| Role applied for: |  | Ref no: |  |
| School/Location: | Sir Robert Geffery’s School | | |

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| **About you** | | | |
| Title: |  | Surname: |  |
| First name(s): |  | | |
| Home address: |  | Home phone: |  |
|  |  | Work phone: |  |
|  |  | Mobile: |  |
| Postcode: |  | Email: |  |
| NI Number: |  | (You can get this from the Department of Work & Pensions) | |

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| **Qualifications achieved from secondary, higher and further education**  *(insert extra lines as required)* | | | |
| Subject title of Qualification | Type of Qualification (GCSE, NVQ, Degree etc) | Grade | Date achieved  (dd/mm/yy) |
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| **Other training, courses, staff development:** | | | |
| Name of provider/college | Title of course/training e.g. First Aid at Work | Qualification (if relevant) | Year achieved |
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| **Membership of professional bodies:** | | | |
| Institute or association | Membership Level | How obtained (e.g. through qualification or election) | Date achieved  mm/yy |
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| **Your current or most recent employment** | | | |
| **Note:** If you are currently working for Cornwall Council through 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. | | | |
| Employer name: |  | Job title: |  |
| Employer address: |  | Salary: |  |
|  |  | Start date: |  |
|  |  | Leave date: (if applicable) |  |
| Reason for leaving: |  | | |
| Main duties and responsibilities (include any additional roles undertaken organising school trips, events, leading activities, etc): | | | |

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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/yy) | | Name of school/employer and address  **or**  Reason for gap in employment | Job title, duties and responsibilities | Reason for leaving |
| From | To |  |  |  |
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| **Safeguarding children, young people & vulnerable adults** |
| We are all responsible for the safety of children, young people and adults who may be at risk. We must ensure that we are doing all we can to protect the most vulnerable members in our society. This responsibility applies to all employees; it also applies to contactors, partners and volunteers who carry out work with or for children, young people and adults at risk on behalf of the school.  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. Refer to the role information supplied and tell us how your skills and experience match. 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, e.g. gained through education, the community etc. |
| (please continue on separate sheet, if needed) |

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| **Selection requirements** |
| We will make reasonable adjustments to help a person with disabilities through the application and selection process. If you have specific requirements to enable your participation and/or attendance during the selection process, please let us know: |
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| **References** | | | | | |
| Please provide 2 references. Do not use friends or relatives. We will ask for references before your interview.  We will ask for references before your interview. 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. If you have any concerns, please contact the school. | | | | | |
| **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 by whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice. | | |
| Full name: |  | | Full name: |  | |
| Job title: |  | | Job title: |  | |
| Employer: |  | | Employer: |  | |
| Address: |  | | Address: |  | |
| Postcode: |  | | Postcode: |  | |
| Email: |  | | Email: |  | |
| Relationship to you: |  | | Relationship to you: |  | |
| Did this role involve working with children, young people and/or vulnerable adults?  (Please select answer) | | Yes / No | Did this role involve working with children, young people and/or vulnerable adults?  (Please select answer) | | Yes / No |

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| **Declaration of criminal convictions** |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means they do not need to be disclosed to employers, and if they are disclosed, employers cannot be taken into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.**Details of the filtering rules can be found at www.gov.uk/dbs** |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 or do you have any charges pending or any other reason that may impact on your role of working with children or vulnerable adults? |  |
| If yes, please provide details: |  |
| Are you under any current criminal or police investigation? |  |
| If yes, please provide details: |  |
| Do you have any adult cautions (simple or conditional) or 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 details: |  |
| Any subsequent offer of employment will be subject to a criminal record check (disclosure request) from the Criminal Records Bureau (CRB). This check will include details of cautions, reprimands or final warnings as well as convictions. Appointment will be subject to the information received from the CRB.  I accept that if any of the information is found to be false or misleading, I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a criminal record check from the CRB and that The **ASPIRE** Academy Trust will request my authorisation for such a check to be made. |  |
| **Signature:** | Date: |  |

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| **Childcare disqualification declaration** |
| **Disqualification under the Childcare Act 2006** applies to all schools and settings who provide and/or are directly concerned with the management of early years childcare or later years (children above reception age but have not attained the age of 8). If you are in a role that falls within the categories below then you are required to provide information relating to your suitability:   * Staff who work in early years provision (including teachers and support staff working in nursery and reception classes); * Staff working in later years provision for children who have not attained the age of 8 including before school settings, such as breakfast clubs, and after school provision; * Staff who are directly concerned in the management of such early or later years provision. |
| Have you ever been disqualified from caring for a child, including your own child? (which are referred to in regulation 4 and listed at schedule 1 of 2009 Regulations) | Yes/No |
| Have you ever had your registration refused or cancelled relating to childcare, or children’s homes, or been prohibited from private fostering? (as specified in schedule 1 of the 2009 regulations) | Yes/No |
| Have you committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom? | Yes/No |
| **Signature:** | Date: |  |  |

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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: | |
| Are there 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)? | Yes / No |
| If yes, please provide details: | |
| 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 our 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 Councillor or employee of Cornwall Council 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 employee or School Governor? | 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? | Yes / No |
| If yes, please give details: | |

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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: | |  | |

**Thank you** for taking the time and effort to complete this application form.

**Please can you complete our equal opportunities monitoring form.**