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# Guidance notes for

# Application for Employment

**Completing the Form**

We ask you to complete an application form in order that we may treat information from candidates equally. Please fill in the form using black ink, providing as much information as possible. Before completing the application form, please read the job specification and person specification carefully. These outline the key functions of the post and the skills, abilities and qualifications required of the post holder. You will need to demonstrate how you meet these requirements, or have the potential to do so. You are invited to submit a statement in support of your application. This should be attached on a separate sheet written in black ink or typed. Please include any breaks in service.

Please note, we will only accept applications on the Trust Application Form.

**Teaching staff** roles are requested to provide results from the last academic year and their most recent lesson observation within the application process.

**Commitment to equality**The Trust is committed to the ‘Disability Confident Scheme’ all candidates who have disclosed a disability in accordance with the Disability Discrimination Act and who meet the Essential criteria in full will be short-listed, in accordance with the ‘guaranteed interview scheme’ under the ‘disability confident scheme’.

**Qualification Check**

Successful applicants will be asked to provide evidence of qualifications gained which will be verified.

**References**

If you are short listed for interview, we will approach your referees, unless you have indicated that you do not wish them to be contacted at this stage. They will be asked to supply information regarding your professional and technical ability, your timekeeping, reliability and safeguarding. If you have indicated on your application form that you do not want references taken up at this stage, please note that any formal offer or employment would be subject to satisfactory reference being obtained.

**Criminal Convictions**

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| You will appreciate that we must be particularly careful to enquire into the character and background of applicants for posts involving contact with children and young people. Many staff working at The Pinnacle Learning Trust are dealing with children and young people in the course of their employment and as such are exempt from the Rehabilitation of Offenders Act 1974. 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 that they do not need to be disclosed to the Trust, and if they are disclosed, the Trust cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974. |

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# Application for Employment

Job applied for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Closing date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PERSONAL DETAILS** | |
| **Surname:**  **(Block Letters)** | **Forenames:**  **(Block Letters)** |
| **Previous Surname (if applicable)** | **Mr/Mrs/Miss/Ms/Dr** |
| **Address:** | |
| **Postcode:** |  |
| **Home Tel No:** | **Mobile Tel No:** |
| **NI number:** | **TRN (formerly DfES) number (if applicable):** |
| **Email address:** |  |
| **Do you consider yourself to have a disability?** Candidates with a disability who meet the essential criteria will be guaranteed an interview. **Yes / No** (Delete as appropriate)  If yes please provide details | |
| **Please state where you saw this job advertised:** | |

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| REFEREES |

Please give the names and addresses of **two** people who can provide references. Do not include relatives (unless your current or previous employer is a relative). Please state in what capacity each reference is acting e.g. current employer, former employer, friend, etc. References will be verified.

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| **1st Referee: Current employer (where relevant)** |  | **2nd Referee: Previous employer (where relevant)** |
| **Delete as appropriate: current employer / former employer** | **Delete as appropriate: current employer / former employer** |
| **Other (please specify):** | **Other (please specify):** |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Post code:** | **Post code:** |
| **Telephone:** | **Telephone:** |
| **Fax:** | **Fax:** |
| **Email:** | **Email:** |

**NB** **References will be taken up prior to interview.** If you **do not wish** your referees to be contacted prior to interview please indicate below:

This referee **can/cannot** be contacted prior to interview This referee **can/cannot** be contacted prior to interview

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| **EMPLOYMENT EXPERIENCE** |

**If you are at present employed, please give details of your present employer and current salary. If you are currently unemployed, please give details of most recent employer and salary.**

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| --- | --- | --- |
| **Name and address of current or most recent employer:** | | |
| **Job title:** | | |
| **Start date:**  **Date of continuous service (if relevant):** | **End date (if applicable):** | |
| **Full time or part time:** | **Salary FTE: £** | **Spine point (if relevant)** |
| **Other benefits:** | **Actual Salary: £** | |
| **Notice period:** | **Reason for leaving \* :** | |
| **Brief outline of main duties and responsibilities of the job:** | | |
| **EMPLOYMENT EXPERIENCE CONTINUED** | | |

**Previous Employment/Voluntary Work**

Please give details of all other work with the most recent first. This can be paid work, voluntary work at home/time spent raising a family etc. All time since leaving full-time education should be accounted for in the space below. Please account for any gaps in your employment.

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| --- | --- | --- | --- | --- | --- |
| **Name and Address of Employer or Organisation** | **Job Title or Role** | **Paid/**  **Unpaid**  **PT or FT** | **From**  **(dd/mm/yy)** | **To**  **(dd/mm/yy)** | **Reason for Leaving \*** |
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\* Please note, The Pinnacle Learning Trust recognises previous continuous service with organisation/s covered by the Redundancy Payments (Local Government) (Modification) Orders (RMO).  We therefore need to be made aware of any redundancy payments made by an employer covered by the RMO.

**Please continue on a separate sheet if necessary**

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| **QUALIFICATIONS** |

Please give details below of secondary schools, colleges and universities you have attended, together with qualifications gained. Please continue on a separate sheet if necessary. We will ask for evidence of your qualifications, which will be verified.

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| --- | --- | --- |
|  | **Higher Education** | |
|  | **First Degree** | **Further Degree(s)** |
| **Name of HE**  **Institution** |  |  |
| **Dates of Entry/**  **Leaving** |  |  |
| **Date**  **Qualification**  **Awarded** |  |  |
| **Hons/Pass**  **and Class** |  |  |
| **Main**  **Subjects** |  |  |
| **Subsidiary**  **Subjects (if app.)** |  |  |

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| --- | --- | --- |
| **Date** | **School/College** | **Qualification (including grade/class)** |
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| **Do you have Qualified Teaching Status (QTS)?** | **Yes** |  | **Date awarded** | **No** |  |

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| **TRAINING** |

Include any short courses you have undertaken.

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| --- | --- | --- |
| **From** | **To** | **Title or Purpose of Course** |
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**Protection of Children**

It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

#### Convictions – Rehabilitation of Offenders Act

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 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. <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

There is a [list of offences](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check) that will always be disclosed on a Standard or Enhanced DBS certificate (unless they relate to a youth caution). These are known as ‘specified offences’ and are usually of a serious violent or sexual nature, or are relevant for safeguarding children and vulnerable adults. All convictions resulting in a custodial sentence, whether or not suspended, will always be disclosed.

**Disclosure of Criminal Background of those with access to Children**

You are advised that if your application is successful a check will be made to assess the relevance of any criminal record. Any such information will be treated in strict confidence and will be used in consideration of your suitability.

Shortlisted candidates will be required to disclose their criminal record or any information that would make them unsuitable to work with children on an Employment Declaration and Disclosure Form. The information on the form will be considered and, if you have declared any previous criminal convictions, cautions or reprimands, these may be discussed with you prior to a decision being taken on your appointment.

**You should be aware that as this role entails being engaged in regulated activity, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.** You should also be aware that your referee can be informed that they can disclose any conviction they consider relevant.

A copy of the DBS Code of Practice is available upon request from the HR Department or can be found at [DBS code of practice - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/dbs-code-of-practice)

**Disabled Applicants**

If you are a disabled applicant and your application is successful, every effort will be made to supply all necessary adaptations, employment aids or equipment to enable you to carry out the full duties of the job. If you wish to bring such a matter to the panel’s attention – please do so on the Equal Opportunities monitoring form enclosed.

**The Asylum & Immigration Act**

To comply with the Asylum & Immigration Act 1996, The Pinnacle Learning Trust is required by law to check whether you are entitled to work in the UK.

**Online due diligence checks**

As part of the KCSIE guidance , the Trust will carry out an online search as part of their due diligence on the **shortlisted candidates**. Any concerns will be raised with the individual. Please list below your social media handles (ie social usernames) to assist us with the online search.

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| **Name of Social Media Platform** | **Handle** (ie social usernames) |
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**Data Protection**

You should be aware that the Trust collects information for various administrative, business and Health and Safety reasons. This will be processed in compliance with the Data Protection Act 1998, and the General Data Protection Regulations 2018. Please ensure that you read the Trust’s Privacy Notice for further details. This is available on the website <http://www.pinnaclelearningtrust.org.uk/>

**Declaration**

I certify that the information contained in this form is a correct record and understand that falsification of any details would lead to my application/appointment being disqualified.

I also understand that my application may lead to reference requests being made to the persons that I have identified on my form.  I give permission for reference details to be released to The Pinnacle Learning Trust.

I am aware that any position offered will be dependent on satisfactory outcomes from the Disclosure and Barring Service (DBS), medical screening and two references.

I understand that an online due diligence search will only be carried out if shortlisted for an interview.

**Please ensure you submit a statement in support of your application, outlining how you meet the criteria in the person specification and your suitability for the post. Teaching roles are also requested to provide results achieved from the last academic year and their most recent lesson observation with their application. The Trust does not accept copies of curriculum vitae in place of the application form.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please return to: HR Central Services, Oldham Sixth Form College, Union Street West, Oldham, OL8 1XU**

**Email:** [**hr@pinnaclelearningtrust.org.uk**](mailto:hr@pinnaclelearningtrust.org.uk)

Thank you for submitting your application. We regret that due to the large volume of applications received, we are unable to contact all applicants individually. If you have not heard from us within three weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

**Office use only**

Is this role a voluntary role **Yes / No** (Delete as appropriate)

Reason for Volunteer work ……………………………………………………………………………………………………………………………………………..

Start Date ………………………………………………………. End Date ..…………………………………………………………………

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| **EQUAL OPPORTUNITIES MONITORING** |

**Private and Confidential**

Please complete the information below. The information in this section will be treated in the strictest confidence. The results will be used to produce overall statistics about recruitment and selection and also to take action to prevent discrimination. The form will be separated from your application form and will not be disclosed to the shortlisting or interviewing panels.

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| **Post applied for** | |  | |
| **Surname** | |  | |
| **Forename(s)** | |  | |
| **Title** | |  | |
| **Gender** | |  | |
| **Sexual Orientation** | |  | |
| **Marital Status** | |  | |
| **Date of Birth** | |  | |
| **Ethnicity**  Please tick | | **White**  British  Irish  Gypsy or Irish Traveller  Any other background  **Mixed**  White and Black Caribbean  White and Black African  White and Asian  Other Mixed  **Black or Black British**  Black Caribbean  Black African  Other Black | **Asian or Asian British**  Indian  Pakistani  Bangladeshi  Chinese  Other Asian  **Arab**  Arab  **Other**  Other Ethnic Group (please state)  Don’t know |
| **Religion**  Please tick | | **Buddhist Catholic Christian Jewish**  **Muslim Other (please state) None**  **Prefer not to say** | |
| **If you are an applicant with a disability and your application is successful, every effort will be made to supply all necessary adaptations, employment aids or equipment to enable you to carry out the full duties of the job.**  **Do you consider yourself to have a disability, illness or a special need for which the Trust may need to make special provision?**  Yes □ No □  If YES, please specify the nature of the disability  Are there any adjustments that need to be made for the purpose of: a) the interview b) the job  **Please specify below**  **Please return this sheet with your application form** | | | |
| Signed: |  | | |
| Date: |  | | |