**Job application form**

St Mary’s School and College (The Talking Trust) is committed to the safeguarding and promotion of the welfare of all children, young people and vulnerable adults.

Please complete all this form in type or black ink and use only the same size paper (A4) as continuation sheets. Guidance notes are included at the end of this form.

# Job details

|  |  |
| --- | --- |
| Job title |       |
| Location |       |
| Closing date for application |       |
| Reference number |       |
| Work arrangements (select as appropriate) | Full time [ ]  / part time [ ]  / job share [ ]  |
| If the post is full-time, would you be prepared to consider working on a job-share basis? (select as appropriate) | Yes [ ]  / No [ ]  |
| If job-share, please state preferred working arrangements:      |

# Personal details

|  |  |
| --- | --- |
| Surname |       |
| First names |       |
| Title (select as appropriate) | Mr [ ]  / Mrs [ ]  / Miss [ ]  / Ms [ ]  / Mx [ ]  / Other [ ]  |
| Maiden name or previous names  |       |
| Address       |
| Email address |       |
| Correspondence Address (if different from above):       |
| Daytime telephone number |       |
| Mobile |       |
| Home |       |

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# Present employment

|  |  |
| --- | --- |
| Job title |       |
| Name and address of employer (including County)      |
| Date started current post |       |
| Date commenced with employer |       |
| Salary / wage / benefits |       |
| Notice required |       |
| Briefly describe your present job; its main purpose and your responsibilities:      |
| Are you currently employed by The Trust as an apprentice? | Yes [ ]  / No [ ]  |

# Previous employment

|  |
| --- |
| Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work, work experience and previous service with The Talking Trust.  |
| **Name & Address****(including County and nature of business)** | **From / To****(exact dates)** | **Position and Salary** | **Reason for leaving** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

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# Education and qualifications

|  |
| --- |
| From age 11 onwards, and please state whether full (F) or part (P) time |
| **Name of School, College, University etc** | **From / To** | **F/P** | **Subjects studied****(with grades and year taken)** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

# Training

|  |
| --- |
| This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion. |
| **Course Title** | **Organisation** | **From / To** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

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# Membership of professional institutes

|  |
| --- |
| Please indicate whether membership is by examination |
| **Institute** | **Level of membership** | **Year of Award** |
|       |       |       |
|       |       |       |

# Other Experience

**Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include e.g. unemployment or voluntary work. Please state this information in chronological order, adding additional rows if necessary.**

|  |  |
| --- | --- |
| **Experience** | **From / To** |
|       |       |
|       |       |

# Driving Licence

|  |
| --- |
| **Only answer if a full driving licence is an essential requirement of the job.** |
| Do you hold a current Driving Licence? (select as applicable) | Yes [ ]  / No [ ]  |
| If YES, please state the type of licence you hold |       |
| Do you have any current endorsements? (select as applicable) | Yes [ ]  / No [ ]  |
| If YES, please specify: |       |

# Why should we hire you? Refer to 'Guidance Notes' for job applicants

Please mention any specific skills or experience that meet the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests.

|  |
| --- |
|  |

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# Declaration by Applicant

## The Working Time Regulations 1998

### Regulations on Working Time

The Working Time Regulations were introduced on 1st October 1998 and working hours in the UK are now governed by statute. Department working practices and procedures are therefore organised to comply with the following legal requirements. (Average hours are normally calculated over a 17 week period.)

* Average weekly working hours are limited to 48 hours
* Average daily night working hours are limited to 8 hours
* Minimum daily, weekly and in-work rest breaks requirements
* Minimum requirements for annual leave.

### Department Policy and Procedures

The legislation was introduced as a health and safety measure. Employers who do not comply with the limits to working time will be committing a criminal offence. Working practices in the department are therefore monitored to ensure that generally, working hours remain well within legal limits.

Employers are required to take ‘all responsible steps’ to ensure that the limits to working time are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

### This declaration will not prejudice your application

Please note:

* If you do have other job(s), your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored.
* If you are selected for interview the implications will be carefully discussed with you. The department may consider it necessary to discuss the situation with your other employer(s) but only with your permission.
* Depending on the overall situation and the outcome of discussions with you, the department would have the following options:
* not to offer you the appointment
* offer the appointment on reduced hours
* offer the appointment providing the other work is relinquished (or the hours reduced)
* offer the appointment and enter into an agreement with you to opt out of the weekly working time limit.

## Employment which you intend to continue if successfully appointed to the post applied for.

Please complete and sign **either** Section 1 **or** Section 2 below.

**Your application cannot be processed if you do not return this form.**

Please declare **any** other job, whether they are with The Trust, other local authorities, public bodies or with private companies/employers.

|  |
| --- |
| **Section 1 – No other employment** |
| **I confirm that I do not have any other employment.** |
| Signature |  |
| Print Name |       |
| Date |       |
| **If form has been completed electronically** please place an ‘x’ in this box in place of your signature 🡪 | **[ ]**  |
| **Section 2 – Other Employment** |
| **All other employment that I have is detailed below:**Weekly hours must specify total regularly worked (including overtime)Please use 24-hour clock |
| **Job Title** | **Weekly Hours** | **Start Time**  | **End Time** |
|       |       |       |       |
|       |       |       |       |
| Signature |  |
| Print Name |       |
| Date |       |
| **If form has been completed electronically** please place an ‘x’ in this box in place of your signature 🡪 | **[ ]**  |

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# References

Please provide two references. One must be your present or last employer (where applicable) and the other, a second employer. If you have not been employed previously, please provide an academic and character reference.

**A job offer will not be made without 2 references.**

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the ‘Previous Employment’ section of this form.

For posts within Children’s Residential Services, employment references will be automatically sought. Please contact us immediately if this is a cause for concern.

|  |
| --- |
| **Present/last employer** |
| Full name |       |
| Address |       |
| Email address |       | Tel No |       |
| Job title |       | Organisation |       |
| **Second referee** |
| Full name |       |
| Address |       |
| Email address |       | Tel No |       |
| Job title |       | Organisation |       |

# Warnings and Disciplinary Issues

|  |  |
| --- | --- |
| Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning? (select as applicable) | Yes [ ]  / No [ ]  |
| Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated? | Yes [ ]  / No [ ]  |
| If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked ‘Confidential - For the attention of the Recruitment Support Team’ and attach it to your application form. |
| I have attached details requested  | Yes [ ]  / No [ ]  |
| **Please list any disciplinary offences or warnings you have received at any time, or state if not applicable.** |
| Reason for warning | Date | Name/address of employer |
|       |       |       |

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# Prohibition Orders on Teaching Assistants

|  |  |
| --- | --- |
| Have you ever been employed as a teacher, member of the school leadership team, or an instructor in a maintained school, academy, independent school or in the FE or HE sector? | Yes [ ]  / No [ ]  |
| Have you ever been prohibited from teaching? | Yes [ ]  / No [ ]  |
| If YES, please give details below including the date of prohibition, and the reason. |
|       |

# Rehabilitation of Offenders Act 1974

**It is an offence for an individual to attempt to engage in regulated activity (working with children). As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions.**

**As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school are also required to carry out a DBS check in order to determine your suitability for the role.**

**Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.**

**We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account.**

**Do you have 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).**

|  |
| --- |
| **For posts that are exempt under the Rehabilitation of Offenders Act 1974:** |
| Have you ever been convicted of a criminal offence?(select as applicable) | Yes [ ]  / No [ ]  |
| Are there any alleged offences outstanding against you? | Yes [ ]  / No [ ]  |
| **For all other posts:** |
| Do you have any criminal convictions which are not yet “spent”? | Yes [ ]  / No [ ]  |
| If YES to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'Confidential - For the attention of the Recruitment Support Team'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.  |
|       |

**Declarations**

You are required to declare any relationships with Senior staff, Governors or members of St Marys School and College as canvassing, whether direct or indirect, will invalidate your application.

|  |  |
| --- | --- |
| Are you a relative, partner or friend of anyone who currently works for St Marys School and College? | Yes [ ]  / No [ ]  |
| If ‘YES’, please give details (stating department and job title if quoting an employee):      |
| Do you undertake any activities and/or responsibilities in connection with management committees of voluntary organisations? | Yes [ ]  / No [ ]  |
| If YES, please give details:      |
| Are you currently or have you previously been a Looked After Child of East Sussex County Council? | Yes [ ]  / No [ ]  |

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# Declaration

|  |
| --- |
| I declare that the information given both on this application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination. |
| Signed: |  |
| Date |       |
| Print name |       |
| **If form has been completed electronically** please place an ‘x’ in this box to indicate your consent🡪 | [ ]  |
| **Data Protection Act**St Marys School and College will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud. |

# How to return your form

**Please send your completed form direct to the school at the address stated in the job advert.**

If you are returning your application by post, please ensure you use the correct postage for the size, weight and thickness of your envelope in line with the revised posting system introduced in August 2006.

In the interests of economy an acknowledgement will be sent only if you supply a stamped addressed envelope. We look forward to receiving your application form.

# CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form

**This section is used for monitoring purposes only and will not affect the consideration of your application.**

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. The Trust aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

The Trust’s Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person’s ability to do the job.

The Trust has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.

This information will not affect the consideration of your application.

|  |  |
| --- | --- |
| Job applied for |       |
| Job No. or Ref (if applicable) |       |
| How did you learn of this vacancy? | Worthwhile work campaign      Other       |
| Surname and initials |       |
| Age |       | Date of Birth |       |
| Gender | M [ ]  / F [ ]  |  |  |

## Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an ‘x’ in ONE of the boxes below or by giving your own description in the space provided.

1. **White**

|  |  |
| --- | --- |
| British | [ ]  |
| Irish | [ ]  |
| Gypsy/Roma | [ ]  |
| Traveller of Irish Heritage | [ ]  |
| Any other White background | [ ]  |

 **b. Mixed**

|  |  |
| --- | --- |
| White and Black Caribbean | [ ]  |
| White and Black African | [ ]  |
| White and Asian | [ ]  |
| Any other mixed background | [ ]  |

**c. Black or Black British If other, please specify:**

|  |  |
| --- | --- |
| Caribbean | [ ]  |
|  African | [ ]  |
| Any other Black background | [ ]  |

**d. Asian or Asian British**

|  |  |
| --- | --- |
| Indian | [ ]  |
| Pakistani | [ ]  |
| Bangladeshi | [ ]  |
| Any other Asian background  | [ ]  |

**e. Other ethnic groups**

|  |  |
| --- | --- |
| Chinese | [ ]  |
| Any other ethnic group | [ ]  |

## Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

|  |  |
| --- | --- |
| Do you consider yourself to be disabled as set out in the Equality Act? (select as applicable) | Yes [ ]  / No [ ]  |
| If YES, please describe your disability.      |
| If you need any assistance to attend or participate in the interview, please give details.      |

**Religion**

Please identify your religion by putting an ‘x’ in ONE of the boxes below.

|  |  |
| --- | --- |
| Christian | [ ]  |
| Buddhist | [ ]  |
| Hindu | [ ]  |
| Jewish | [ ]  |
| Muslim | [ ]  |
| Sikh | [ ]  |
| Other religion | [ ]  |
| No religion | [ ]  |
| Prefer not to say | [ ]  |

**Sexual Orientation**

Please identify your sexual orientation by putting an ‘x’ in ONE of the boxes below.

|  |  |
| --- | --- |
| Bisexual | [ ]  |
| Gay man | [ ]  |
| Gay woman / lesbian | [ ]  |
| Heterosexual / straight | [ ]  |
| Other  | [ ]  |
| Prefer not to say | [ ]  |

**Gender Identity**

Is your gender identity the same as the gender you were assigned at birth?

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

**Military Status**

Please identify your military status by putting an ‘x’ in the relevant box below, if required.

|  |  |
| --- | --- |
| Army Reserve | [ ]  |
| Regular Reserve | [ ]  |

**Employees with caring and parental responsibilities**

We value the contribution of carers, and we understand the additional pressures carers face in managing their work and caring responsibilities at the same time.

**Are you a carer?**

We consider a carer to be anyone who spends a significant proportion of their time providing unpaid support to family or friends. This could be caring for a partner, relative or friend who is ill, frail, disabled, or has mental health or substance misuse problems.

**Examples of caring activities**

A lot of people with caring responsibilities don’t identify themselves as being a carer. We consider you to be a carer if you provide:

* personal care such as help with bathing, washing, dressing, going to the toilet and administering medicines
* physical care such as help getting out of bed, walking, eating and feeding, getting out of the house and/or in the community and with shopping
* administrative support such as help with finances and filling in forms
* emotional support and company including listening, prompting, encouraging and raising confidence.

According to the definition of a ‘carer’ given above, do you have caring responsibilities for an adult?

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

**Are you a parent carer?**

The term parent carer means any person with parental responsibility for a child or young person with special educational needs or disability. It is an inclusive term and covers for instance foster carers, adoptive parents and other family members.

According to the definition of a ‘parent carer’ given above, do you have caring responsibilities for a disabled child under the age of 18 years?

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

**Are you a parent?**

We define a parent as:

* a mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or a person who has been granted a residence order in respect of a child, or
* a person married to, or the civil partner of the child's mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or person who has been granted a residence order in respect of a child.

Are you a parent of a child or children under the age of 17 years?

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

|  |
| --- |
| **Data Protection Act**St Marys School and College will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud. |

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# Guidance on your application

Your application form is an important part of our recruitment process – it is how we get to know you and assess your ability to do the job. It enables us to decide whether or not to shortlist you for interview and therefore plays a vital role in the recruitment process.

We do not take into account any previous applications or prior knowledge of you. We also do not accept Curriculum Vitaes (CV’s) and ask all applicants to complete our application form. This is in line with our Equal Opportunities Policy and ensures that information about candidates is presented in a standard format. The exception to this is candidates with a disability where a CV might be the most convenient method of application.

## How we shortlist

When we shortlist, we look at your experience, skills, knowledge, attainment and other information **in line with the job description and person specification.** The job description outlines the main responsibilities and duties of the post, and a person specification outlines the skills, abilities, experience and qualifications that you require to fulfil these duties.

**Please ensure you read the job description and person specification before you begin to complete the form** so you have in mind the skills and knowledge we are looking for. Applicants who are disabled under the provisions of the Equality Act 2010 will be automatically shortlisted provided they meet the essential criteria required for the post.

## How to complete your application form

### General hints

* Read the job description and person specification before you start
* Use black ink so we can clearly photocopy forms for shortlisting and interviewing
* Complete all sections of the form as fully as possible
* Clearly label and number any continuation sheets with your name and the post you are applying for and list the number of attachments on the main application form. This allows us to check we have all the information you want us to have before we shortlist.
* Keep a copy of the application form for your own records.

***‘Why should we employ you?’***

This is the most important part of the form and is your opportunity to show us how you meet the essential and desirable criteria detailed in the person specification and job description i.e. how your skills, knowledge and experience match those we require and how they will enable you to successfully do the job.

* Use the criteria in the person specification as headings and give examples of your experience and skills under each heading.
* You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment.
* Use clearly labelled continuation pages if required.
* Check you have demonstrated how you meet all the essential requirements on the person specification. The shortlisting panel cannot guess or make assumptions about your work experience.
* Remember that we use the job description and person specification to shortlist – if you do not therefore clearly demonstrate how you meet the essential criteria in the person specification – you will not be shortlisted to interview.

### References (Page 8)

We may contact your references prior to interview unless you have ticked the boxes on the application form indicating not to. References will not be used as part of the interview process, but will be taken into account if you are offered the post. We must receive two satisfactory references about you before we can formally offer you the post.

### "Confidential - for the attention of the Recruitment Support Team"

All information provided on a "Confidential - for the attention of the Recruitment Support Team" basis is usually withheld from the recruitment and selection panel until shortlisting is complete. The information is made available to the panel for the interview and you should anticipate being asked about it.

### Rehabilitation of Offenders

The Council requires all applicants to disclose criminal convictions. Some posts require information relating to both "spent" and "unspent" convictions whereas other posts require "unspent" information only. Applicants who have been shortlisted for posts involving regular contact with children or vulnerable adults will be required to apply for either a standard or enhanced disclosure from the Disclosure and Barring Service (DBS).

If you require further details please visit the [www.gov.uk](http://www.gov.uk) website.

### Declaration of Interests

Direct or indirect canvassing of St Marys senior staff, Governors or Trustees, by, or on behalf of yourself is forbidden. If you are related to any person within the above groups record the details in a sealed envelope and mark it "Confidential” and return with your application form.

### Equal Opportunities in Employment Monitoring Form

The Trust has an Equal Opportunities in Employment Policy. One of its aims is to ensure that unfair discrimination does not occur in recruitment and in order to help the Trust monitor the effectiveness of this Policy (and for no other reason) an Equal Opportunities in Employment Monitoring Form is attached to the Application Form. Completion of this will help us to ensure that we provide the highest standard of service to job applicants.

### Disability Guidance

The Equality Act 2010 states that you are disabled if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

# What do I do now?

Once your application form is completed and you are happy that you have provided all the information we require to shortlist, please send your application to the address shown on the application form. Please enclose a stamped, self-addressed envelope if you would like receipt of your application form to be acknowledged.

# Other important information…

### Data Protection Statement

Under the Data Protection Act 1998, the information you provide in your job application form will be treated confidentially at all times and will only be disclosed to personnel involved in the recruitment process. Recruitment decisions will be made by a staff panel and not solely on the basis of automated decision making. If you accept a post with the St Marys School and College, your personal information will be held for purposes relating to your Contract of Employment.

Security safeguards apply to both manual and computerised information, and only relevant personnel and managerial staff can access your information. If your application is unsuccessful, your application form and any other information we hold about you will usually be destroyed after six months. Personal information for all applicants may be retained for monitoring and future recruitment purposes.

### Evidence of Qualifications

If invited to interview, you will be required to provide evidence to prove that you hold the qualifications, which are relevant to the appointment. If the post requires you to travel on official business you will be required to produce your drivers licence and certificate of insurance to your manager for inspection upon appointment.

### Health Statement

Where an appointment is offered, you will be required to complete a health questionnaire which must be cleared by the trusts Health Adviser prior to taking up your post. You may also be required to have a medical examination or give permission for the Occupational Health Adviser to contact your GP for a report. Staff moving internally will be required to complete a health questionnaire if the new post is significantly different.

### Immigration Act 2014

It is a criminal offence under the Act to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have a right to live and work in the UK.

You will be required to provide evidence, prior to appointment, contained within passports, Identity Cards for Foreign Nationals or other documents on the approved UK Visas and Immigration list to satisfy the County Council that the Act is being complied with.

### Applications to Job Share

If you are applying on a job share basis, please indicate this on the application form, and as far as possible, the working sessions that you would prefer. This enables us to match you with other job share applicants who have indicated complementary working sessions. Please remember that the more you restrict the working sessions available to you, the more difficult it will be for us to find you a partner. Therefore, try and be as flexible as possible.

### Interview Expenses

St Marys School and College Trust does not normally pay interview expenses. We do, however, recognise that there may be occasions when candidates require assistance. Please contact the Personnel Section if you require such assistance, before incurring any expense.