



For internal use only

Reference number:

Date received:

Employment Application Form

Before Completing

We are committed to safeguarding children and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All candidates will be subject to employment checks and successful candidates will be required to undertake a DBS Enhanced Disclosure Check.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position.' This role is a 'regulated position.'

Our approach to child protection and safeguarding is available on our website: [Safeguarding \(taptontrust.org.uk\)](http://taptontrust.org.uk)

Please complete all sections of this application form in black ink or type. Incomplete applications or CVs will not be accepted.

Vacancy Job Title	
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Personal Details

Title	
First Name	
Middle Name(s)	
Last Name	
Previous Name	
Mobile Phone Number	
Home Telephone Number	
Email Address	
Address	

Town / City		
Postcode / Zip Code		
Country		
National Insurance Number		
Teacher Reference Number (if applicable)		
Are you qualified to work in the UK?	Yes ☐	No ☐
Are you applying for this role as a job sharer?	Yes ☐	No ☐
Do you have a current and clean driving licence?	Yes ☐	No ☐

Employment History

Current / Most Recent Employer

Job Title		
Employer		
Location		
I currently work here	Yes ☐	No ☐
Date From	Date To	
Month	Month	
Year	Year	
Summary of main duties and responsibilities		
Reason for leaving		

Previous Employment

Job Title or Position	Employer	Location	Date From	Date To	Reason for Leaving

Gaps in Employment

Please note, we may not consider your application if you do not fully and satisfactorily explain any and all gaps.

Do you have any gaps in your employment history?		Yes ☐	No ☐
If yes, please explain the reasons for the gap and include the dates			
Date From	Date To	Reason for Gap	

Education

Higher Education

University/College	Subject	Qualification (eg BA)	Result (eg 2:1)	Year From	Year To

Further Education

School/College	Subject	Qualification (eg A Level)	Grade Obtained	Year From	Year To

Secondary Education

School/College	Subject	Qualification (eg A Level)	Grade Obtained	Year From	Year To

Professional Courses Attended

Subject	Organising Body	Dates	Duration

Supporting Statement

Use this space to explain why you're right for this job. Include any experience, skills or other information which you think makes you suited to this particular role. Your application may not be considered if you don't tailor it to this role.

Please attach extra sheets if necessary

Referees

In line with the most recent version of Keeping Children Safe in Education, it is normal practice to request references prior to interview. Should you not provide consent for either reference to be contacted prior to interview, no offer of employment can be made until we have received at least two satisfactory references

Referees will be asked about whether you have been the subject of any safeguarding and/or child protection concerns, and if so, the outcome of any enquiry. Referees will also be asked about all disciplinary offences, which may include those where the penalty is 'time expired' if related to children.

Where possible you should include your current or most recent employer as a referee. Referees should be a senior person with the appropriate authority. Personal references, i.e. from relatives or from people writing solely in the capacity as a friend, will not be accepted.

Current or most recent employer

Title	
Name of Referee	
Position Held	
Organisation	
How do you know the referee?	Employer ☐ Education ☐
Address	
Post Code / Zip Code	
Email Address	
Telephone	

I am happy for you to contact this referee prior to interview. YES ☐ NO ☐

Second Referee

Title	
Name of Referee	
Position Held	
Organisation	

How do you know the referee?	Employer ☐ Education ☐
Address	
Post Code / Zip Code	
Email Address	
Telephone	

I am happy for you to contact this referee prior to interview. YES ☐ NO ☐

Additional Questions

Are you related to any current TSAT employees, pupils or governors?	Yes ☐	No ☐
If yes, please provide further details.		
Name	Employee, pupil or governor	Nature of your relationship

Declarations

Are there any restrictions on you being resident or being employed in the UK?	Yes ☐	No ☐
If yes, please provide further details:		

Have you lived outside of the UK for more than three months in the past five years?	Yes ☐	No ☐
If yes, please provide further details. Please specify which countries and the month and year those stays started and ended. We will normally ask for a Police Certificate or Certificate of Good Conduct from the other countries you have lived in.		
Country	Date From	Date To

If you are currently registered with the DBS Update Service, please provide your registration number.	
Date your DBS certificate was originally issued.	

I certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from my appointment, or after appointment could lead to disciplinary action or dismissal. I also understand that this could lead to a possible referral to the police. I understand and accept that checks may be carried out to verify the contents of this application form.

Signature of applicant	
Print name	
Date	

Notes for Applicants

All of our posts are exempt from the Rehabilitation of Offenders Act 1974 ([See Link](#)) and the amendments to the Exceptions Order 1975, 2013 and 2020 ([See Link](#)).

Shortlisted applicants will be:

- Required to complete and sign a self-declaration of any criminal record on a separate form to be brought in a sealed envelope to interview.
- Make a Childcare Disqualification Declaration for applicable posts.

- Provide evidence of identity / right to work in the UK at interview/
- Provide qualification certificates at interview.
- Provide disclosures concerning child protection investigations, prohibition orders and section 128 directions (where applicable)

We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role or to working with children then this may be raised with the candidate at interview and/or we may take advice from the local authority children's services.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for.

Data Protection

The information collected in this form will be used in compliance with the Data Protection Regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes.

See our Data Protection Policies and Recruitment Privacy Notice: [TSAT - Policies \(taptonttrust.org.uk\)](https://taptonttrust.org.uk)

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Equal Opportunities

This form will be separated from the application form. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and/or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

Ethnicity	Workforce Census Code		Please Tick
Asian or Asian British	AIND	Indian	☐
	APKN	Pakistani	☐
	ABAN	Bangladeshi	☐
	CHNE	Chinese	☐
	AOTH	Any other Asian background	☐
Black, Black British, Caribbean or African	BCRB	Caribbean	☐
	BAFR	African	☐
	BOTH	Any other Black, Black British, or Caribbean background	☐
Mixed or multiple ethnic groups	MWBC	White and Black Caribbean	☐
	MWBA	White and Black African	☐
	MWAS	White and Asian	☐
	MOTH	Any other Mixed or multiple ethnic background	☐
White	WBRI	English, Welsh, Scottish, Northern Irish or British	☐
	WIRI	Irish	☐
	WIRT	Gypsy or Irish Traveller	☐
	WROM	Roma	☐
	WOTH	Any other White background	☐
Other ethnic group	OARA	Arab	☐
	OOTH	Any other ethnic group	☐
Prefer not to say	REFU	Refused	☐

Sexual Orientation	Please Tick

Heterosexual	☐
Bisexual	☐
Homosexual	☐
Pansexual	☐
Asexual	☐
Other	☐
Prefer not to say	☐

Gender	Please Tick	Personal Relationship	Please Tick
Female	☐	Single	☐
Male	☐	Living together	☐
Transgender	☐	Married	☐
Non-binary	☐	Civil partnership	☐
Prefer not to say	☐	Prefer not to say	☐

Do you consider that you have a disability?	Please Tick
Yes – Please complete the grid below	☐
No	☐
My disability is	Please Tick
Prefer not to say	☐
Physical (e.g. mobility, hand function)	☐
Communication	☐
Learning	☐
Sensory (e.g. hearing, vision)	☐
Mental health	☐
Other	☐
Prefer not to say	☐

Faith	Please Tick
No faith	☐
Christian (all denominations)	☐
Buddhist	☐
Hindu	☐
Jewish	☐
Muslim	☐
Sikh	☐
Other faith	☐