



# APPLICATION FORM

## 1. POST DETAILS

Post Title: .....

Site: .....

## 2. PERSONAL DETAILS

Title: .....

First Name(s): .....

Last Name: .....

Address including Postcode: .....

Preferred Telephone Number: .....

Email Address: .....

My preferred method of communication is by  
(please specify email or hard copy): .....

Date of Birth: .....

National Insurance Number: .....

## 3. EMPLOYMENT HISTORY

Title of current or most recent role: .....

Start date: .....

End date: .....

Salary: .....

Number of hours or FTE: .....

Period of notice required in current post: .....

Current employers name and address: .....

Brief description of role: .....

Reasons for wishing to leave: .....

Are you a current employee of Edukos Trust? Yes / No .....

Do you have a family, or close, relationship to  
an employee of this Trust or member of the  
Trust's Board of Trustees/Local Governing  
Board? Yes / No .....

If yes, please give name(s) and relationship: .....

## 4. ADDITIONAL INFORMATION

Do you hold a full valid driving licence? Yes / No

Do you have the use of a car? Yes / No

Dangerous/reckless driving (code DD) Yes / No

Driving whilst under the influence of drink/drugs (code DR) Yes / No

Do you have, or have you had in the last 5 years, any of the following driving convictions?

Unlawful taking / Stealing (code UT) Yes / No

Failing to Stop at/report an accident (code AC) Yes / No

Disqualification from driving for ANY offence (including totting up) Yes / No

Please specify any other driving conviction within the last 5 years:

**RECORD OF ALL SCHOOL EXPERIENCE (MOST RECENT FIRST)**

**N. B. PLEASE MOVE TO THE NEXT SECTION IF THIS POST IS NOT A TEACHING POST**

Students seeking first appointment should enter details of teaching practice.

**5. EMPLOYMENT HISTORY (add more rows if needed)**

EMPLOYER'S NAME AND ADDRESS	POSITION HELD (include year groups taught)	SALARY	REASON FOR LEAVING	DATES	
				START	END

## 6. TEACHING INFORMATION

Do you have qualified teacher status (QTS)?

Date qualified as a teacher if applicable:

DfE reference number:

Subject specialism:

Age Group(s) for which you are trained?

Are you an early career teacher?

Have you completed skills tests in the following?

Literacy

Numeracy

ICT

## 7. RECORD OF ALL PREVIOUS EMPLOYMENT OTHER THAN TEACHING (Most recent first. Add more rows if needed. )

With your teaching experience above, this must be a **FULL RECORD OF EMPLOYMENT FROM LEAVING SCHOOL**. Please leave no unexplained gaps – include periods of unemployment, study, voluntary work, bringing up a family, part-time work or multiple employment. It is especially important that reasons for leaving are given fully.

EMPLOYER'S NAME AND ADDRESS	POSITION HELD	SALARY	KEY DUTIES	REASON FOR LEAVING	DATES	
					FROM	TO

## 8. EDUCATION AND TRAINING

Please enter your Education details below. Enter qualifications obtained and subjects passed with date in each case. If degree, state whether honours and give class and subjects. (If a course of full-time study for a degree extended beyond a period of three years, please state whether this was the normal period of the course.)

School, College, University, Other body	Full- or part-time	From	To	Qualification, Subject, Grade/Class	Date Obtained

Qualifications other than a degree entitling you to rank as a graduate for salary purposes or if specifically recognised by the Department for Education. Please give details with dates:

## 9. TRAINING COURSES ATTENDED IN THE LAST FOUR YEARS

Course Name	Date	Duration

State any activities, not mentioned above, i.e. educational, sporting or extra-curricular, in which you have taken a particular interest. Ability to play any musical instrument should be noted:

## 10. SUPPORTING STATEMENT

Please state the personal qualities, skills and experience that make you suitable for this post and how you meet the requirements on the employee specification. Continue on a separate sheet if necessary.

## 11. IMPORTANT NOTICES TO APPLICANTS

### **Immigration, Asylum and Nationality Act 2006**

In accordance with the Immigration, Asylum and Nationality Act 2006, the school requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for and have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

I confirm that I am legally entitled to work in the UK

### **Safeguarding Vulnerable Groups Act 2006**

The school is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children's Barred List

### **Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013)**

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which is either unspent or would otherwise be considered 'spent' under the terms of the Act. Changes to the legislation in 2013, however, mean that spent convictions may be protected and do not have to be disclosed to prospective employers. Employers cannot take protected offences into account when making employment decisions. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any relevant previous criminal background. We will provide more information on protected offences at that stage.

If you are the successful applicant, you will be required to have an Enhanced Disclosure & Barring Service disclosure & we will also check the DBS barred list (children). Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

I agree that the appropriate enquiry may be made to the DBS

### **UK GDPR and Data Protection Act 2018**

The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the UK GDPR and Data Protection Act 2018. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy or contact us for more information on 01482 231800.

I hereby give my consent for the information provided on this form to be held on computer or other relevant filing system and to be shared with other third-party processors for the purpose of this recruitment in accordance with Data Protection 2018 and UK GDPR.

### **Online searches**

As part of the recruitment process, online searches may be carried out including, but not limited to, the candidate's social media pages and online presence. Candidates will not need to provide log in details as employers will use information available publicly online.

I acknowledge that the employer may search online for any of my publicly available information

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?	Yes / No
If you have answered YES above, please state the nature of offence(s) and the date and place of the offence(s):	

## 12. FORMER NAMES

Please note any other names you have used with dates of usage e.g. maiden name, former marriage, change by deed poll:

## 13. DISCIPLINARY RECORD

Please give details of any/all disciplinary action taken against you by any employer. You need not include action taken as a result of an allegation that was proven false, unsubstantiated, unfounded or malicious. Give a brief outline of the issue, process and the outcome:

It is our policy to take up references for shortlisted candidates. Your referee should have direct knowledge of your professional capacities and performance. We reserve the right to take up references with any previous employer. Your current employer will be asked to provide a reference, in which details of the following will be asked:

- Any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired.
- Whether you have been the subject of any child protection concerns and any outcomes from this.

#### 14. FORMER NAMES

Please note any other names you have used with dates of usage eg maiden name, former marriage, change by deed poll:

#### 15. REFERENCES

Please give details of two employment referees, one of whom must be your present or most recent employer. References are not accepted from relatives or friends writing solely in this capacity.

**PLEASE ENSURE YOU GIVE TWO REFEREES.**

**Referee 1 Name:** .....

Position: .....

Organisation: .....

Address including postcode: .....

Telephone number: .....

Fax number: .....

Email: .....

**Referee 2 Name:** .....

Position: .....

Organisation: .....

Address including postcode: .....

Telephone number: .....

Fax number: .....

Email: .....

**Referees will normally be contacted before interview. Please indicate here if you do not wish this to happen:** .....

#### 16. COMMITMENT TO EQUALITY OF OPPORTUNITY

Edukos Trust will ensure that no job applicant receives less favourable treatment on the grounds of colour, race, nationality, ethnic origin, gender, disability, marital status, pregnancy, age, religion or belief, sexual orientation, gender reassignment, HIV status, trade union involvement or political activities.

Applications from job seekers who require Tier 2 (skilled worker) sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, non-EEA candidates may not be appointed to a post if a suitably qualified, experienced and skilled EU/EEA candidate is available to take up the post as the Trust is unlikely, in these circumstances, to satisfy the Resident Labour Market Test. The UK Border Agency requires employers to complete this test to show that no suitably qualified EEA or EU worker can fill the post. Applicants from outside the EEA can find out more about sponsorship and self-assess the likelihood of obtaining a Certificate of Sponsorship for this post by visiting the UK Border Agency website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)



## 17. SAFEGUARDING INFORMATION

Edukos Trust (The Trust) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including motivation to work with children.

Referees will be asked about disciplinary action, excluding that resulting from an allegation proven false, unsubstantiated, unfounded or malicious, and whether the applicant has been the subject of any concerns relating to children, where the post has involved such contact. Any relevant issues arising from references will be discussed at interview.

If you are the preferred candidate, a Disclosure and Barring Service (DBS) disclosure will be obtained before an offer of appointment is made. A copy of the Trust's policy on the Recruitment of Ex-Offenders is available on request.

## 18. GENERAL INFORMATION

This application will be treated in the strictest confidence. The Trust reserves the right to verify claims made in this application. Canvassing of any Member, Trustee, Governor or Officer of the Trust will disqualify a candidate for appointment. A candidate who knowingly fails to disclose a family or close relationship to a Member, Trustee, Governor or Senior Officer will be disqualified from appointment.

Any false statement or withholding of relevant information may result in this application being rejected, dismissal or the withdrawal of an offer of appointment and possible referral to the police.

## 19. DECLARATION BY APPLICANT

In completing this form, I give my permission for this data (excluding workforce monitoring information) to be used in the recruitment process to arrive at a selection decision and to be held and used for the purpose of compliance with Trust policy and legislation in relation to health, safety and other employment matters; analysis for management purposes and statutory returns as defined under data protection legislation. Should I be unsuccessful this will be for a period of six months, should I be successful I understand that the data will form the basis of some personal files.

I agree that during the course of any employment I will inform my Head Teacher immediately of any new conviction, caution, reprimand or final warning for a criminal offence (other than minor road traffic and parking offences).

**I certify that the contents of this application are, to the best of my knowledge and belief, a true statement.**

**I am not barred or disqualified from working with children or subject to sanctions imposed by a regulatory body relating to this type of work. I am not on List 99 or the DBS Barred Children List (the lists of people whose employment with children is prohibited or restricted).**

**I have declared any existing convictions, cautions, reprimands or final warnings which are not 'protected'.**

Signature:

Date:

For Official Use Only	Shortlisted for interview	YES/NO
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## 20. WORKFORCE AND DISABILITY MONITORING

We are committed to recruiting a diverse workforce to make us a strong and successful Trust. We are passionate about not only recruiting but supporting and retaining employees with a disability. To ensure we deliver our commitments we need to ask whether you have a disability, but why?



- So we can give you information about the support available at work.
- So you are given the chance to be consulted about things that might affect you.
- Because we are committed to identifying and tackling barriers to employment.
- We guarantee an interview to any person with a disability who meets the minimum criteria for the post.
- Every year the Trust has to inform the government as part of our statutory responsibilities how many people with disabilities we employ.

You need not be registered disabled or in receipt of any benefit for your condition to count as a disability.

These details enable the Trust to meet its statutory obligations and will not be used to make selection decisions. This section will be removed from the application form and used for monitoring purposes and to offer support at interview.

Name:

Post Title:

School Site:

Are you willing to disclose your disability status?

YES / NO

Do you have any of the following conditions (whether diagnosed or not)?

YES / NO

**Physical Conditions:** (Back, neck or limb problems, mobility problems, day to day lifting difficulties, manual dexterity, continence, diabetes, stomach, liver, kidney or digestive problems, progressive illnesses, eg Multiple Sclerosis, HIV, heart disease/high blood pressure, those with cancer or surviving cancer)

YES / NO

**Sensory Conditions:** (Hearing, colour blindness, speech impairment, partial sight, but not eye conditions corrected by glasses)

YES / NO

**Other Conditions:** (If clinically recognised e.g. depression, learning disability, dyslexia, autistic spectrum, Asperger's syndrome, eating disorders, cluster headaches, agoraphobia)

YES / NO

Please give details of your condition(s):

Please tell us about any support, help or specific equipment, aides or adaptations you would need at interview:

<b>Age group</b>	Under 25	<input type="checkbox"/>	45-54	<input type="checkbox"/>
	25-34	<input type="checkbox"/>	55-64	<input type="checkbox"/>
	35-44	<input type="checkbox"/>	65 or over	<input type="checkbox"/>

<b>Gender</b>	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>	Non-binary	<input type="checkbox"/>	Other*	<input type="checkbox"/>
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\*Please specify:

<b>Marital status</b>	Married/Civil Partner	<input type="checkbox"/>	Widowed/Surviving Civil Partner	<input type="checkbox"/>
	Single	<input type="checkbox"/>	Divorced/Civil Partnership Dissolved	<input type="checkbox"/>
	Separated	<input type="checkbox"/>	Co-habiting	<input type="checkbox"/>

<b>Sexual Orientation</b>	Bisexual	<input type="checkbox"/>	Gay	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>
	Heterosexual	<input type="checkbox"/>	Other*	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

\*Please specify:

## 21. RACIAL AND ETHNIC ORIGINS

White British	<input type="checkbox"/>	Other mixed background	<input type="checkbox"/>	Black Caribbean	<input checked="" type="checkbox"/>
White Irish	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Black African	<input type="checkbox"/>
Other white background	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Other Black background	<input type="checkbox"/>
White and Black Caribbean	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>	Other Asian background	<input type="checkbox"/>	Gypsy or Irish Traveller	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>	Arab	<input type="checkbox"/>	Any other	<input type="checkbox"/>

If you checked 'Any other', please specify:

## 22. MEDICAL DECLARATION

If you are the preferred candidate and have indicated that you may need aids or adaptations to the workplace or work arrangements, you will be sent a more detailed Health & Medical questionnaire so Occupational Health can provide advice on how to support you in the workplace.

Any false statement or withholding of relevant information may result in dismissal or the withdrawal of an offer of appointment.

- |   |  |          |
|---|--|----------|
| 1 | Do you have any medical conditions or physical limitations that would require any adjustments in the workplace?                          | YES / NO |
| 2 | If this post requires you to drive, do you have any medical conditions or physical limitations which could affect your ability to drive? | YES / NO |

## 23. WHERE YOU SAW THE VACANCY ADVERTISED

Please state where you first saw this vacancy advertised:

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