

Candidate Application Pack



Dear Sir/Madam

We are delighted that you would like to join the family of Washwood Heath Multi Academy Trust (“WHMAT”).

We are currently a family of five academies (three secondary and two primary) serving a discrete, diverse and multicultural community.

Our underlying moral purpose is that “*we are stronger working together in partnership*”. However, we continue to respect the unique identity of each academy whilst encouraging a collaborative approach to all that we do.

At the heart of WHMAT is a focus on developing all staff so that they remain happy and motivated to provide the best possible teaching and support to our pupils. This, in turn, gives our young people the best possible chances of developing into well-rounded individuals.

WHMAT hopes to grow over the next five years, by attracting local establishments who share our values. As it grows, I am confident that we will continue to have a positive impact on our local community stakeholders.

Good luck with your application and I look forward to welcoming you into our family!

Yours sincerely

**Bev Mabey**

**Chief Executive Officer of Washwood Heath Multi Academy Trust**

Our Family of Schools

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Brownmead Primary Academy is a popular school in the heart of Shard End. We cater for 240 children, in our growing school, with a two-form Reception class for the first time this year. We stand by a set of Brownmead Values that were written by all stakeholders and these values will promote the education that our children deserve. We offer our families a caring and supportive environment, where children are allowed to grow and develop, to become the best citizens they can be. We offer a broad curriculum with an emphasis on enjoyment and provide children with many opportunities for enriching life experiences. We have strong partnerships throughout WHMAT and these provide the bedrock of our continued development.

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**Mr Winters Head of Academy**

Gossey Lane Academy is a popular and friendly school in the heart of Kitts Green. Our mission "Together we Aspire" encapsulates the values which underpin our ethos and motivate our children to reach their full potential. We provide our children and their families a safe supportive environment in which they thrive. Our education offers a rich and varied curriculum, involving a range of opportunities to learn in different ways . We have formed effective partnerships within WHMAT, and also with other local schools, which has included work related to the Arts. These firm foundations allow our children to holistically grow from strength to strength.

**Mrs Amin Head of Academy**

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Saltley Academy is a mixed comprehensive school of 1014 students, aged 11-16. The school was created on 1st March 2015. Since WHMAT was first involved in the school, it has achieved excellent examination results with achievement in English, Mathematics and a number of other subjects above the national average, as is the progress for all students. The Academy has already developed a reputation for creative and effective strategies for engaging with issues such as 'British Values'. The team ethos of the Academy community has also contributed to a very successful retention and recruitment programme, with the Academy fully staffed with a healthy mixture of experience and colleagues at the early stages of their career.

**Mr Weir Head of Academy**

**Mr Etheridge**

**Head of Academy**

Tile Cross Academy is a small and caring 11-16 mixed comprehensive school that was created on 1st May 2017.  As part of WHMAT partnerships and collaborative working are at the heart of everything we do.  We have high expectations for our students and we aim to provide a high quality education in an atmosphere of mutual respect where each individual is valued as an important member of our school community.  With the wide range of backgrounds and cultures in our school population we celebrate diversity and difference, whilst recognising that we are all equal.  We strive to develop and nurture the values, skills and attributes which create good citizens and lifelong learners, so that every student can discover, develop and achieve their full potential and be successful in whatever path they choose.   Our broad and balanced curriculum prepares our students to meet the challenges of a rapidly changing society, ready and willing to grasp the opportunities available to them and be positive about their futures.



TILE CROSS

**ACADEMY**

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Washwood Heath Academy is a large 11-18 academy with 1400 students, 140 in the Sixth Form.  The majority of our students are from minority ethnic backgrounds and a high proportion of students speak English as an additional language.  We are passionate about supporting and challenging our students and staff to be creative, resilient, team players and pride ourselves on being open-minded and respectful of all cultures and backgrounds that make up our diverse learning community. At Washwood Heath Academy, growing future leaders is one of our key priorities. At all key stages, our wider curriculum offers opportunities and experiences beyond that of the classroom.

**Mrs McLachlan Head of Academy**

**Mrs Lowe**

**Deputy Head of Academy**

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Washwood Heath Primary - an exciting new chapter in the development of Washwood Heath Multi Academy Trust . WHP presents a wonderful opportunity for us to develop and inspire children from the age of 4 onwards to post 16. Our aim is to instil the values and ethos that are at the very heart of the MAT ensuring that we provide our pupils with experiences that are rich and diverse equipping them with skills for life as an adult. WHP is set to be a vibrant school where our children are enthusiastic and motivated to achieve endless possibilities. Our children will be at the heart of every decision we make to ensure that they are happy, confident and the opportunities that are provided for them are relevant to their needs both now and in the future. The school has a dedicated team that works hard to reach high standards in everything we do and this is further embedded through our successful relationships with parents, the local community and the other schools in the WHMAT. We firmly believe that education is a partnership between home and school and regard you as an active partner in your child's education and value your interest and support.



TEACHER APPLICATION FORM

Washwood Heath Multi Academy Trust (“WHMAT”) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

WHMAT is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

Successful applicants will be required to undertake an Enhanced DBS check and barred list check.

**Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a).**

**It is important that you refer to the Guidance Notes before completing this form.**

1. VACANCY DETAILS

Position Applied For:           

Base Academy:

Please enter phase/s you wish to teach

Nursery:  Reception:  KS1:  KS2:  KS3:  KS4:

Special:

Main Subject (where appropriate):

Subsidiary Subject:

Other Subject Interests, e.g. Sport, Music, Drama, Community Language. (Please give details below.)

1. PERSONAL DETAILS

First Name(s):       Last Name:

Title e.g. (Mr,Mrs,Miss,Ms):       Any Previous Name/s:       Date of birth:

Address:       Postcode:

Correspondence Address (if different from above):       Postcode:

Daytime Tel:       Evening Tel:

Mobile Tel No:       Email Address:

National Insurance Number, if you have one:

Do you have the right to work in the UK? Yes:  No:

Please note: Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

Are there any restrictions on your being resident or being employed in the UK Yes:  No:

Have you lived outside the UK for more than 12 months in the past 10 years? Yes:  No:

(If so, we need a Police Certificate of Good Conduct from that Country)

Current Driving licence (if this is a requirement of this job) Yes:  No:

Teacher Reference Number:

Do you have QTS, including skills test if qualified post 2004? Yes:  No:

1. GENERAL INFORMATION

Are you related to or do you have a close relationship with an existing WHMAT employee, governor or director?

Yes:  No:

If yes, please provide details:

Name:       Position:

Relationship:

Do you wish to job share the position you are applying for? Yes:  No:

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1. ARRANGEMENTS FOR INTERVIEW

If you have disability, are there any arrangements which we can make for you if you are called for an interview and or/work based exercise? Yes:  No:

If Yes, please specify, (e.g. ground floor venue, sign language, interpreter, audioloop, etc):

1. RETIREMENT/DISMISSAL

Are you in receipt of a Teachers’ Pension? Yes:  No:

If yes, state date effective from and the type of pension you are receiving? i.e. Actuarially Reduced Benefits,   
Age, Phased, Premature or Ill Health retirement:

Have you ever been dismissed from a school or academy for misconduct? Yes:  No:

If yes, date:

Name of school/academy and/or LA:

Please attach full details of the reason for the dismissal in a sealed envelope marked ‘Private and Confidential’ and return with your application.

(Please be assured that providing this information will not necessarily bar you from employment)

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6. STATUTORY INDUCTION

Did you gain QTS after May 1999? If yes, where was the induction served?:

Between what dates did you serve your induction?:

Did you pass the induction?…..…………………………………………….……….. Yes:  No:

Do you have any period left to serve on your induction?….………….……….. Yes:  No:

If yes, how much longer have you got to serve?:

*If not complete, please attach copies of your induction reports for the period served*

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1. EDUCATION-QUALIFICATIONS IN FURTHER /HIGHER EDUCATION (most recent first)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From | | To | | Cert, Diploma, Degree, Higher Degree, etc. | Awarding body | Class/Result | Date gained/expected |
| Mt | Yr | Mt | Yr |
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8. EDUCATION**/QUALIFICATIONS (most recent first)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From | | To | | Name of School/College | Subjects | Type of Exam | Grade | Date  gained |
| Mt | Yr | Mt | Yr |
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9. IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT

(most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Organising body | Course title | Length of course |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

NPQH Award..………………….……….. Yes:  No:  Date of Award:

10. CURRENT & PREVIOUS EMPLOYMENT (Current first)

Please complete the following, in full chronological order, starting with your current employment and include all employment including non-teaching. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. **Please also include any breaks in employment history together with the reason for the break.** This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18, including any part time or voluntary work. Failure to provide the correct and accurate information may result in an incorrect salary assessment. If you have passed threshold you will need to supply a copy of your letter of confirmation with this form.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From | | To | | Employer | Job Title | Reason for change |
| Mt | Yr | Mt | Yr |
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11. WRITTEN REFERENCES

Please give the name of two professional referees (who are not friends or relatives). One should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

Please note that if you are shortlisted, we will request references prior to interview in line with statutory guidance.

Written references will not be accepted from relatives or people writing solely in the capacity of friends.

Name:

Address:       Postcode:

Telephone Number:

Email:

Fax Number:

Relationship to You:

Name:

Address:       Postcode:

Telephone Number:

Email:

Fax Number:

Relationship to You:

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12. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION

(Please state the reasons why you wish to apply for the position and give details of why you think you are a suitable candidate in line with the person specification and job description. Please include additional pages as appropriate)

13. DATA PROTECTION ACT 1998

Consent and Certification of Details

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, within WHMAT, to governors of schools, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to the Teaching Agency, Law Enforcement Authorities, the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I, (print name)

Consent to my employer recording and processing the information detailed in this application form.   
I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 1998.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

14. CONFIRMATION OF DETAILS

I confirm that all the information given on this form is complete and accurate and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police and other external agencies as deemed appropriate.

I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and wil constitue confirmation of the declaration.

Signature:

Date:

Print Name:

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15. DISCLOSURE

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

Under the Rehabilitation of Offenders Act, criminal convictions normally become spent after a period of time i.e. do not need to be disclosed. However, convictions do not generally become “spent” if you are applying to work with children, on a paid or voluntary basis. However, since May 2013 individuals do not have to disclose certain old or minor offences and we can no longer ask you to disclose them if the offences are covered by the filtering rules/known as “protected offences”.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. This means that a) you are not obliged to disclose them to us, and b) that we cannot take these into account during the application/recruitment process.

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)

You are advised to consult the filtering guidance on the Disclosure and Barring Service (“DBS”) website before submitting your application <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-> filtering-guide.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

I confirm that I have no criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children, or subject to a prohibition order by the National College for Teaching & Leadership (“NCTL”).

Signature:

Print Name:

If you do have any criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children, or subject to a prohibition order by the NCTL, please enclose full details in a sealed envelope marked ‘Private and Confidential’ and tick this box.

Having a criminal conviction will not necessarily bar you from employment.

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16. RETURN ADDRESS

Please return to: Brownmead Academy, Pencroft Road, Shard End, B34 6SS

RECRUITMENT MONITORING

Name:

Job title:

Job ref no if applicable:

Gender

I am:  Female  Male

Date of Birth:       Age:

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

Ethnic Origin

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2011 Census with additional categories included.

A White

British  Irish  Gypsy or Irish Traveller

Albanian

Any other White background, please indicate:

B Mixed

White/Black – Caribbean  White/Asian  White/Black – African  Black/Asian

Any other mixed background please indicate:

**C Asian or Asian British**

Indian  Kashmiri  Pakistani  Bangladeshi  Chinese

Any other Asian background, please indicate:

**D Black or Black British**

Caribbean  African

Any other Black background, please indicate:

**E Other ethnic group**

Arab  Kurdish  Vietnamese

Any other please indicate:       **Not disclosed**

**What is your sexual orientation?**

Bisexual  Lesbian or Gay  Heterosexual  Not Disclosed

**Disability**

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes:  No:

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here.

**EMPLOYMENT STATUS**

Are you currently employed? Yes:  No:

If yes please state if you are employed on a temporary, casual or permanent basis:

Are you currently unemployed? Yes:  No:

**Religion**

Christian – (including Catholic, C of E, Protestant and all other Christian denominations)

Buddhist  Hindu  Jewish  Muslim  Sikh

No religion  Not disclosed Other - please specify:

**Job Advertisement**

How did you first find out about this job? Please specify the source or publication.

Teacher Vacancy Bulletin  Birmingham City Council Website  Jobsgopublic

WMJobs.co.uk  TES on-line  TES printed publication

Guardian  Jobs4U jobs bulletin  Website, other (please specify)

Professional Journal (please specify)  Other Newspaper (please specify

Radio (please specify)  Birmingham Evening Mail  Word of Mouth

Careers/open day (please specify)  Jobcentre Plus  Search Consultant

Other (please specify):



**GUIDANCE NOTES FOR TEACHER APPLICATION FORM – WASHWOOD HEATH MULTI ACADEMY TRUST (“WHMAT”)**

**THE APPLICATION FORM**

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is therefore, most important that you complete **ALL** sections of the application form which are relevant to you as clearly and fully as possible. **Please do not include a Curriculum Vitae with your application**, but try to include all relevant information on the form itself using additional sheets if necessary. If you are unable to complete the form, you may ask someone to do it on your behalf. If you have a disability and would prefer to submit your application on tape – you may do so. Your recording should follow the format of the application form. The following notes will explain the application form and give some useful advice on how to complete it. Please use black ink or type since it will be necessary to photocopy your form.

**SECTION 1: Vacancy details**

Please refer to the job advertisement to fill in this section. Although you will be employed by WHMAT, you will primarily work from a “base academy” as specified in the advert for the post.

**SECTION 2: Personal details**

Please enter your personal details fully and clearly so that we may contact you about your application.

**National Insurance number**: If you do not currently have a National Insurance number, please leave this blank.

**Right to work in the UK**: If you are shortlisted for an interview with WHMAT, your original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

**Lived outside the UK**: If you have lived outside the UK for more than 12 months in the past 10 years, you will be required to provide a Police Certificate of Good conduct from that country.

**Teacher reference number**: This should be completed as it will be used to verify Qualified Teacher Status (QTS) and ensure you are not barred from teaching or subject to a prohibition order.

**Qualifications**: You will be required to produce original certificates with proof of QTS at interview.

**SECTION 3: General Information**

If you are related to or have a close relationship with an existing WHMAT employee, Director or Governor, please tell us so that we can make the selection panel aware of this and minimise any conflicts of interest in our recruitment process and ensure that all applications are treated fairly. Canvassing of an employee, Director or Governor (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

**SECTION 4: Arrangements for Interview**

If you have a disability, please complete this section so that suitable arrangements can be made if you are called for an interview and/or a work based exercise.

**SECTION 5: Retirement/Dismissal**

You should refer to the Teachers’ Pensions website to find out about returning to work after receiving pension benefits. Please go to www.teacherspensions.co.uk. This will guide you in relation to any action you need to take following a new period of teaching employment. You should also advise your former employer of your re-employment if you are in receipt of compensation following premature retirement. You will also re-enter the pension scheme unless you choose to opt out of scheme membership. Opt out election is available from the Teachers’ Pensions website.

**SECTION 6: Statutory Induction**

If you are a Newly Qualified Teacher (NQT) and you have served a period of induction you need to confirm where the induction was carried out and when. If you have not completed the full period of induction you are asked to provide copies of your induction report/s for the period of induction served and these should be included with your application.

**SECTIONS 7 & 8: Education/qualifications**

Please enter details starting with the most recent. We are interested in ANY form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications at interview.

**SECTION 9: Training**

Starting with most recent first, please include any training gained through work or other activities, which you feel is relevant to the job for which you are applying.

**SECTIONS 10: Current & previous employment**

It is ESSENTIAL that you give full details in chronological order, starting with YOUR CURRENT EMPLOYMENT, of all employment and other experience since leaving secondary education. This should include any breaks or unpaid activities such as voluntary work, child rearing, travel abroad, etc. **Please ensure there are no unexplained gaps in your completed service history before returning your form as this could result in your form being rejected.**

We require information on all past or present employment. If you have recently left university, college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work. Please include your current job title and where applicable school and Local Authority. If you have passed through threshold and you are successful in your application you will be required to produce a copy of your letter of confirmation to WHMAT.

**SECTION 11: Written references**

Please give the names, addresses (both postal and e-mail) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this will be your head teacher. If you do not name your current/most recent head teacher as a referee, please expect to be questioned about the reason for this prior to interview.

If you are not currently working with children, but have done so previously, one of your referees should be from your most recent employer, where you were employed to work with children.

Head Teacher Positions: Head teacher applicants from maintained schools should provide the name of a senior officer designated to respond on behalf of the maintaining authority of their current or most recent school. Head teacher applicants from academies or other independent schools should provide the name of an appropriate person responding on behalf of the Academy Trust or other employer. The second referee would normally be the Chair of Governors at that school.

Newly Qualified Teachers: NQTs should name a tutor as their first referee and an appropriate representative at the school where they undertook their final or most recent teaching practice as their second referee.

Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is ‘time expired’. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with ‘Keeping children safe in education’ procedures, written references will be required for all shortlisted candidates PRIOR TO INTERVIEW in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

**SECTION 12: Other relevant information in support of your application**

Pick out those aspects of your experience or skills that are RELEVANT to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification (where provided). Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include relevant information particularly related to the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application. Please provide no more than 3 sides of A4 in total.

**SECTIONS 13 & 14: Consent and confirmation**

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated the relevant areas of your application form to confirm that your details are correct and complete. Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed, and possible referral to the police.

Refer to the closing date and ensure your application is sent to the return address on the form in plenty of time. Your application will need to be received by the specified closing date. It is advisable to keep a copy of your application form. All applications are treated confidentially.

**SECTION 15: Disclosure**

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER THE AGE OF 18

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. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service Website.

If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered. Any information given, either when returning the application form or at interview, will be entirely confidential and will be considered only in relation to this application.

**Recruitment monitoring**

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunities in Employment Policy.

Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals, but will only be used to measure how we are progressing. This information will not be used by those in the selection process and is for statistical purposes only.

We look forward to receiving your application.