**References and Monitoring**

Information Form

**Data Protection Act**: This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Trustees of the school in the first instance.

**Criminal Background Disclosure**: The nature of this post means that it is exempt from the Rehabilitation of Offenders Act (1974) and requires that all convictions (including spent convictions) have to be declared. A conviction is not necessarily a bar to employment. However, should you fail to disclose a criminal conviction prior to appointment; this could result in disciplinary actions including dismissal. All offers of employment with the school are subject to a satisfactory enhanced check with the Criminal Records Bureau. Car parking or speeding offences may be disregarded.

|  |  |
| --- | --- |
| **Candidate name** |  |
| **Post applied for** |  |
| **Name of School** | **Seva School, Coventry** |

**References**

|  |  |  |
| --- | --- | --- |
| |  | | --- | | If you have worked with children in the past, one of your references should be in connection with that employment. References from relatives or people writing solely as friends will not be acceptable. References may be contacted during the shortlisting process unless you give your express instruction not to do so. | | |
| |  | | --- | | **First reference (current or most recent employer)** | | **Second reference** |
| **Name:** | **Name:** |
| **Job Title:** | **Job Title:** |
| **Organisation Name:** | **Organisation Name:** |
| **Address:** | **Address:** |
| **Tel no (pref mobile):** | **Tel no (pref mobile):** |
| **Email:** | **Email:** |
| **Contact (Yes/No):** | **Contact (Yes/No):** |

**Family or close relationships to employer or Governor**

|  |
| --- |
| You are required to declare any family or close relationship to any existing employee of the Trust or Governing Body: |
|  |

**Safeguarding**

You are required, before appointment, to disclose any convictions, cautions or bind-overs including any ‘spent convictions’ and any pending police or criminal investigations. Disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and the relevance to the post. Non-disclosure may lead to termination of your employment.

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks on appointment and during their employment if required.

The Trust requires you to undertake an Enhanced DBS disclosure and Barred List Check as this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

|  |
| --- |
| **Do you have any convictions, cautions or bind-overs?** |
| Y/N |

|  |
| --- |
| **Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding?** |
| Y/N |

|  |
| --- |
| **Have you ever been the subject of an investigation or enquiry into the abuse of, or inappropriate behaviour with children or young people?** |
| Y/N |

|  |
| --- |
| **Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?** |
| Y/N |

|  |
| --- |
| If you have answered ‘yes’ to any of the above, please give full details including the offence and the date, continuing on a separate sheet if necessary |
|  |

**Declaration**

I acknowledge that SEVAK Education Trust is committed to safeguarding and promoting the welfare of children and young people and to this end, hereby certify that I am not on the DBS Barred List, Sex Offenders Register, disqualified or prohibited from work with children, or subject to sanctions imposed by a regulatory body such as the NCTL and have no convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).

I consent to an Enhanced Disclosure and Barring Service check and a Barred List check if offered the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions or bind-overs against me will be disclosed along with any other relevant information which may be known to the police and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

I agree to inform SEVAK Education Trust if I am arrested for or convicted of an offence after I take up any post within the Trust. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform SEVAK Education Trust if I become the subject of a police and/or social services (Children’s Social care or Adult Social Services)/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I declare that, to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal disclosure checks, and a medical assessment, all of which must be deemed by the Trust as satisfactory.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

**Ethnicity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please indicate with an ‘x’ what you consider your ethnic origin to be. Ethnicity is distinct from nationality and the categories below are based on the census in alphabetical order | | | | | |
| **Asian** | | **Black** | | **Chinese or other ethnic group** | |
| Indian |  | Caribbean |  | Chinese |  |
| Pakistani |  | African |  |  |  |
| Bangladeshi |  |  |  |  |  |
| Any other Asian background (please specify) |  | Any other black background (please specify) |  | Any other ethnic group background (please specify) |  |
|  | | | | | |
| **Mixed** | | **White** | |  | |
|  |  | English |  |
| White and black Caribbean |  | Irish |  |
| White and black African |  | Scottish |  |
| White and Asian |  | Welsh |  |
| Any other mixed background (please specify) |  | Any other white background (please specify) |  |
|  |  |  |  | **Rather not say** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Age: |  | Rather not say |  |

**Disability**

|  |
| --- |
| Do you have a disability as defined by the Equalities Act 2010? |
| *This Act defines disability as ‘a physical or mental impairment which has a substantial and long-term adverse effect on an individual’s ability to carry out normal day-to-day activities’.* |
| Yes / No |
| If yes, please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job. |

**Gender**

|  |  |  |  |
| --- | --- | --- | --- |
| Male |  | Transgender M to F |  |
| Female |  | Transgender F to M |  |
|  |  | Rather not say |  |

**Faith**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Which religion do you most identify with? | | | | | |
| No religion |  | Baha’i |  | Buddhist |  |
| Christian |  | Hindu |  | Jain |  |
| Jewish |  | Muslim |  | Sikh |  |
|  |  |  |  | Rather not say |  |

**Sexual orientation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| How would you describe your sexual orientation? | | | | | |
| Bisexual |  | Gay man |  | Heterosexual |  |
| Lesbian |  |  |  | Rather not say |  |