

**Employment Application Form**

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| POST APPLIED FOR:  LOCATION  OR SCHOOL NAME:  Please state where you saw this vacancy or which agency is representing you: |  | Please return your Application Form to the following address:  Alison Cobb – Focus Recruitment  Focus Learning Trust  Exchange Place  Poseidon Way  Warwick CV34 6BY  Or email: [flt.recruit@focus-school.com](mailto:flt.recruit@focus-school.com)  *If completed application is emailed please note that it must returned in a Microsoft Word format* |

**SECTION A - PERSONAL DETAILS (*Please write clearly in black ink or type as this form will be photocopied)***

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| Title: | First Name: | Surname: |
| Current Address:  Postcode: | | Telephone Numbers:  Home:    Work:  *(if convenient to receive a call)*  Mobile:  E-mail Address: |
| Do you have the legal right to live and work in the UK? | | YES/NO |
| Is this subject to having a work permit or visa?  (If so, please provide details of current status including type, expiry date and whether sponsorship is required) | |  |
| ***You will need to produce photographic identification and proof of the above if you are called to interview*** | | |
| Date of Birth: | |  |
| National Insurance Number: | |  |
| Have you successfully completed a period of induction as a qualified teacher in this country? | | YES/NO |
| If yes, please provide details: | | |
| Are you registered with the DfE? | | YES/NO |
| If yes, please provide your DfE reference number: (e.g. 12/34567) | | |
| Are you subject to any conditions or prohibitions placed on you by the DfE? | | YES / NO |
| If yes, please give details: | | |
| Do you have Qualified Teacher Status? | | YES / NO |
| If yes, please provide date of award: | |  |
| QTS Certificate Number: | |  |

**REFERENCES**

Please give the details of two referees. One must be your current or most recent employer and the other your previous employer (someone who knows you in a professional or training/education context). Please note that, under the DCSF Safeguarding Children and safer Recruitment Guidance January 2007, references will be sought prior to interview. References will not be accepted from relatives, or from people writing solely in the capacity of friends. No appointment will be confirmed without first receiving suitable safeguarding references. Please ensure you have notified your referees that we will be contacting them, should you be called to interview.

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| **Current or most recent employer** | **Please indicate:**  Previous Employer **□**  Character Reference **□** |
| Name & Title:  Position:  Name of Organisation:  Address:  Postcode:  Telephone Number:  E-Mail: | Name & Title:  Position:  Name of Organisation:  Address:  Postcode:  Telephone Number:  E-Mail: |

I hereby authorise you to take up references from my present employer, my previous employer(s) or the people that I have submitted as personal referees once an invite for interview of employment has been confirmed. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate.

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| Signed | Dated |



**SECTION B – DETAILS OF CURRENT (or most recent) EMPLOYMENT**

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| Name of Employer:  Address:  Post Code:  Telephone Number: | Job Title/Post Held:  Current Salary:  Date Started (DD/MM/YY):  Date Left (if applicable):  Notice Required: |
| Brief description of main duties/responsibilities: | |
| Reason for Leaving: | |

**Please provide previous employment and experience, including voluntary and other relevant experience. Please start with the most recent. Please account for any gaps in your employment history.**

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| Employer name  and address | Job Title and Main Duties  (please state *full* or *part time*) | Dates | | Reason For Leaving |
| From  Month/Year | To  Month/Year |
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| If required, please complete on a separate sheet and tick here if separate sheets attached □ | | | | |

**EDUCATION AND QUALIFICATIONS**

*Please provide, starting with the most recent, details of your education and other qualifications.*

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| --- | --- | --- | --- | --- |
| **Course attended / Qualification / Subjects** | **Date** | | **Grade / Level** | **School, College**  **or Training Provider** |
| **From Month/Year** | **To Month/Year** |
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| If required, please complete on a separate sheet and tick here if separate sheet is attached □ | | | | |

**TRAINING**

*Please provide, starting with the most recent, details of any courses undertaken which are relevant to the job you are applying for*.

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| **From** | **To** | **Course Title** | **Grade / Level** | **Provider** |
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**HEALTH**

*Please note that the successful candidate will be required to complete a medical questionnaire and may be asked to attend for a medical examination.*

**PERSONAL STATEMENT**

Please provide any additional information you wish to bring to the attention of the selection panel. In this section please demonstrate fully how you meet the criteria set out in the person specification of the post you are applying for. Include any experience, skills and abilities you have gained, both in work or voluntary occupation. Explain why you feel that you are a suitable candidate for the position.

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| If required, please complete on a separate sheet and tick here if separate sheet attached □ |

**Special Interests** – *optional****.*** Please note any hobbies, pastimes or interests that you may have below:

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**SECTION C**

**SAFEGUARDING STATEMENT**

Focus Learning Trust is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

**ADDITIONAL INFORMATION**

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| Do you have a disability as defined by the Equalities Act 2010? | YES/NO |
| If YES, please give brief details to tell us if there is support which can be provided at interview or in employment if offered the job: | |
| Have you ever been dismissed from employment for a reason other than redundancy? | YES/NO |
| If YES, please give reasons: | |
| Have you ever been suspended or subject to disciplinary action in any employment? | YES/NO |
| If YES, please give reasons: | |

**DECLARATIONS - CRIMINAL CONVICTIONS**

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

***Applicants should note that providing false information to obtain employment is a criminal offence.***

Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in summary dismissal.

Focus Learning Trust is committed to safeguarding the welfare of our students. Enhanced Disclosure and Barring Service Checks will be carried out on all successful applicants.

Disclosure of a criminal record will not necessarily debar you from employment, this will depend upon the nature of the offence(s), frequency and when they occurred.

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| Have you previously used, or do you currently use, any other surname? | YES/NO |
| If YES, state the other surname(s) you use(d): | |
| 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)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)? | YES/NO |
| If YES, when did this take place? | |
| Are there any current criminal proceedings against you? (This includes any cautions, bind-overs, police warnings or pending prosecutions) | YES/NO |
| *If you answer YES to any of the questions above you will be expected to provide details of the conviction(s) or offence(s) in a sealed envelope marked ‘private & confidential’. If you are not short-listed, the envelope will be destroyed.*  *Please note that it is a condition of your employment that you inform Focus Learning Trust if convicted of any criminal convictions (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment.* | |

**RELATIVES**

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| Are you related to, or the partner of, any member, employee or Trustee of Focus Learning Trust? | | YES/NO |
| If so, please give name: | | |
| Campus/Department: | Relationship: | |

**DATA PROTECTION**

**I understand that the information contained in this form is personal data that will be held on computer and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Acts 1998.**

**I hereby certify that all the information given on this Application Form and any attachments is true and accurate.**

I understand and agree that:

* Providing false information may result in disqualification from the recruitment process, or termination of employment.
* I understand that giving false information will invalidate an offer of employment or lead to termination of employment.
* Where I cannot provide evidence of qualifications, suitable references and/or the right to live and work in the United Kingdom, the offer of employment may be rescinded and/or employment terminated.
* All information contained in this form will be treated as confidential, and used only for recruitment purposes. I 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 accredited organisations or agencies in accordance with the Data Protection Act 1998.
* Under the Rehabilitation of Offenders Act, failure to disclose non protected convictions, reprimands or final warnings spent or otherwise will result in non-appointment or disciplinary action and potential dismissal. Reference to certain spent convictions and cautions that are ‘Protected’ and are not subject to a disclosure as detailed in the Safer Recruitment Applicant Guidance.
* Where the post for which I am applying requires me to work with children and/or vulnerable adults, I hereby agree to a disclosure being made by the Disclosure and Barring Service about the existence and content of a criminal record, spent or otherwise.
* I am in possession of the certificates I claim to hold.
* I declare that I know of no reason why I should not be considered a fit and proper person to teach and have contact with children and young persons, that I am not disqualified from working with children or subject to sanctions imposed by regulating bodies and I am aware that it is a criminal offence to knowingly not declare such information.
* I am not aware of any medical condition, physical or mental, which might affect my ability to carry out my duties at the school, and undertake to inform you of any such condition as soon as it occurs.

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| Signed: |  | |
| Print Name: |  | Date: |

**Focus Learning Trust and its Affiliated Schools**

**Safer recruitment applicant guidance**

**Safeguarding Children and Young People**

Focus Learning Trust and its affiliated schoolshave a commitment to safeguarding. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding among our workforce. The post you are applying for involves working with children and you will be subject to The Trust’s safer recruitment process.

**Our Recruitment process is in line with the requirements of the DfE Guidance – Keeping Children Safe in Education.**

**Application Form**

Every section in the application form must be completed as fully as possible, and the information provided must be accurate. We cannot accept Curriculum Vitaes (CVs) alone. We recommend that you retain a copy of your application form so that you can refer to this, should you be invited to interview.

The main sections of the application form will ask for a variety of information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria/competencies needed to do the job. When completing the application, you should provide your entire work history, including the description of any gaps in this history. In addition, you should outline all the skills, qualifications and awards you have, but these can be selective and you only need to provide those you consider relevant to the job you are applying for.

**Application Questions**

This is the most significant element of the application form as it is where you have the opportunity to explain why you are suitable for the vacancy. To give yourself the best opportunity of being short-listed, you should look at the criteria/competencies for the role (outlined in the Person Specification) and give examples from your personal, educational or work career to show how you can demonstrate these.

**Pre-employment vetting checks**

As part of its safer recruitment and selection process, we operate a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below:

**Declaration of previous convictions**

The **Rehabilitation of Offender Act 1974 (Exceptions) Order 1975** as amended makes certain regulated activity (work with children and/or young people) exempt from the Act and therefore requires individuals seeking to work with these groups to be subject to enhanced Criminal Record disclosure checks, including where appropriate Barred List checks, among others.

This post is classed as exempt under the Rehabilitation of Offender Act 1974 (Exceptions) Order 1975 as amended. Therefore, you are required to reveal all convictions both spent and unspent, in your application.

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. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: [*https://www.gov.uk/government/collections/dbs-filtering-guidance*](https://www.gov.uk/government/collections/dbs-filtering-guidance)

**Disclosure & Barring Service (DBS)**

Successful applicants seeking to work with children and/or young people will be required to undergo an enhanced DBS disclosure with Barred list Check; this will include a check against the Children’s Barred List.

We will also retain a copy, with the permission of the applicant, of the DBS disclosure documents of any ‘hold’ candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than six months, an additional police check will be carried out with the normal or most recent country of residence

If you subscribe to the DBS Up-date Service, please provide details on your application.

For applicants applying for roles in Northern Ireland and Scotland an appropriate level of Criminal Records check will be required by the appropriate body (e.g. AccessNI or Disclosure Scotland).

**Qualifications**

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to interview, a copy will be taken for our records. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

**Registration with a professional body**

If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to interview, a copy will be taken for our records. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. The school will verify registration/membership with the relevant professional body.

**Prohibition from Teaching**

Schools should ensure that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service. You will be asked if you have been prohibited from teaching on the application form and should you be shortlisted, a Prohibition from Teaching check will be made.

**References**

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people.

If you have undertaken voluntary work with children and/or young people, you should use the voluntary supervisor as a referee.

If you have not previously worked with either children and/or young people, you must provide a character reference from someone who is able to confirm your suitability to work with children and/or young people. This would normally be someone in authority, for example, a lecturer, doctor or community leader.

Please note that character references are normally only accepted as a supplement to an employer’s reference. In addition, we will seek references from educational establishments for those applicants with no previous employment history.

**Under no circumstance will open references (addressed ‘to whom it may concern’) be accepted.**

In all cases if shortlisted, and prior to the interview, we will contact the referees on your application form.

In order to speed up the process of obtaining references, you should advise your referees that we will be contacting them should you be called for an interview.

**Eligibility to work in the UK**

We have a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Residents of the European Economic Area (EEA) will be able to provide evidence by presenting a valid passport. We will follow guidance on the gov.uk website. Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. In addition, further appropriate checks may be considered. Guidance will follow in the government guidance criminal record checks for overseas applications.

**Medical assessment**

All offers of appointment will be subject to the satisfactory outcome of the medical assessment procedure. The successful candidate will be asked to complete a medical questionnaire.

**Important Notice to all Applicants**

Focus Learning Trust and its affiliated schools are committed to safeguarding and promoting the welfare of all those we serve as well as complying with the best practise in the application of safeguarding.

Therefore, if you are offered a post, the offer will be conditional on a variety of satisfactory safeguarding checks including:-

* Enhanced DBS with Barred List Disclosure
* Proof of Identity, for example – driving licence, passport
* Verified professional qualifications, where appropriate
* Prohibition order by secretary of state check for teachers with TRN
* Medical questionnaire
* Overseas check, if appropriate

**Confirming the outcome of an application**

Due to the high number of applicants that we usually receive, it is not possible to respond to each one individually. You should assume that you have been unsuccessful if you have not heard from us within four weeks of the closing date. We know that this is not ideal, but hope that you can understand why we do this. If you are successful, we will contact you to confirm the arrangements for the next stage of the recruitment process.

**Additional Notes**

* Please submit your application form and additional supporting information to the address/email given on the application form. Where applications are submitted electronically please ensure they are in a Word format.
* If posting your application, please ensure that the correct postage is paid (we have received applications too late to be considered due to insufficient postage being applied)
* If you have any queries, please contact Alison Cobb at the Focus National Support Office.