

Griffin Schools Trust

Job Application

Please complete this document and append to your CV and Supporting Statement to complete your application. Please ensure your CV contains no chronological gaps and has full and accurate information.

Name:

Job applied for:

School name:

Date:

Reference:

Closing date:

Eligibility to Work in the UK

|  |  |
| --- | --- |
| Are you legally eligible to live and work in the UK? | Yes  No |
| If No, please specify: | |
| Do you require/hold a work permit to work in the UK? | Yes  No |
| If Yes, please specify: | |
| If Yes, permit expiry date and number: | |

References

|  |  |
| --- | --- |
| Please give details of two named referees covering the last 5 years of your employment history, one of which must be your current or most recent employer for which you have worked with children. These should not include a relative. Any personal referees must be able to comment on your skills and abilities in relation to the post. Additional references may also be sought from previous employers, particularly for posts working with children or vulnerable people. | |
| Current/most recent employer | Second referee |
| Name: | Name: |
| Address: | Address: |
| Direct Tel. no: | Direct Tel. no: |
| Fax. no: | Fax. no: |
| Email: | Email: |
| Relationship: | Relationship: |
| How long have they known you? | How long have they known you? |

Confidentiality of Sensitive Information

All stages of our recruitment are evaluated to ensure that unfair discrimination is not taking place. The information given in these sections of the application form will be not shared with the selection panel prior to interviews and the form will be detached from your application before being sent to the selection panel.

Protection of Children

|  |  |
| --- | --- |
| This post involves working with children, other vulnerable groups or is a position of trust and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must therefore disclose details of reprimands, formal warnings, cautions and convictions, including ‘spent convictions’ and any formal warning and suspensions relating to employment. Any failings to disclose such information could result in dismissal or disciplinary action.  If you answer yes to any of the following questions, please give details. Any information given will be treated as confidential and will be considered only in relation to posts to which the order applies. | |
| Have you at any time received or do you have pending, a reprimand, caution, formal warning or conviction? | Please tick: Yes  N0 |
| If Yes, please specify: | |
| Are you a person known to any social care department as being an actual or potential risk to children, young people or vulnerable adults? | Please tick: Yes  N0 |
| If Yes, please specify: | |
| Are you subject to any current, pending or expired disciplinary action or legal proceeding in relation to the safeguarding and protection of children, young people and vulnerable adults? | Please tick: Yes  N0 |
| If Yes, please specify: | |
| Are you aware of any police enquiries that may have a bearing on your suitability for the post? | Please tick: Yes  N0 |
| If Yes, please specify: | |

Criminal Convictions, Cautions, Reprimands or Warnings

|  |  |  |
| --- | --- | --- |
| Date | Offence | Sentence |
|  |  |  |

I confirm that my name is not on either of the Independent Safeguarding Authority (ISA) Barred Lists and that I am not disqualified from working with children, young people or vulnerable adults or subject to sanctions imposed by any regulatory body. I am not aware of any activity that would render me unsuitable to work with children, young people and/or vulnerable adults. I understand that Griffin Schools Trust will register an employer’s interest with ISA should my application be furthered following interview, as part of pre-employment checks.

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information or canvassed my application it may lead to disqualification, and if I have been appointed, I may be dismissed.

Signature:………………………………………………………………………………………….................................…..

Print Name:…………………………………………..………………………Date:………………………………...............