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| --- | --- | --- |
| Title:  Dr/Mr/Mrs/Miss/Ms | Forename/s: | Surname: |
| Preferred Name: |  | |
| Position for which you are applying: |  | How did you hear about this job? |
| The Trust is legally required to carry out a number of pre-appointment checks which are detailed in the Trust’s Recruitment, selection and disclosure policy and procedure. The information you are being asked to provide in this form is required so that the Trust can comply with those legal obligations should your application be successful. In order to be considered for a position at the Trust, you must complete this application form. A cv will not be accepted in place of an application form. Please note that the Trust may carry out online searches on applicants as part of the shortlisting exercise (see the Trust’s Recruitment, selection and disclosure policy and procedure’ for further information). | | |

 **Safer Recruitment Application Form**

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| **Section 1 – Personal details** | | | | | | | | | | | |
| Date of birth: | | | | | | | | Former name(s): | | | |
| Address: | | | | | | | | National Insurance number: | | | |
| Are you currently eligible for employment in the UK?  Yes  No   Please provide details: | | | |
| Telephone number(s):  Home:  Work:  Mobile: | | | | | | | | Email address(s): | | | |
| For teaching roles only.  Do you have Qualified Teacher status? Yes  No   DfE, Teachers Reference Number (TRN) or Teachers’ Pensions number (format xx/xxxxx): | | | | | | | | | | | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of the Trust or either of the two Schools? If so, please provide details. | | | | | | | | | | | |
| Have you previously applied for a position at the Trust within the Bursary or either of the two Schools? If so, please provide details. | | | | | | | | | | | |
| **Section 2: Details of online profile** | | | | | | | | | | | |
| *Keeping Children Safe in Education* (**KCSIE**) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.  You (and all other candidates) are therefore required to provide the following information as part of your application:   * the social media platforms on which you have accounts; * the account names/handles for all of your social media accounts, including any under a nickname or pseudonym; * any websites you are involved with, in or featured on or named on; and * any other publicly available online information about you of which the Trust should be made aware.   If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you.  You are not required to provide account passwords or to grant the Trust access to private social media accounts. We are only required to access publicly available information as part of this search.  If you are not shortlisted for the role, online searches will not be carried out on you. | | | | | | | | | | | |
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| **Section 3: Prohibition from teaching and prohibition from management** | | | | | | | | | | | |
| The Trust is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:   * planning and preparing lessons and courses for pupils; * delivering lessons to pupils; * assessing the development, progress and attainment of pupils; and * reporting on the development, progress and attainment of pupils.   The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.  The Trust is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the School:   * Head; * teaching posts on the senior leadership team; * teaching posts which carry a departmental head role; * support staff posts on the senior leadership team;   The declaration at Section 14 of this Form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work' and/or prohibited from being involved in the management of an independent school. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work or is a relevant management role please contact the Head’s PA.  The Trust will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school. | | | | | | | | | | | |
| **Section 4 – Employment** | | | | | | | | | | | |
| Current/most recent employer: | | | | | Current/most recent employer's address: | | | | | | |
| Current/most recent job title: | | | | Date started: | | | | | | Date ended (if applicable): | |
| Brief description of responsibilities: | | | | | | | | | | | |
| Current salary/salary on leaving: | | Do you/did you receive any employee benefits? If so, please provide details of these. | | | | | | | | | |
| Please outline the reasons for seeking other employment: | | | | | | | | | | | |
| Please state when you would be available to take up employment if offered: | | | | | | | | | | | |
| **Section 5 – Previous employment and/or activities since leaving full-time education, starting with the most recent**  Please continue on a separate sheet if necessary | | | | | | | | | | | |
| **Job Title**  **Employers Name & Location** | | | **Principal Responsibilities** | | | | | | **Dates**  **From/To** | | **Reason for leaving** |
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| **Section 6 - Gaps in your employment**  If there are any gaps at all in your employment history, e.g. looking after children, sabbatical year, periods of unemployment, please give details and dates. | | | | | | | | | | | |
| **Dates**  **From/To** | | | **Reason** | | | | | | | | |
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| **Section 7 – Education & Qualifications**  Please provide details of your Education from Secondary School onwards. Please list your most recent qualification first. | | | | | | | | | | | |
| **Dates**  **From/To** | **Professional Body or Course Attended** | | | | | **Subject(s) Studied** | | | | | **Qualification(s)** |
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| **Section 8 – Professional & vocational qualifications, skills or training**  Please provide details of any professional vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. | | | | | | | | | | | |
| **Dates**  **From/To** | **Professional Body or Course Attended** | | | | | **Subject(s) Studied** | | | | | **Qualification(s)** |
|  |  | | | | |  | | | | |  |
| **Section 9 – Interests**  Please provide details of any interests, hobbies or skills | | | | | | | | | | | |
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| **Section 10 – Suitability**  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. | | | | | | | | | | | |
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| **Section 11 – Disclosure and Barring Service checks, criminal record and Children's Barred List** | | | | | | | | | | | |
| The Trust applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**), including a Children’s Barred List check for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the Trust being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the Trust will be handled in accordance with any guidance and / or code of practice published by the DBS.  The Trust will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the Trust to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The declaration at Section 14 of this Form therefore asks you to confirm whether you are barred from working with children.  The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.  Having a criminal record will not necessarily prevent you from taking up employment with the Trust. Instead, the Trust will assess each case on its merits and with reference to the Trust’s objective assessment criteria set out in the Trust’s 'Recruitment, selection and disclosure policy and procedure'. | | | | | | | | | | | |
| **Section 12 – References**  Please supply the names and contact details of three people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children, where possible. Neither referee should be a relative or someone known to you solely as a friend. The Trust may take up references from shortlisted candidates before interview (please indicate below yes or no). The Trust reserves the right to take up references from any previous employer.  If the Trust receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.  If you have previously worked overseas the Trust may take up references from your overseas employers.  The Trust may also telephone your referees in order to verify the reference they have provided. | | | | | | | | | | | |
| **Referee 1** | | | | | | | **Referee 2** | | | | |
| Name (including title):  Organisation:  Address:  Position/Job Title:  Telephone number:  Email address:  May we contact prior to interview? Yes  No  | | | | | | | Name (including title):  Organisation:  Address:  Position/Job Title:  Telephone number:  Email address:  May we contact prior to interview? Yes  No  | | | | |
| **Referee 3** | | | | | | |  | | | | |
| Name (including title):  Organisation:  Address:  Position/Job Title:  Telephone number:  Email address:  May we contact prior to interview? Yes  No  | | | | | | |  | | | | |
| **Section 13 – Recruitment and use of information** | | | | | | | | | | | |
| It is the Trust’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of the Trust’s 'Recruitment, selection and disclosure policy and procedure' (which includes the Trust’s 'Policy on the recruitment of ex-offenders'), and ‘Safeguarding policy' is available for download from the Trust’s website. Please take the time to read them.  If your application is successful, the Trust will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. | | | | | | | | | | | |
| How we use your information  Information on how the Trust uses personal data is set out in the School's Privacy Notice, which can be found here [Comm: data protection: GDPR: Privacy Notice v1.2 Apr 2018 (francisholland.org.uk)](https://www.francisholland.org.uk/userfiles/francishollandmvc-trust/FHST_Privacy_Notice-May-2018.pdf) | | | | | | | | | | | |
| **Section 14 – Declaration** | | | | | | | | | | | |
| |  | | --- | | * I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children ⬜ * I confirm that I am not prohibited from carrying out 'teaching work' ⬜ (do not tick this box if the role for which you are applying does not involve 'teaching work') * I confirm that I am not prohibited from being involved in the management of an independent school ⬜ (do not tick this box if the role for which you are applying is not a management role) * I confirm that I have provided details of all my online profiles (including social media accounts under nicknames and / or pseudonyms) and I have not knowingly withheld any information ⬜ * I confirm that the information I have given on this application form is true and correct to the best of my knowledge ⬜ * I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence ⬜ | | Signed: | | Date: | | Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 14. | | | | | | | | | | | | |