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We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type and return it to Jessica Marshall [jmarshall@academicis.co.uk](mailto:jmarshall@academicis.co.uk)

|  |  |
| --- | --- |
| Position Applied For |  |

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| --- |
| **1. Information for Shortlisting and Interviewing** |

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| --- | --- | --- | --- |
| Initials |  | Surname or Family name |  |

**Letter of Application**

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.

**Part 1**

**Current/Most recent employment**

|  |  |
| --- | --- |
| Name, address of employer |  |
| Job title |  |
| Date appointed |  |
| Current salary |  |
| Date available to start new job |  |

**Employment history**

|  |  |  |  |
| --- | --- | --- | --- |
| Please provide a full history in date order, most recent first, including any part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment and reasons for leaving.  Please continue on a separate sheet if necessary. | | | |
| **Dates** | **Employer** | **Position Held** | **Reason for Leaving/**  **Reason for Gaps** |
|  |  |  |  |
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**Secondary Education**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Name of School/College** | **GCSE / A level Subjects Taken and Grades** |
|  |  |  |
|  |  |  |

**Higher Education**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Name of University/College** | **Subject and Qualifications (include Grade/Class)** |
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**Other relevant experience, interests, skills**

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**Referees**

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| --- | --- | --- | --- |
| These should preferably be people who can comment on your professional ability. One must be your current employer and references must cover all employment and/or voluntary work in the past five-year period. These should preferably be people who can comment on your professional ability. One must be your current employer and references must cover all employment and/or voluntary work in the past five-year period. Mobile numbers are not accepted. | | | |
| It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.  Please indicate whether you give your consent for references to be requested prior to interview if selected?  **YES NO** | | | |
| Name |  | Name |  |
| Position Held |  | Position Held |  |
| Address |  | Address |  |
|  |  |
|  |  |
|  |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |

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**Part 2**

**Personal Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | Surname |  | Forename(s) |  |
| Full Birth Name  (if different from above) |  | | | | |

|  |  |
| --- | --- |
| Current Address  Post Code |  |

|  |  |  |
| --- | --- | --- |
| Telephone Numbers | Home |  |
| Work |  |
| Mobile |  |
| Email address |  | |

|  |
| --- |
| **Do you require sponsorship (previously a work permit) YES / NO**  **If YES please provide details under a separate cover.** |

**Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs**

It is the School’s policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions **except** those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Services website.

If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

**Data Protection**

The information collected on this form will be used in compliance with Data Protection regulations,. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record.

**Notes**

(a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.

(b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

(c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

**Declaration**

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| --- |
| I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with the Data Protection paragraph above, and in particular that checks may be carried out to verify the contents of my application form.  **SIGNED: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* DATE: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |