****

Aspire Alternative Provision

Application Form

PLEASE COMPLETE USING BLACK INK OR TYPE.

|  |
| --- |
| **Personal Information**  |
| **APPLICATION FOR THE POST OF**:  |
| **SERVICE or SCHOOL**:  |
| SURNAME: *Please give details of any previous surnames* | **FORENAME(S):** | **TITLE**: |
| ADDRESS FOR CORRESPONDENCE:**POSTCODE:** E-MAIL ADDRESS:  | **TELEPHONE NUMBERS****HOME:** WORK: **May we contact you at work?**  Yes/NoMOBILE:  |
| **NATIONAL INSURANCE NUMBER**:  |
| Employment History *Please list most recent employer first*  |
| From (date)  | To (date)  | **School/Organisation***Please include school name, type of school, year groups, number on roll*  | **Role and main responsibilities**  | **Reason for leaving**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| *Please add lines above or continue on a separate sheet of paper if required.*  |
| Notice period in current role:  |
| **If you are applying for a teacher role:**  |
| Do you hold qualified teacher status? Yes/No  | If yes, QTS number: And date of award:  |
| Are you an NQT or NQT+1? Yes/No  |
| If you are not qualified, would you be interested in doing any form of training?  |
| **Qualifications and training** Please give details of your education with examination dates, results and qualifications obtained, starting with the most recent. Please include any training and membership of professional bodies, relevant to the application. Please add lines or continue on a separate sheet if necessary. Evidence of qualifications may be requested. |
| **Exam or course**  | **From**  | **To**  | **Result/qualification achieved**  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Supporting statement** Please explain why you are interested in the role, what relevant experience you have that shows you can do the role, and how you meet the criteria in the person specification.  |
|  |
| **References** Please give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student please give appropriate school or college referees. References will be asked for before candidates attend an interview.  |
| **First referee** Name: Position: Tel: Email: In what capacity does this person know you? Can we contact this person for a reference before interview? Y/N  | **Second referee** Name: Position: Tel: Email: In what capacity does this person know you? Can we contact this person for a reference before interview? Y/N |
| **Additional information**  |
| To comply with Asylum and Immigration legislation you will be required to provide proof of your right to work in the UK. Please confirm that you will provide that proof as part of any selection process.   | Yes/No |
| Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations?If yes, please give details:  | Yes/No |
| Do you hold a full current driving licence? | Yes/No |
| Are you able to travel to different locations across the County? | Yes/No |
| Have you ever been subject to any disciplinary action by your employer or professional body?If YES, please give details | Yes/No |
| Are you a relative or partner of any person who is associated with Aspire in any way, or any Local Authority County Councillor, employee of this Local Authority, and/or school governor?If YES, Please state name of person and relationship: | Yes/No |
| If you have a disability please let us know of any special arrangements you may need to make if you are short-listed for interview:  |  |
| Where did you see the advertisement for this post?  |  |
| **Information: Rehabilitation of Offenders Act 1974** |
| Having a criminal record will not necessarily bar you from employment as Aspire will take account of the relevance, the circumstances and the background of your offence(s). Aspire adopts Buckinghamshire’s Policy on the Recruitment of Ex-Offenders which meets the Disclosure & Barring Service (DBS) Code of Practice and complies with the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>The post you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).As you are applying for work which brings you into contact with children, young people or vulnerable adults you will be required to undergo a DBS Enhanced Check before taking up your role. This Check will include details of convictions, cautions, reprimands and warnings which you may have, even if they are regarded as 'spent' under the Rehabilitation of Offenders Act 1974. You must also (where appropriate) let us know immediately of any changes in your circumstances which will have an impact on your criminal record.  |
| 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)? If yes, please give details:  | Yes/No |
| Are you the subject of any sanctions by the Teaching Regulation Agency (e.g. Prohibition Order Check)? | Yes/No |
| Have you been disqualified under the terms of the Childcare (Disqualification) Regulations 2009 as amended in 2018 (this declaration is relevant only for employees who will be caring for children under age 8 as defined in the above legislation)?  | Yes/No |
| Have you been barred from working with children by the DBS, Independent Safeguarding Authority (ISA) or any other organisation? | Yes/No |
| **Failure to disclose any of the above information which is relevant or required could result in disciplinary action (including dismissal)** |
| **Declaration**  |
| I agree that any offer of employment with Aspire is subject to satisfactory evidence of the right to work in the UK, satisfactory references, DBS check and other pre-employment vetting checks. In accordance with the Data Protection Act (2018), Aspire will hold and use my personal information about me for personnel reasons and to enable the organisation to keep in touch with me.  This information will be stored in both manual and/or computer form. I understand that my data will be used in connection with recruitment and may be passed to non-Aspire employees, such as School Governors, Consultants and referees in connection with my application for a role. If unsuccessful, information will be held in line with our retention standards.I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Council.**Signed**: **Date**:  |

*Please also complete our recruitment monitoring form.*