*Please complete all sections of this form in* ***black ink*** *or* ***typescript*** *only.*

|  |  |
| --- | --- |
| **Post Applied for:** |  |

**SECTION 1a - PERSONAL DETAILS:**

|  |  |  |
| --- | --- | --- |
| Title: | First Name: | Surname: |
| Current address: | | Maiden/Former Name(s): |
| Date of Birth: |
| NI Number: |
| May we discreetly contact you at work?   * Yes * No   Work telephone number: |
| Home telephone number: | | Mobile telephone number: |
| Email address: | |  |

**SECTION 1b – Previous address/addresses (if you have lived at your current address for less than 5 years)**

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**SECTION 1c – BOARDING STAFF ONLY: Please name each person of 16 years of age and above anticipated to stay with you in your accommodation on a regular basis. (Regular = more than one night per month).**

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**SECTION 2a - PRESENT / MOST RECENT EMPLOYMENT:**

|  |  |
| --- | --- |
| Name & address of current employer: | Position held: |
| Date Employment Commenced: |
| Salary:  Other allowances: |
| Notice required: |
| Please give a brief description of your current duties & responsibilities: | |
| Reasons for leaving / wishing to leave: | |

**SECTION 2b - PREVIOUS EMPLOYMENT: (please continue on a separate sheet if necessary)**

**Please provide a full history of your employment, education and training in reversed chronological order since leaving secondary education. You must include FULL start and end dates and reasons for leaving employment and explanations for periods not in employment, education or training. *There must be no gaps that are unexplained*. WE ARE UNABLE TO ACCEPT ‘PLEASE SEE CV’ as a response.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of employer & Nature of business** | **Position held** | **From:** | **To:** | **Main Duties** | **Reason for Leaving** |
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**SECTION 3a - EDUCATION & QUALIFICATIONS:**

**(Please provide details of secondary & tertiary qualifications, including class of degree, university & month and year awarded)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualification** | **Place of Study** | **Date of commencement** | **Date of Completion** | **Result** | **Subject Area** |
|  |  |  |  |  |  |

**SECTION 3b - TRAINING UNDERTAKEN: (please list courses that are relevant to this position)**

|  |  |  |
| --- | --- | --- |
| **Training Course** | **Organising body** | **Dates** |
|  |  |  |

**SECTION 3c**

|  |  |
| --- | --- |
| **Do you have qualified teacher status?** | * Yes * No |
| **DfE Number:** |  |
| **Are you registered with the GTC?** *(If ‘yes’, please provide number* |  |

**SECTION 3d - MEMBERSHIP OF PROFESSIONAL BODIES: (if relevant to the role)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of organisation/institution** | **Level of membership** | **Membership number** | **Expiry Date** |
|  |  |  |  |

**SECTION 3e - DRIVING LICENCE**

|  |  |
| --- | --- |
| **Do you hold a current driving licence?** | * Yes * No |
| **Do you have any endorsements?** *(please detail)* |  |
| **What class of vehicle are you licensed to drive?** |  |

**SECTION 3f - COMPUTER / SOFTWARE EXPERIENCE:**

|  |  |
| --- | --- |
| **Computer/Software package** | **Level of competence (i.e. basic, intermediate, advanced)** |
|  |  |

**SECTION 3g - HOBBIES / INTERESTS / MEMBERSHIP OF ORGANISATIONS ETC:**

|  |
| --- |
|  |

**SECTION 3h - ADDITIONAL INFORMATION:**

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|  |

**SECTION 4 – PERSONAL STATEMENT:**

**(Please outline briefly the reasons why you believe that you are the right person for this post. If necessary, please use an additional sheet.)**

**SECTION 5a – ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Please declare any family or close relationship to existing staff (including Governors).  If ‘yes’ who? | * Yes * No |

**SECTION 5b – RIGHT TO WORK IN THE UK**

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| --- |
| **Do you require a permit to work in the UK?**   * Yes * No   **If Yes, do you have a current permit to work?**   * Yes * No Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**SECTION 5c – MEDICAL FITNESS**

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| Declaration:   * I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post I am applying for. * I understand that any offer of employment by Astrum Education Group will be conditional on verification of medical fitness.   Signed: .................................................................  Date: .................................................................  Print Name: ................................................................. |

**SECTION 5d – REASONABLE ADJUSTMENTS**

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| --- |
| **Would you require any reasonable adjustments to be made if you were to visit Astrum Education Group as part of the recruitment process?**   * Yes * No   If **‘yes’,** please give brief details of the adjustments that you would require to help us to accommodate your needs: |

**SECTION 6a - DISCLOSURE OF CRIMINAL BACKGROUND:**

|  |
| --- |
| **Declarations of Convictions:**  Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?   * Yes * No   Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?   * Yes * No   The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  ***Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.*** |

**SECTION 6b – VETTING & BARRING:**

|  |  |
| --- | --- |
| **DBS disclosure number and level of disclosure (standard or enhanced)** | **Date of issue** |
|  |  |
| **Have you subscribed to DBS update service?**   * Yes * No | |
| * I declare that I have never been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with children or young people. * I declare that I am not aware of any police enquiries undertake following allegations made against you, which may have a bearing on your suitability for this post * I declare that I am not currently disqualified/barred from working with children and that there are no cases that are currently outstanding regarding my suitability or otherwise to work with or in proximity to children.   Signed: .................................................................  Date: .................................................................  Print Name: ................................................................. | |

**SECTION 7 - REFERENCES:**

**Completion of this section is mandatory in order for Astrum Education Group to comply with legislation.**

|  |  |
| --- | --- |
| Please supply the names and contact details of two 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.  Neither referee should be a relative or someone known to you solely as a friend.  The School intends to take up references from all shortlisted candidates before interview.  The School reserves the right to take up references from any previous employer. | |
| Title:  First name:  Last name:  Address:  Telephone Number:  E-mail Address:  Occupation / Position in Organisation:  Relationship of referee to you:  Can we approach this referee prior to interview?   * Yes * No | Title:  First name:  Last name:  Address:  Telephone Number:  E-mail Address:  Occupation / Position in Organisation:  Relationship of referee to you:  Can we approach this referee prior to interview?   * Yes * No |

|  |
| --- |
| *Please tick the following statement to acknowledge your acceptance of this entitlement.*   * I understand and accept that Astrum Education Group is entitled to approach any previous employer and request references. Additionally, I understand that where I have worked for an employer who provides services, care or education for children or vulnerable adults, they will be approached for a reference. |

**SECTION 8 - DECLARATION & SIGNATURE:**

|  |
| --- |
| Information from this application may be processed for purposes registered by Astrum Education Group under the Data Protection Act 2018. Individuals have, on written request, the right of access to personal data held about them.   * I hereby give my consent to Astrum Education Group processing the data supplied in this application form for the purpose of recruitment and selection. * I declare that the information given in this application is to the best of my knowledge complete, true and correct and that there are no material mis-statements or omissions. I declare that I am in possession of the certificates that I claim to hold.   Signed: ............................................ Date: ............................................  **Note: Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed and possible referral to the police.** |

ASTRUM EDUCATION IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.

**COMPLETED FORM SHOULD BE RETURNED TO:** [**hrsupport@astrumeducation.com**](mailto:hrsupport@astrumeducation.com)

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**FOR OFFICE USE ONLY**

**SECTION 9:**

|  |  |
| --- | --- |
| Shortlisted: | * Yes * No |
| Reason for No Offer: | * Insufficient knowledge / skills conveyed * Insufficient / Inappropriate experience conveyed * Lack of personal qualities required for the post * Unsatisfactory references / health / security check * Meets criteria, but better candidate appointed for the post * Candidate withdrew application / Did not attend interview * Other …………………………………………………… |

**SECTION 10 – INTERVIEW PANEL DECLARATION**

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| --- |
| **INTERVIEWER DECLARATION:**  **Date of Interview:**  **I HEREBY Declare that have sought an explanation for any\all gaps in employment and I am satisfied with the explanation\s given by the candidate.**  **NAME (CAPITALS:)** ........................................................................................................................  **Signature:** ........................................................ **Date:** ........................................................ |