



**COMPASS
LEARNING
PARTNERSHIP**

Application Form Guidance



Please complete ALL sections. Sections 2-6 of the application form will be used to shortlist candidates for interview.			
POST APPLIED FOR:	<input type="text"/>	CLOSING DATE:	<input type="text"/>
SCHOOL:	<input type="text"/>		
1. PERSONAL DETAILS (please complete in block letters)			
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other/No title)	<input type="text"/>	Last Name:	<input type="text"/>
First name(s)	<input type="text"/>		
Any former name(s) previously known as. Please list, alongside dates used.	<input type="text"/>		
National Insurance number	<input type="text"/>		
Address for correspondence:	<input type="text"/>	Postcode:	<input type="text"/>
Telephone no:	<input type="text"/>		
Personal email address:	<input type="text"/>		

Please complete this section **in full**.

Remember to include a personal email address and telephone number.

IMPORTANT

2. PRESENT OR LAST EMPLOYER			
Name and address of employer:		Name and address of establishment where employed (if different):	
Postcode:		Postcode:	
Nature of business:		Job title:	
Present annual salary or weekly income (gross):		Grade:	
Hours worked per week:		Other benefits (if applicable):	
Date appointed:		Notice required or leaving date if already left	
Reason for leaving:			
Brief description of duties, key roles and achievements:			

Please complete this section **in full**.

Please list your current employer. If you are currently not working, please list your most recent employer.

VERY IMPORTANT

Please complete this section **in full**.

3. PREVIOUS EMPLOYMENT						
Start with the most recent first and include full employment history since leaving school.						
Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on a separate sheet, if necessary).						
Employer name, address & telephone number	Job title	Salary/income	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
				From	To	
■	■	■	■	■	■	■
■	■	■	■	■	■	■
■	■	■	■	■	■	■
■	■	■	■	■	■	■

List **all** your jobs, beginning with the most recent. Make sure you include **every** job you've had since finishing secondary school. Also, let us know when you were studying or volunteering during certain periods. If there were times when you weren't working, please explain those time periods as well. Use job titles and dates (**month AND year**) to show when you worked. Don't forget to provide the name, address, and phone number of **each employer**. If you run out of space, you can continue on another sheet.

Make sure you include **all** your job, education, or volunteer experiences **since you finished secondary school**. Do not skip any time periods. Please account for **every date** since secondary school.

Do not leave any gaps!



4. EDUCATION, TRAINING & QUALIFICATIONS					
<i>(Please continue using a separate sheet if necessary). Please start with the most recent.</i>					
Secondary School/College/University and/or Awarding Body (where applicable)	Dates		Qualifications gained (state subject & level)	Grade/class of degree	Date
	From	To			
■	■	■	■	■	■
■	■	■	■	■	■
■	■	■	■	■	■
■	■	■	■	■	■
■	■	■	■	■	■

Please complete this section **in full**.

Please list **all** your education, training and qualifications. Please complete each column with relevant information.



OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue using a separate sheet if necessary)

Organising Body	Course title	Length of course
█	█	█
█	█	█
█	█	█

MEMBERSHIP OF PROFESSIONAL BODIES		
Name of body	Type of membership	Date obtained
█	█	█
█	█	█

If relevant, please complete these sections **in full**.

5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification.

NOTE: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.

VERY IMPORTANT

Please share your relevant experience, skills, or knowledge that make you a suitable candidate for the job you are applying for. Keep it clear and to the point, but be sure to cover everything that's mentioned in the job description and person specification. Remember, what you write here will help us decide if we should invite you for an interview.

If you don't fill this out carefully, your application won't move forward to the next stage of the selection process.

VERY IMPORTANT

6. REFEREES

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please provide details of two referees below that we can contact for a reference. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to them. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

Please ensure the references are from a relevant employer from the last time the applicant worked with children.

Compass Learning Partnership reserves the right to approach any previous employer or manager.

Please note:

If you are shortlisted and invited to an interview, referees will be contacted, and references obtained prior to interview in line with current statutory guidance.

Name (Referee 1):	<input type="text"/>	Name (Referee 2):	<input type="text"/>
Title	Mr/Mrs/Miss/Ms/other	Title	Mr/Mrs/Miss/Ms/other
Role:	<input type="text"/>	Role:	<input type="text"/>
Organisation (if appropriate):	<input type="text"/>	Organisation (if appropriate):	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Postcode:	<input type="text"/>	Postcode:	<input type="text"/>
Telephone No:	<input type="text"/>	Telephone No:	<input type="text"/>
Email address:	<input type="text"/>	Email address:	<input type="text"/>
How long known?	<input type="text"/>	How long known?	<input type="text"/>

Please complete this section **in full**.

We have rules we must follow to make sure children stay safe in education. One of these rules is that we need to get references from people who know you well. These references help us learn more about you.

Please give us the names of **two people** we can contact to ask about you. **Don't choose** friends or family members. One of the people you choose should be your current or most recent employer. We won't be able to offer you a job without communicating with them. If you have never had a job before, you can choose a headteacher, college lecturer, or someone who knows about your education and/or personal qualities.

Only email addresses from an employer or educational establishment will be accepted. *An email address using Gmail, Yahoo, Hotmail and so on will not be accepted as a point of contact for a referee.*

If you have previously worked with children, please ensure that at least one referee is linked to this experience.

We might contact other previous employers or managers.

Keep this in mind: If we decide to interview you, we will contact your referees **before the interview**. This is required by law to keep children safe in education.

7. ONLINE CHECKS

In accordance with our statutory obligations under Keeping Children Safe in Education the Compass Learning Partnership is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Compass Learning Partnership might want to explore with you at interview.

We carry out these searches using a trusted third party. They will be in touch with you by email with a link to their site for the search to be carried out on publicly available information.

If you would like to inform us of anything that might come to light when we perform this search, please outline the details below:

IMPORTANT

If relevant, please complete this section.

8. PROTECTION OF CHILDREN

Compass Learning Partnership is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

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, which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If shortlisted for an interview you will be required to disclose to us information about any:

- adult cautions (simple or conditional)
- **unspent** conditional cautions
- **unspent** convictions in a Court of Law; and
- spent convictions that are **not protected** as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(Amendment\) \(England and Wales\) Order 2020](#)

so that a police check can be carried out if you are offered an appointment. This information can be disclosed either verbally at interview or by completing a relevant conviction form after interview if that is your preference.

If you are subsequently employed by Compass Learning Partnership and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by Compass Learning Partnership. During your employment with the Compass Learning Partnership, should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

It is an offence for anyone to apply for a role if they are barred from engaging in regulated activity relevant to children.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.



Please read carefully

9. GENERAL	
Please give details of any dates within the next [2 months] when you will not be available for interview. We cannot guarantee being able to offer you an alternative date.	<input type="text"/>
Do you hold a current full driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have regular use of a vehicle?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>You are required to declare below any relationship with or to an employee, governor, or trustee of Compass Learning Partnership (The Village School and Woodfield School).</p> <p>Please state name and position: <input type="text"/></p>	
Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="text"/>	
<p>This information is required, including that related to warnings regarded as "spent" to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.</p>	



IMPORTANT

If relevant, please complete these sections **in full**.

10. REASONABLE ADJUSTMENTS FOR A DISABILITY

If you are disabled and believe that you may require adjustments to this application process, please give details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact [position of someone not involved in the recruitment process] to discuss any requirements. Please note that if you believe adjustments would only be required for a later stage of the process (such as at interview stage), you are not required to provide information in this form.

11. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination

12. DATA PROTECTION

In completing this application form you should refer to the Recruitment Privacy Notice sent out with this document. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension, and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside Compass Learning Partnership without first seeking your permission unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

13. DECLARATION

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that should my application be successful, and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with Compass Learning Partnership.

I also confirm that I am not barred from engaging in regulated activity relevant to children.

Signed

Date

IMPORTANT

Please read carefully

If relevant, please complete section 10
in full.

Please sign and date section 13.

Please return your completed form by email, post or by hand by the closing date to:

The Village School: hr-tvs@compasslp.co.uk
Woodfield School: hr-wfs@compasslp.co.uk
Compass Learning Partnership: hr-clp@compasslp.co.uk