## CHARTERSPart 2

Internal use only

Reference no:

Date received:

# **Charters School Employment Application Form: Teaching Staff – Parts 2&3**

**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 the application documentation. This document contains Parts 2&3, whilst Part 1 is contained in a separate document. 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. CVs are not accepted.

Please return your Application Form (both Part 1 and Parts 2&3) by email to [recruitment@chartersschool.org.uk](mailto:recruitment@chartersschool.org.uk).

**PART 2**

Parts 2&3 will be separated from Part 1 on receipt. Relevant responses in Parts 2&3 may be verified prior to shortlisting and/or used for administration purposes but will not be used for selection purposes.

1. **Personal Information**

|  |  |
| --- | --- |
| 1. Surname or family name: |  |
| 1. Previous or other surname: |  |
| 1. All forenames: |  |
| 1. Title: |  |
| 1. Current address: |  |
| 1. Postcode: |  |
| 1. Home telephone number: |  |
| 1. Mobile telephone number: |  |
| 1. Email address: |  |
| 1. Do you have a current full clean driving licence? Only applicable for posts that require driving | Yes: No: N/A: |
| 1. Do you require sponsorship (previously a work permit)? | Yes: No:  If YES please provide details under separate cover. |
| 1. NI Number: |  |

1. **Prohibition from Teaching**

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

1. **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 trustee 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.

(d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

1. **Declaration**

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 Part 3 below, and in particular that checks may be carried out to verify the contents of my application form.

|  |  |
| --- | --- |
| **Signature of applicant:** |  |
| **Print name:** |  |
| **Date:** |  |

You will be asked to sign this document if you attend for interview.

**PART 3: Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs**

(Parts 2&3 will be separated from part 1)

##### **STRICTLY CONFIDENTIAL : DISCLOSURE OF CRIMINAL BACKGROUND**

The explanatory notes provided on our website give further information on the factors that will be taken into account when determining whether any conviction(s) may be considered relevant to your application. You are invited to read them before completing this section.

Charters School has an obligation to ensure as far as possible that persons (either employed or as volunteers) who work with children or vulnerable adults are suitable to undertake such a role. For this reason all applicants for employment are required 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 Service website.](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

You are required to complete a “Disclosure of Criminal Record” form and return it with this application form. 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.

Under relevant legislation (the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975) you must disclose any convictions you may have, even if they would otherwise be regarded as “spent” under this Act, and any cautions or bindovers. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

**In answering the following question you must disclose details of all convictions and cautions, including “spent” convictions and any prosecutions pending.**

**Have you ever been convicted of a criminal offence, cautioned or have any prosecutions pending? YES / NO**

**If YES, please give details of all convictions and cautions, including “spent” convictions and cautions, and any prosecutions pending.**

**…………………………………………………………………………………………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………………………………………………………………………………………**

**DECLARATION**

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

**Signed: ………………………………………………………………………………………………………………… Date: ……………………………………………….**

**Print name (capitals):……………………………………………………………………………………………………………………………………………………….**

**Position applied for: …………………………………………………………………………………………………………………………………………………………**

When you have answered the above question please return this sheet with your application form. **If you have disclosed conviction information please place this sheet in a separate sealed envelope or separate email marked with: Your name & position applied for, and the following: DISCLOSURE INFORMATION – STRICTLY CONFIDENTIAL.** This will ensure that only persons directly concerned with reaching a recruitment decision in respect of the position applied for will view conviction information.

**Equality and Diversity Monitoring**

Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept confidentially and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR) as outlined in the Guidance Notes for Applicants document which can be found on the vacancies section of our website.

|  |  |  |  |
| --- | --- | --- | --- |
| Ethnicity | Workforce census code | | Please tick |
| White | WBRI | British English Welsh Northern Irish Scottish |  |
|  | WIRI | Irish |  |
|  | WIRT | Traveller of Irish Heritage |  |
|  | WROM | Gypsy / Roma |  |
|  | WOTH | Any other White background |  |
| Mixed | MWBC | White and Black Caribbean |  |
|  | MWBA | White and Black African |  |
|  | MWAS | White and Asian |  |
|  | MOTH | Any other Mixed background |  |
| Asian or Asian British | AIND | Indian |  |
|  | APKN | Pakistani |  |
|  | ABAN | Bangladeshi |  |
|  | CHNE | Chinese |  |
|  | AOTH | Any other Asian background |  |
| Black or Black British | BCRB | Black – Caribbean |  |
|  | BAFR | Black – African |  |
|  | BOTH | Any other Black background |  |
| Other ethnic group | ARAB | Arab |  |
| CHNE | Chinese |  |
| REFU | Refused/Prefer Not to Say |  |
| OOTH | Any other ethnic group |  |

|  |  |
| --- | --- |
| Gender | Please  tick |
| Female |  |
| Male |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Religion or belief | Please tick |
| No religion |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion (write in) |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Disability:  *Do you consider that you have a disability?* | Please tick |
| Yes - Please complete the grid below |  |
| No |  |
| Prefer not to say |  |
|  |  |
| My disability is: | |
| Physical Impairment |  |
| Sensory Impairment |  |
| Mental Health Condition |  |
| Learning Disability/ Difficulty |  |
| Long standing illness |  |
| Other |  |
| Prefer not to say |  |

**PLEASE RETURN BOTH PART 1 AND PARTS 2&3 OF THE TEACHING STAFF APPLICATION FORM BY EMAIL TO**: [recruitment@chartersschool.org.uk](mailto:recruitment@chartersschool.org.uk).