Bromyard, HR7 4QS tel: 01885 482230 fax: 01885 485822

Email: admin@tcat.school Visit: www.threecountiesacademytrust.com

School Staff Application form

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| **VACANCY INFORMATION** |
| **Position applied for:** |  |
| **What date are you available to begin a new post?** |  |

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| **PERSONAL INFORMATION** |
| **Title:**  |  |
| **First name:** |  |
| **Surname:** |  |
| **Previous Surnames:** |  |
| **National Insurance Number:** |  |

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| **CONTACT DETAILS** |
| **Address:**  |  |
| **Postcode:** |  |
| **Home telephone:** |  |
| **Work telephone:** |  |
| **Mobile telephone:** |  |
| **Email address:** |  |
| **Please indicate if you are happy to receive correspondence via your email address e.g. interview letter?** |  Yes □ No □ |

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| **DISABILITY AND ACCESSIBILITY** |
| **All users of the disability symbol, we guarantee to interview all disabled applicants who meet the minimum criteria for the role. Do you consider yourself to have a disability?** |  Yes □ No □ |
| **CLOSE PERSONAL RELATIONSHIPS TO THE SCHOOL/TRUST** |
| **Please list any personal relationships that exist between you and any of the following members of the school community:*** **Governors/trustees**
* **Staff**
* **Pupils**

This is to ensure that, as appropriate, the individuals involved are protected from allegations such as propriety, bias, or conflict of interest whether during the selection process, or on any subsequent appointment.If you have a relationship with a governor, trustee or employee, this does not necessarily prevent them from acting as a referee for you. |
| **Name:** |  |
| **Position:** |  |
| **Relationship:** |  |

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| **JOB SHARE** |
| **Are you applying for this job on the basis of job share?** |  Yes □ No □ |

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| **REDUNDANCY** |
| **Are you currently at risk of redundancy, or have you ever received a redundancy payment?****If yes, date of (expected) redundancy:** |  Yes □ No □ |

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| **EMPLOYMENT STATUS** |
| □ Unemployed |  □ Employed | □ Never Worked |

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| **CURRENT OR LAST EMPLOYER** |
| **Provide details here of your employment history starting with your most recent employer. You can include any voluntary or unpaid work that you may have done. You must provide all details of your employment history, and indicate any gaps within your employment history and the reasons why.** |
| **Name of employer:** |  |
| **Your job title:** |  |
| **Line manager (will be contacted as a reference):** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone number:** |   |
| **Salary and benefits:** |  |
| **Reason for leaving:** |  |
| **Details of responsibilities and duties:** |  |

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| **EMPLOYMENT HISTORY** |  |  |
| **Employer (name, address, email and/or telephone)** | **Job title** | **Date employed from** | **Date employed to** | **Salary** | **Description of responsibilities** |
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*Please continue on a separate sheet*

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| **EDUCATION AND QUALIFICATIONS** **Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications.** |  |  |
| **Qualification** | **Grade** | **Educational Establishment** | **Date achieved** | **Salary** | **Description of responsibilities** |
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| **PROFESSIONAL TRAINING COURSES** |
| **Please state here any job relevant professional qualifications** |
| **Course dates** | **Length of course** | **Course Title** | **Qualification obtained** | **Course provider** |
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| **PROFESSIONAL BODIES** |
| **Give details of job relevant personal development, and/or, activities, courses, membership of professional bodies.** |
| **Name of Body:** |  |
| **Type of Membership:** |  |
| **Date of Membership:** |  |
| **Name of Body:** |  |
| **Type of Membership:** |  |
| **Date of Membership:** |  |

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| **TEACHER STATUS (FOR TEACHERS ONLY)** |  |
| **Teacher reference number:** |  |
| **Do you have QTS?** |  Yes □ No □ |
| **QTS Certificate number (where applicable):** |  |
| **Date of qualification:** |  |
| **Are you subject to a teacher prohibition order ,or an interim prohibition order, issued by the secretary of state, as a result of misconduct?** |  Yes □ No □ |
| **Are you subject to a General Teaching Council sanction or restriction?** |  Yes □ No □ |

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| **RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE** |
| **Please refer to the person specification, job description and application guidance when completing this section. Make sure to include examples HOW you have demonstrated skills, knowledge and experience. Please use additional sheets if required.** |
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| **DISCLOSURE AND BARRING SERVICE (DBS Check)** |
| **The School/Trust is obliged by law to operate a checking procedure for employees who have access to children and young people.****Please confirm whether you have ever been subject of any child protection concern whether in your work or personal life, or been subject of, or involved in, any disciplinary action in relation thereto including any which time is expired.****Yes □ No □** **If yes, please provide details:**It is an offence to knowingly apply for offer to do, accept or do any work in a regulated position if you have been disqualified from working with children. An offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) in relation to criminal and child protection matters. Please note that a conviction will not be necessarily be a bar to obtaining employment.**By checking this box, you consent to a DBS check(s) being made: □****Do you have a DBS certificate?: Yes □ No □**If you’ve lived or worked outside of the UK in the last 5 years the school may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.**Have you lived or worked outside of the UK in the last 5 years?: Yes □ No □**  |

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| **REFERENCES** |
| **References will be sought from previous employers, please indicate if you wish to be consulted before they are approached:** | Yes □ No □ |
| **Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you’ve not previously been employed, please provide details of another suitable referee.** Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted. |
| **Name & Job title** | **Relationship to you** | **Address & Postcode** | **Contact number** | **Email address** |
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| **REHABILITATION OF OFFENDERS ACT 1974** |
| If 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), then the details of these must be disclosed if you are invited to interview.If you are invited to interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have a disclosable conviction, please complete the relevant sections of the form. |

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| **HEALTH** |
| If you are offered a post within the Three Counties Academy Trust it will be subject to a medical check. |

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| **DATA PROTECTION (GDPR)** |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The School / Trust will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of consent to process the information provided by you in this form.Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.For more information on how we use the information you have provided, please see our privacy notice for job applicants which can be found at [www.hoopleltd.co.uk/privacy-notices](http://www.hoopleltd.co.uk/privacy-notices) |

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| **DECLARATION** |
| **□ I declare that the information I am giving in this application, and in any supplementary pages is accurate and true. I understand that providing misleading or false information may disqualify me from appointment or may result in my dismissal. I understand that it is my responsibility to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.****I have read and agreed to the Fair Obtaining Notice and Declaration:****Yes □ No □**Signature (digital): Date:Signature (by hand): Date: |

Diversity monitoring form

The following information is needed to help us ensure that our services are accessible to all. Your answers will be treated in the strictest confidence and will not be used to identify you. The Diversity Monitoring form will not be seen by the selection panel. It will be detached and the information used for monitoring purposes only.

The School / Trust will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of consent to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which can be found at: [www.hoopleltd.co.uk/privacy-notices](http://www.hoopleltd.co.uk/privacy-notices)

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| **Your gender:** | Male **□** Female **□** Other, please specify: |
| **Your date of birth:** |  |

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| **Your age category:** | 0-15yrs **□** | 16-24yrs **□** | 25-44yrs **□** | 45-64yrs **□** | 65-74yrs **□** |

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| **DISABILITY** |
| The School / Trust are positive about employing disabled people and is a ‘two ticks’ symbol user. This means that all disabled applicants who meet the requirements of the job will be guaranteed an interview. You should tick ‘yes’ to this question in your application if you consider you have a disability, long-term limiting illness or health problem (12 months or more), or a diagnosed condition that may affect your future ability to carry out normal day to day activities.If you are invited for interview, please inform the Recruitment Team of any requirements you may have for the interview. You will be asked about this in the letter setting out the interview arrangements.We guarantee to interview any applicant with a disability, who meets the requirements of the post. Do you consider yourself to have a disability? (Please refer to the Application Guidance)**□** Yes please specify below (tick all that apply): **□** No**□** Deaf/hard of hearing/acute hearing **□** Learning disability or difficulty**□** Blind/partially sighted/sensitive to light **□** Mental Health**□** Progressive/chronic illness (e.g. MS, Cancer) **□** Mobility difficulties**□** Other (please specify): |

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| **Your sexual orientation (please tick one only)** |
| **□** Heterosexual  | **□** Gay  | **□** Bisexual  | **□** Lesbian  | **□** Prefer not to say  |

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| **Your religion/belief (please tick one only)** |
| **□** Christian  | **□** Muslim  | **□** Jewish  | **□** Hindu  | **□** Sikh  |
| **□** Buddhist | **□** None  | **□** Other (please specify): |

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| **Your ethnicity (please tick one only)** |
| **□** WHITE | **□** British  | **□** Irish Traveller | **□** Roman/Gypsy |  |
| **□** Other White background (please specify): |
| **□** BLACK or Black British  | **□** African  | **□** Caribbean  |
| **□** Other Black background (please specify): |
| **□** ASIAN or Asian British  | **□** Indian  | **□** Pakistani  |
| **□** Bangladeshi  | **□** Other Black background (please specify): |
| **□** CHINESE or Chinese British | **□** Chinese |  |
| **□** Other Black background (please specify): |
| **□** MIXED or Mixed British  | **□** White & Black African  | **□** White & Black Caribbean  |
| **□** White & Asian  | **□** White & Chinese  |  |
| **□** Other Mixed background (please specify): |
| **□** OTHER | **□** Any other background (please specify): |

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| **Your national identity (please tick one only)** |
| **□** English | **□** Scottish  | **□** British | **□** Welsh  | **□** Irish  |
| **□** Other (please specify): |

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| **Where did you see this role advertised? (please tick one only)** |
| **□** Hoople Ltd | **□** Job Centre | **□** Other please specify: |

Rehabilitation of Offenders Act 1974 Disclosure Form

This disclosure form is supplementary to the relevant section relating to the Rehabilitation of Offenders Act 1974, of the relevant School Staff Application Form.

Where you are making an application in writing, this form must be completed and sent in a separate, sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant sections of the form.

1. In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.
2. The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups.
3. Having a criminal record will not automatically bar you from employment or voluntary work with us.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975 (in 2013) and, therefore, not subject to disclosure.

This means that you must disclose spent and unspent convictions on this form other than those which are so “protected”. This may include any driving offences. Guidance on the filtering of “protected” convictions and cautions can be accessed on the Disclosure and Barring Service website.

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently discovered that you have had any criminal convictions. It is a criminal offence to apply for a position working with children if you are excluded from doing so.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which can be found at [www.hoopleltd.co.uk/privacy-notices](http://www.hoopleltd.co.uk/privacy-notices)

**Failure to complete this form may render your application invalid.**

Full Name:

Date of Birth:

Post Applied for:

Please check the appropriate box to indicate whether 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):

**Yes □ No □**

If you have answered yes to the question above, please set out the details below: -

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| **Date of Conviction/ Pending Hearing/ Caution/ Reprimand/ Warning** | **Offence** | **Sentence** | **Details of Police/Court involved** |
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**Declaration:** I hereby certify that the information given above is true and accurate.

**SIGNATURE: DATE:**

Guidance for applicants

Please use the following guidance notes to help complete your application. If you should need more space in any section, use a continuation sheet.

If you need help to understand the guidance or the form, or require it in a different format or language, please contact dwiles@tcat.school

1. **Personal information**

Please complete your name, address and contact details, and let us know how you would like us to contact you.

1. **Disability**

Schools are positive about employing disabled people and is a ‘two ticks’ symbol user. This means that all disabled applicants who meet the requirements of the job will be guaranteed an interview. You should tick ‘yes’ to this question in your application if you consider you have a disability, long-term limiting illness or health problem (12 months or more), or a diagnosed condition that may affect your future ability to carry out normal day to day activities.

1. **Job Sharing**

The School aims to provide flexibility in the workplace, and encourages effective work and life balance. It has range of flexible working policies including Job Sharing. If you are applying as a job sharer, this will be considered in relation to the job requirements.

1. **Employment History**

You should provide details of your employment history starting with your current or most recent employer. You can include any voluntary or unpaid work that you may have done, that is relevant to the role. You must provide all details of your employment history, and indicate any gaps within your employment history and the reasons why.

1. **Education and Qualifications**

Give full details of relevant educational, technical and professional qualifications, with subject area and attainment level/s or grades. If you have an overseas qualification, please state the UK equivalent if you know it.

1. **Professional Training Courses**

Please provide details of any professional training courses that you have completed and membership of any professional bodies.

1. **References**

References provided must include your most recent, or current employer.

1. **Relevant Skills, Knowledge and Experience**

You will be invited for the selection stage (usually, interview), based in the main, on the information you provide in this part of the application form. It is essential that you state in the application form how your skills, knowledge and experience meet all the requirements of the person specification.

1. **Disclosure and Barring Service (DBS Check)**

If you have been convicted of any offence, you must disclose it, unless it is ‘spent’ under the Rehabilitation of Offenders Act 1974. However, having a criminal record will not necessarily bar you from employment with Schools. Any information revealed by you or as a result of a Disclosure will be considered in light of the responsibilities of the post. As the post you are applying for is in a school, and has substantial access to children, you MUST state any convictions, bind over orders, or cautions, whether current or spent. In the event of employment, any failure to disclose these and/or pending investigations could result in disciplinary action or dismissal. All posts with access to children, the vulnerable or elderly, will be subject to a DBS Check.

1. **Declaration**

You are asked to sign your application as an accurate and true record. If you provide misleading or false information, this may result in you being disqualified from appointment, or dismissed. If you apply on line, you will be asked to sign your application as part of the pre-employment checks.

1. **Equality of Opportunity**

Schools endeavour to eliminate all unlawful discrimination, both direct and indirect, in the delivery of services and in employment and aims to ensure people are selected on their ability to perform the job. This information is not used for shortlisting purposes or decisions to appoint. It is used for statistical monitoring purposes only. If appointed, this information will form part of your personal record.

**General Advice**

You need to make sure you fully address the requirements of the person specification in your application. Make sure you give examples of how you have used your skills, knowledge and understanding/experience against the person specification requirements. Your application will be assessed against what you put in the application form, compared with the person specification requirement.