

**APPLICATION FORM**

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| **Application for the post of** |  |
| How did you hear about this post? |  |

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| **Applicant details** | | | | | | | | | | | | | | |
| Last name | | | |  | | | | | First name | | |  | | |
| Any other last names | | | |  | | | | | Title | | |  | | |
| Address | |  | | | | | | | | | | | | |
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|  | | | | | | | | | Postcode | | | |  | |
| Day time contact no. | | | | |  | | | | Evening / Mobile no | | | |  | |
| Email address | | | | |  | | | | | | | | | |
| **Education and qualifications**  (If part-time study, state and give details throughout). N.B. details of courses studied and not completed successfully must also be given. | | | | | | | | | | | | | | |
| **Secondary / further education** | | | | | | | | | | | | | | |
| Name of school / college | | | | | | Dates | | | Subject and  Qualification | | | | Grade and date  awarded | |
| From | To | |  | | | |
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| **Higher Education and Courses leading to other relevant qualifications**  Such as those leading to qualified status or graduate status and to membership of professional institutions. | | | | | | | | | | | | | | |
| Higher Education:  Establishments attended | | | | | | Dates | | | Qualification obtained and date of award | | | | | |
| From | To | |  | | | | | |
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| **Relevant Training and Continuing Professional Development (CPD)** | | | | | | | | | | | | | | |
| Courses Completed | | | | | | | | | | Date | | | | |
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| **Present appointment** | | | | | | | | | | | | | | |
| Present Employer | | | | | | | | | |  | | | | |
| Post Held | | | | | | | | | |  | | | | |
| Please give a brief description of duties and responsibilities | | | | | | | | | |  | | | | |
| Date appointed | | | | | | | | | |  | | | | |
| Full or part-time  (If part-time, please give details) | | | | | | | | | |  | | | | |
| Current gross salary | | | | | | | | | | **£** | | | | |
| Reason for seeking alternative employment | | | | | | | | | |  | | | | |
| Notice period **or** date available if appointed | | | | | | | | | |  | | | | |
| **Previous employment and/or other activities**  **(please start with the most recent)**If part-time appointment please state. A separate curriculum vitae should not be enclosed in substitution.  **A continuous employment history is required from when you left full time education.** | | | | | | | | | | | | | |
| **Dates (month & year)** | | | **Employer** | | | | | **Position & duties** | | | **Reason for leaving** | | |
| **From** | **To** | |
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| **Other paid employment (including Service in H.M. Forces, industry). State responsibilities and reasons for leaving. Please indicate details of gaps in employment here** | | | | | | | | | | | | | |
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| **Statement in support of application.** Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification**.**  Applicants should confine this to approximately two sides of A4. An additional letter is not required. | | | | | | | | | | | | | |
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| **Statement in support of application cont.** | | | | | | | | | | | | | |
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| **Confidential References (Please ensure referees know this reference is being requested)**  Names, addresses and status of two referees (one of whom, if employed, must be your present manager e.g. your Headteacher). References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns. | | | | | | | |
| **Present employer** | | **Other** | | | | | |
| Name | | Name | | | | | |
| Address | | Address | | | | | |
| Tel No *(inc. STD code)* | | Tel No *(inc. STD code)* | | | | | |
| Email address | | Email address | | | | | |
| Occupation | | Occupation | | | | | |
| **PLEASE REFER TO THE LAST PAGE OF THIS APPLICATION FORM TO PROVIDE CONSENT FOR REFERENCES TO BE OBTAINED.** | | | | | | | |
| **Further information** | | | | | | | |
| National insurance no | |  | | | | | |
| Teacher Reference Number  (if role is applicable) | |  | | | | | |
| Qualified Teacher Status? | | YES | NO | | Date |  | |
| Statutory induction year completed? (if qualified after 7 May 1999) | | YES | NO | | Date |  | |
| Would you require sponsorship (previously a work permit) to take up this post? | | YES | NO | | Date |  | |
| Do you have a full and clean driving licence? | | YES | NO | |  | | |
| **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** | | | | | | | |
| This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”**. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website :  <https://www.gov.uk/government/collections/dbs-filtering-guidance> | | | | | | | |
| **Further information** | | | | | | | |
| **Please complete the following questions, taking into account the DBS filtering guidance**. | | | | | | | |
| 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) | | | | YES | | | NO |
| If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Consultants and enclose it with this form. | | | | | | | |
| Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership)? | | | | YES | | | NO |
| If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Consultants and enclose it with this form. | | | | | | | |
| **Please note** | | | | | | | |
| * If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service (previously CRB**). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity. * Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment. * **Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.** * It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS. * With effect from 17th June 2013 criminal records certificates will only be issued directly to the applicant.  The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 .(the Data Protection Legislation)  The Local Authority abides by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation. | | | | | | | |
| **Declaration** | | | | | | | |
| * I hereby confirm that the information I have given above is true. * I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed. | | | | | | | |
| **Signature of Candidate** |  | | | | | | |
| **Date** |  | | | | | | |
| **Privacy notice** | | | | | | | |
| *MindSenseAbility collects information about you in order to provide you with recruitment and employment services.  We will use the information for the recruitment and selection process and, if successful, to activate employment with our organisation.*  *The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for MindSenseAbility to comply with a legal obligation.*  *The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.*  *You have some legal rights in respect of the personal information we collect from you.  Please see our data protection policy.* | | | | | | | |
| **Please note** | | | | | | | |
| *Your application form will be viewed by the recruitment team and interview panel. A copy will be stored electronically on our secure server and a hard copy kept in our lockable cabinet. Should your application be unsuccessful, the hard copy will be destroyed after 6 months and the electronic copy will be archived.*  *If your application is successful and you are shortlisted for the post, online searches will be completed as part of safer recruitment practice.* | | | | | | | |

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| **Reference Authorisation** | |
| Often, we are asked to provide evidence that a candidate has authorised for previous employers to provide references to us. Please read the statement below and sign to confirm for us to use in these instances.  Please note that we will not seek references upon appointment until we have confirmed with the successful candidate that we can do so.  Due to Safer Recruitment in Education guidelines, we do not accept pre-written / generic references provided by the candidate. | |
| I authorise MindSenseAbility to conduct a written reference check with my present and/or previous employer(s)/named referee’s. I understand that reference information may include, but not be limited to, verbal validation of factual data e.g. dates, job titles etc and written inquiries or information about my employment performance, professional demeanour, rehire potential, dates of employment and employment history. My signature below authorises MindSenseAbility to contact my former or current employers to obtain references in accordance with the MindSenseAbility Recruitment Policy of which I understand is available upon request. | |
| Signed |  |
| Print |  |
| Date |  |