Internal use only Reference no: Date received: Invite for interview Yes/No



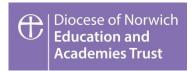


DNEAT Employment Application Form: Support

DNEAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please ensure that you complete <u>all</u> sections of Part 1 and Part 2 of the application. 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. All appointments are subject to a pre-employment medical check and a six-month probationary period. Please complete the form in black ink or type. CVs are not accepted.

period. Please complete the form in black ink or type. CVs are not accepted.				
Vacancy Job Title				
Please state where you heard of this vacancy				
Part 1. INFORMATION FOR SHORTLISTIN	IG AND INTERVIEWING			
INITIALS	SURNAME OR FAMILY NAME			
1. LETTER OF APPLICATION				
(Please enclose a letter of applicati a covering letter or statement in sup	ion. Please refer to the Job Description and Person Specification and provide oport of your application.)			
2. CURRENT / MOST RECENT EMP	LOYMENT:			
Name, address of employer				
Job title (Please enclose a copy of the job description if possible)				
Date appointed to this post				
Current salary				
Date available to begin new job				



3. FULL CHRONOLOGICAL HISTORY

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title	Name & address of school and/or	Number on roll and type of school, if applicable	F/T or P/T		Da	ates		Reason
or Position	employer, or description of activity			Fro	Year	To Month	O Year	for leaving
			<u> </u>	Month	Tour	Month	1 Gui	
1								
2								
3								
4								
5								

Please enclose a continuation sheet if necessary



4. SECONDARY EDUCATION & QUALIFICATIONS (e.g. GCSE)

Name of school/college	From	То	Qualifications gained

5. FURTHER OR HIGHER EDUCATION

Please provide details of any recognised qualifications or courses attended which are relevant to the job application

Name of FE College or University and/or university education	Date	es	Full or Part time	Courses/subjects taken and passed	Date of examination and qualifications obtained	Age group for which trained
departments/ Awarding Body	From	То				



6.	OTHER RELEVANT EXPERIENCE	E, INTERESTS AND SKILLS	Academies Trust
,	7. REFEREES		
	present or most recent headteach provide a referee from your m disciplinary offences relating to o whether you have been the subje	to whom reference may be made. The first reference or equivalent person. If you are not currently ost recent employment involving children. Reschildren, which may include any in which the pect of any child protection concerns, and if so, the will not be accepted from relatives or from	working with children please ferees will be asked about renalty is "time expired" and the outcome of any enquiry or
		o references on shortlisted candidates prior eeping Children Safe in Education statutory guida	
	First referee		
	Title & Name		
	Address and post code		
	Telephone number		
	Email address		
	Job Title		
	Relationship to applicant		
	Loonsont to this reference being	a requested before interview	
	I consent to this reference bein Yes	No	
	165	140	

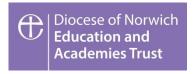


Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	
I consent to this reference bein	g requested before interview
Yes	No



THIS PAGE IS INTENTIONALLY BLANK



Part 2.

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

8. PERSONAL INFORMATION

1	Surname or family name				
2	All forenames				
3	Title				
4	Current Address				
5	Postcode				
6	Home telephone number				
7	Mobile telephone number				
8	Email address				
9	DfE Reference Number				
10	Do you have a current full clean driving licence?	Yes		No	
11	Do you require sponsorship	Yes		No	
	(previously a work permit)?	If YES	S please	provide d	details separately
12	Are you a communicant of a	Yes		No	
	Church?	If Yes	please	state whi	ich Church:.

9. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS

It is the School's policy to require all applicants for employment 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 <u>Disclosure and Barring Service website</u>.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. 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.



10. DATA PROTECTION

The information collected on this form will be used in compliance with the Data Protection Regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors/Trustees, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record.

11. 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 governor 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.

12. 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 paragraph 14 above, and in particular that checks may be carried out to verify the contents of my application form

Signature of Applicant	Date
Print Name	



PART 3. EQUALITY AND DIVERSITY MONITORING

This section will be separated from part 1 and part 2. 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 fully confidential and access is strictly limited in accordance with the Data Protection Regulations.

Ethnic Group	Workforce Census Code		Please Tick
	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
White	WIRT	Traveller of Irish Heritage	
	WROM	Gypsy/Roma	
	WOTH	Other White background	
	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
Mixed	MWAS	White and Asian	
	MOTH	Other Mixed background	
	AIND	Indian	
	APKN	Pakistani	
Asian or Asian British	ABAN	Bangladeshi	
or Asian Billion	CHNE	Chinese	
	AOTH	Other Asian background	
	BCRB	Black-Caribbean	
Black	BAFR	Black-African	
or Black British	вотн	Other Black background	
Other ethnic group	ARAB	Arab	
	CHNE	Chinese	
	OOTH	Any other ethnic group	
Prefer not to say	REFU	Refused/Prefer not to say	

Religion	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	

Sexual Orientation	Please Tick
Bi-sexual	
Gay Man	
Gay Woman	
Heterosexual	
Other	
Prefer not to say	

Personal Relationship	Please Tick
Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

Disability Do you consider yourself to 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	

Gender	Please Tick
Female	
Male	
Transgender	
Prefer not to say	