

APPLICATION FORM

Please complete all sections of this form and enclose a letter of application of no more than 2 sides of A4 in which you set out your suitability for this position and how you meet the person specification; a CV is not required and will not be considered, neither will incomplete forms.

POST APPLYING FOR:

1. PERSONAL INFORMATION

|  |  |
| --- | --- |
| Surname |  |
| Forename |  |
| Former Name(s) if applicable |  |
| Postal Address *(for correspondence)* |  |
| Tel No |  |
| Mobile No |  |
| Email Address |  |
| National Insurance No |  |
| Are you registered with the TRA | Yes/No |
| Date recognised as qualified by Department for Education and Skills |  |
| DfE Reference No |  |
| How did you hear about this vacancy? |  |

1. PRESENT/MOST RECENT APPOINTMENT

|  |  |
| --- | --- |
| Name and Address of Employer |  |
| Tel No |  |
| Current Job Title |  |
| Responsibilities |  |
| Date Appointed |  |
| Salary (including any safeguarded sum if applicable) £ |  |
| Reason for leaving |  |
| Length of Notice |  |
| Date you could commence duties |  |
| IF TEACHING |  |
| Subjects/Age groups taught |  |
| Boys/Girls/Mixed? *(Please delete whichever is not applicable)* | |
| No on Roll (approx.) |  |
| Age Range |  |

1. EDUCATION: SECONDARY/HIGHER

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full record of secondary schools, colleges or universities attended | F/T  or  P/T | Dates | | | | Exams passed & qualifications gained, including subjects, grades, class or division |
| From | | To | |
| Mth | Yr | Mth | Yr |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

3(a). OTHER QUALIFICATIONS NOT LISTED ABOVE

|  |  |  |
| --- | --- | --- |
| Examination Passed | Date | Subjects and Grades |
|  |  |  |

4. PROFESSIONAL COURSE ATTENDED NOT LISTED ABOVE

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Organising Body | Approximate Date | Duration |
|  |  |  |  |

5. PAST EMPLOYMENT – full-time (F/T) or part-time (P/T), including all employment since the age of 18 and any unremunerated activity e.g. unpaid voluntary work. Please provide the information in chronological order, stating reason for leaving post.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Employer | Post held and responsibilities | Reason for leaving | F/T  Or  P/T | Dates | | | |
| From | | To | |
| Mth | Yr | Mth | Yr |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

5(b). Gaps in employment, education or training. Please gives dates and explain any gaps since secondary education.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | | | Reason for gap |
| From | | To | |
| Mth | Yr | Mth | Yr |  |
|  |  |  |  |  |
|  |  |  |  |  |

6. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS

|  |
| --- |
|  |

7. REFERENCES

Give here details of two professional persons to whom reference may be made. The first of whom should be your present employer; if you are working in a school, is should be your Headteacher or Principal. If you are currently not working it should be your most recent employer. If you are not currently working with children but have done so in the past, an additional reference is required from the employer with whom you most recently worked with children. Please add this information to the application form where applicable.

*Please note - references will not be accepted from relatives/partners, or people writing solely in the capacity of friends*.

It is normal practice for us to request references on shortlisted candidates prior to interview. This is in line with statutory guidance set out within Keeping Children Safe in Education (KCSIE).

|  |  |
| --- | --- |
| Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  How are they known to you *(we cannot accept references from relatives/partners/people writing solely in the capacity of friends)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  How are they known to you *(we cannot accept references from relatives/partners/people writing solely in the capacity of friends)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

8. ADDITIONAL INFORMATION *(Please refer to Section 9 overleaf for further information)*

|  |  |
| --- | --- |
| Are you subject to any legal restrictions in respect of your employment in the UK? | YES/NO |
| Do you have any close personal relationships with any members of the Federation? *(“close personal relationship” includes spouse/partner, parent, child and sibling, although this list is not exhaustive).* | YES/NO |
| If Yes, please provide details: |  |
| Have you ever lived or worked outside the UK? | YES/NO |
| If Yes, please provide detail on the dates you lived or worked abroad, and the countries you have lived in: |  |
| Do you require a work permit? | YES/NO |
| Have you at any time been debarred from teaching? | YES/NO |
| Do you hold a current driving licence? | YES/NO |

9. NOTICE TO APPLICANTS

**The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment.** All staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation. You will appreciate that the Trust must be particularly careful to inquire into the character and background of applicants for posts involving contact with children under the age of 18. **Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

Under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. The position you are applying for is a ‘regulated position’.

The post you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act 1974 and therefore, if you are shortlisted, you will be required to declare any unspent conditional cautions or convictions and whether you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amendment) (England and Wales) Order 2020.

Shortlisted candidates will be required to complete a self-declaration of their criminal record and/or information that would make them unsuitable to work with children. **In addition, the Federation conducts online checks on shortlisted candidates, in line with recommendations within KCSIE. Further information can be found within our Recruitment Policy, online at** [www.rutlandfederation.com/policies](http://www.rutlandfederation.com/policies)**.**

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 regarding “protected” charges or convictions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance> and can also be sought from the charities Unlock ([https://www.unlock.org.uk/](https://protect-eu.mimecast.com/s/LFrJC3QqVip9XXDtgOpO7/)) and NACRO ([https://www.nacro.org.uk/](https://protect-eu.mimecast.com/s/eWyHC4QrGiB9zz4SxCuuw/))

If conviction(s) or caution(s) have been reported against you, it will not necessarily debar you for consideration for this appointment.

All successful candidates will be the subject of an Enhanced DBS (with Children’s Barred List check for roles that allow ‘regulated activity’). For further information see <https://www.gov.uk/government/publications/dbs-workforce-guidance>) In accepting an appointment you will be agreeing to such an investigation taking place. The provision of false information is a disciplinary matter and may result in summary dismissal. A copy of this notice will be sent to your referees. We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Shortlisted applicants will be asked to bring proof of identity with them to their interview e.g. current passport, new style driving licence, plus at least one item of address-related evidence. The panel will ask to see these documents and explain that, if successful, you would then be asked to apply for Disclosure. To apply you will be asked to provide an e-mail address and the application form can be completed online.

10. NOTES

1. The personal information collected on this form will be used for the purposes of recruitment and selection for the role you have applied for, or other roles you may be suitable for at the Federation. If appointed this form will form part of your employment record. The information will not be used for any other purpose nor will it be disclosed to any third party. We will store information in line with the Federation Records Retention Policy which is available at [www.rutlandfederation.com/policies](http://www.rutlandfederation.com/policies).
2. Canvassing, directly or indirectly a governor or trustee will disqualify the application.
3. Candidates recommended for appointment will be required to complete a medical and may be required to undergo a medical examination.
4. Failure to declare any close relationship to students, employees, trustees or governors will be a disciplinary matter and may lead to summary dismissal.

All UK employers have a duty to prevent illegal working and as such must conduct document checks to ensure that all candidates have a right to work in the UK.

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act) and sections 24 and 24B of the Immigration Act 1971. The 2006 Act replaced section 8 of the Asylum and Immigration Act 1996 (the 1996 Act) in respect of employment commencing on or after 29 February 2008. Under section 15 of the 2006 Act, an employer may be liable for a civil penalty if they employ someone who does not have the right to undertake the work in question.

Shortlisted applicants will therefore be asked to bring to their interview proof of their right to work in the UK (see enclosed list of acceptable documents). Please note that all documents provided must be originals. We cannot accept photocopies or documents downloaded from the internet.

11. DECLARATION

By signing the declaration below you give consent to allow the details you have included in your application to be verified. You are also signing to confirm you have read and accept the Federation’s privacy policy which was included in the application pack.

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct.

Signature of Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send your form and letter of application to the Executive Principal at Catmose College, Huntsmans Drive, Oakham, Rutland, LE15 6RP. On the grounds of economy applications will not be acknowledged.