

APPLICATION FORM

(You may complete this form electronically)

The Trust is legally required to carry out a number of pre-appointment checks which are detailed in the Trust's Recruitment and selection policy and procedure. The information you are being asked to provide in this form is required so that the Trust can comply with those legal obligations should your application be successful. In order to be considered for a position with the Trust, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form. Please note that the Trust may carry out online searches on applicants as part of the shortlisting exercise.

Please forward this application form, along with a letter of application to: hr@droylsdenacademy.com

Position applied for:

SECTION 1: PERSONAL DETAILS (PLEASE USE BLOCK CAPITALS)

Surname:		Forenames:	
Title (Dr, Mr, Ms, Mrs, Miss etc.):			
Former name:	Preferred name:	Teacher registration number (if applicable):	
Address:		Telephone Numbers Home: Work: Mobile: Email address:	
Are you eligible for employment in the UK?	☐ Yes ☐ No	National Insurance Number:	
Do you have qualified Teacher Status?	☐ Yes ☐ No	Have you read the Trust's Safeguarding Policies?	☐ Yes ☐ No

Are you related to, or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of Tame River Educational Trust? If so, please provide details below:

SECTION 2: DETAILS OF ONLINE PROFILE

Keeping Children Safe in Education (KCSIE) asks trusts to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

You (and all other candidates) are therefore required to provide the following information as part of your application:

- the social media platforms on which you have accounts;
- the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;
- any websites you are involved with, in or featured on or named on; and
- any other publicly available online information about you of which the Trust should be made aware.

If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you.

You are **not** required to provide account passwords or to grant the Trust access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

SECTION 3: SANCTIONS, RESTRICTIONS AND PROHIBITIONS

The Trust is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.

The Trust is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of Academies. This applies to the following positions with the Tame River Educational Trust:

- CEO;
- Directors;
- Headteachers;
- Teaching posts on the senior leadership team;
- Budget holders;
- Teaching posts which carry a departmental head role;
- Support staff posts on the senior leadership team; and
- Support staff posts not on the senior leadership team, but with seniority within the Trust.

The declaration at Section 14 of this Form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of Academies and / or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of 'childcare' please contact the HR Department.

The Trust will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of Academies.

SECTION 4: EDUCATION

Please provide details including Secondary School Education up to present day. Please note that you will be asked to provide the original certificates to interview:

Name of School/College/University	Dates attended	Examinations			
		Subject	Result	Date	Awarding Body

SECTION 5: OTHER VOCATIONAL QUALIFICATIONS, SKILLS OR TRAINING COURSES.

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role which you have applied.

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SECTION 6: EMPLOYMENT

CURRENT / MOST RECENT EMPLOYER	
Name and Address of Employer	
Current / most recent job title:	Date appointment commenced:
	Date employment ended (if applicable):
Brief description of responsibilities.	

Reason for seeking other employment:	
Current salary /salary on leaving:	
When could you take up post, if appointed?	

Have you ever been dismissed, or forced to resign from any previous employment?	☐ Yes ☐ No
If yes, please give full details:	

SECTION 7: PREVIOUS EMPLOYMENT AND/OR ACTIVITIES SINCE LEAVING SECONDARY EDUCATION

(in chronological order beginning with the first, indicate whether full or part-time)

Name and address of employer	Post held and / or duties	Period of Service (Give month and year)		Reason for Leaving
		<i>From</i>	<i>To</i>	

SECTION 8: GAPS IN YOUR EMPLOYMENT

If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give full details and dates.

SECTION 9: INTERESTS

Please give details of your interests, hobbies or skills - in particular, any which could be of benefit to the Trust for the purposes of enriching its extracurricular activity.

SECTION 10: SUITABILITY

Please provide a letter, in addition to this application form, detailing your reasons for applying for this post and say why you believe you are suitable for the position. Alternatively, please use the space below to detail your reasons for applying for this role. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post.

SECTION 11: DISCLOSURE AND BARRING SERVICE CHECKS, CRIMINAL RECORD AND CHILDREN'S BARRED LIST

Please be aware that the Trust applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions within the Trust which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Employment with the Trust is conditional upon the Trust being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the Trust will be handled in accordance with any guidance and / or code of practice published by the DBS.

The Trust will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the Trust to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. **The declaration at Section 14 of this Form therefore asks you to confirm whether you are barred from working with children.**

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. **However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

Having a criminal record will not necessarily prevent you from taking up employment with the Trust. Instead, the Trust will assess each case on its merits and with reference to the Trust's objective assessment criteria set out in the Trust's 'Recruitment and Selection policy and procedure'.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, or see [here](#).

Candidates will be asked to sign a copy of their self-disclosure prior to interview. Please see the flowcharts at appendix 1 and 2, regarding what should be disclosed and what is protected under the Act and should not be disclosed. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against the information from the Disclosure and Barring Service before your appointment is confirmed. Further information and guidance can be found on the Disclosure and Barring Service website.

SECTION 12: HEALTH

If your application is successful, you will be asked to complete a medical questionnaire in order to satisfy the Education (Health Standards) (England) Regulations 2003. The Trust will comply with its duties under the Equality Act 2010. The Trust reserves the right to refer to its Occupational Health provider.

SECTION 13: REFERENCES

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If you have worked with children then the other reference, if it is not your current employment, must be from the employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The Trust intends to take up references on all shortlisted candidates before interview. The Trust reserves the right to take up references from any previous employer.

If the Trust receives a factual reference i.e. one which contains only limited information about you, additional references may be sought. If you have previously worked overseas the Trust may take up references from your overseas employers.

If the Trust feels it is necessary to take up additional references for any reason, we will contact you to discuss this before approaching any party for an additional reference.

The Trust may also telephone your referees in order to verify the reference they have provided.

The Trust treats all references given or received as confidential which means that you will not usually be provided with a copy.

Name:	Name:
Organisation:	Organisation:
Address:	Address:
Email Address:	Email Address:
Occupation and in what capacity is the person known to you:	Occupation and in what capacity is the person known to you:
May we contact prior to Interview? ☐ Yes ☐ No	May we contact prior to interview? ☐ Yes ☐ No
Telephone Number:	Telephone Number:

SECTION 14: RECRUITMENT

It is the Trust's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability, age or any other legally protected status. All new appointments are subject to a probationary period.

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

A copy of the Trust's Recruitment and Selection Policy and Procedure is available for download from the

Trust's website. Please take the time to read them.

If your application is successful, the Trust will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. Please refer to the Trust 's retention of records policy for further detail on how such information is retained by the Trust.

How we use your information

Information on how the Trust uses personal data is set out in the Trust 's Recruitment Privacy Notice, which can be found on the Trust's website.

SECTION 15: DECLARATION

- I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children ☐
- I confirm that I am not prohibited from carrying out 'teaching work' ☐ (do not tick this box if the role for which you are applying does not involve 'teaching work')
- I confirm that I am not prohibited from being involved in the management of Academies ☐ (do not tick this box if the role for which you are applying is not a management role)
- I confirm that I have provided details of all my online profile (including social media accounts under nicknames and/or pseudonyms) and I have not knowingly withheld any information ☐
- I confirm that the information I have given on this application form is true and correct to the best of my knowledge ☐
- I understand that providing false or misleading information could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence ☐

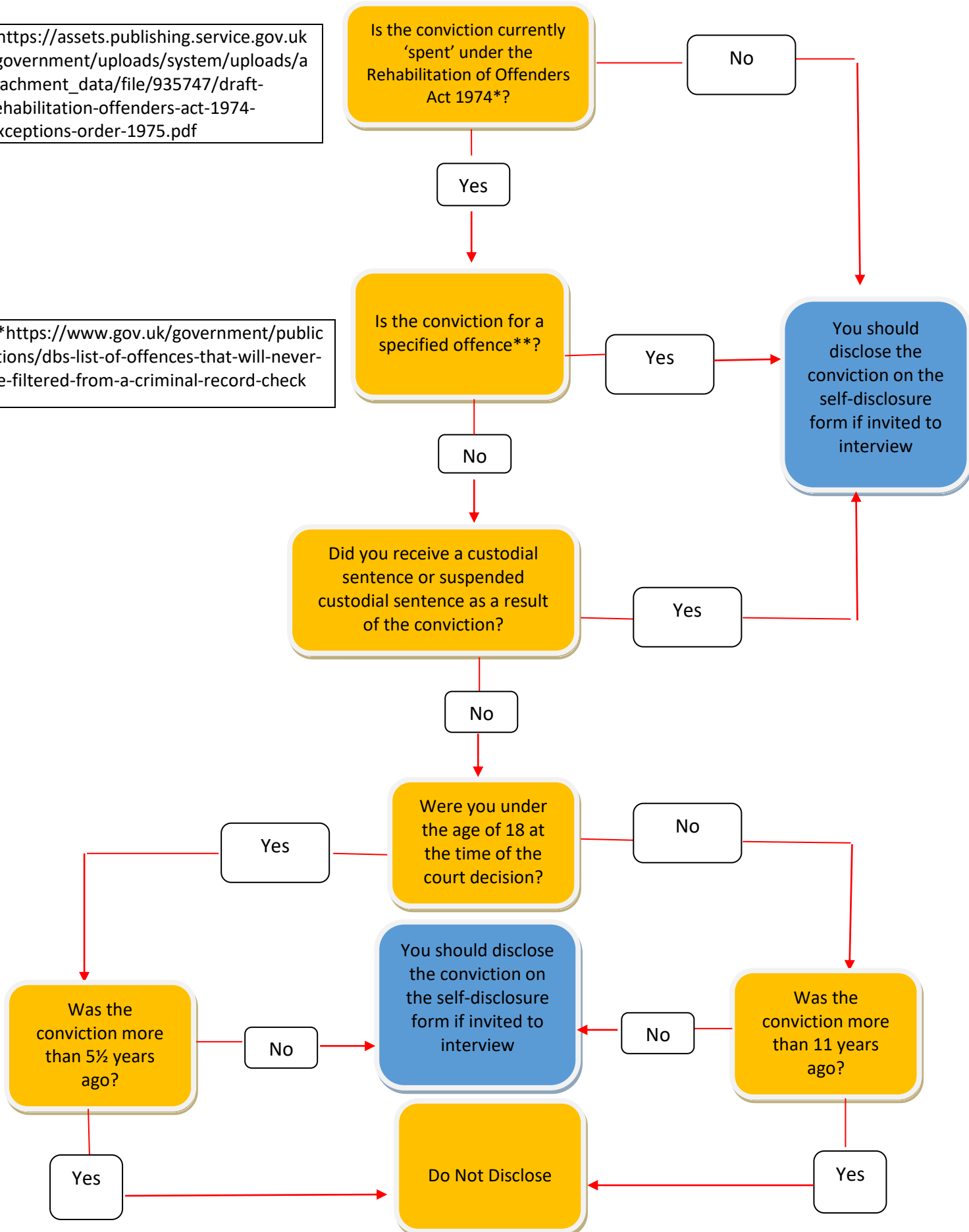
Where this form is submitted electronically and without signature, electronic receipt of this form by the Trust will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 14.

Signed:		Date:	
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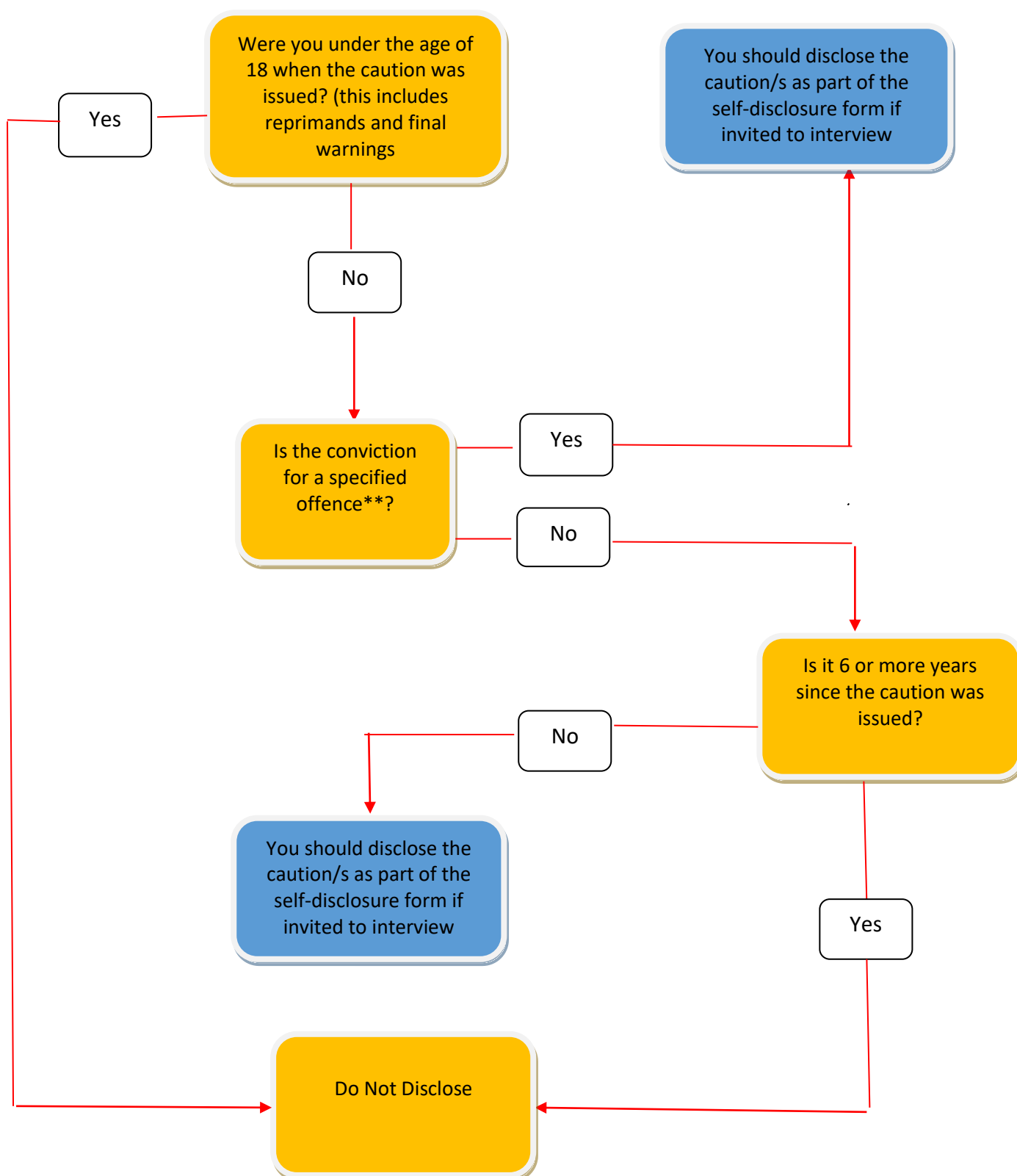
Appendix 1 - Disclosure of a Conviction (Please work this through for each conviction you have separately even if they were part of the same legal proceeding)

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>



Appendix 2 – Disclosure of a Caution (includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>