

**Community First Academy Trust | Platt Bridge Community School | Start Well Family Centre | Kingsbridge**

Rivington Avenue, Platt Bridge, Wigan. WN2 5NG

 01942 487999  info@cfat.org.uk

 www.cfat.org.uk



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| **APPLICATION FOR EMPLOYMENT – CONFIDENTIAL**  |

Community First Academy Trust is committed to rigorous safeguarding procedures and consistently promoting the welfare of children.

All appointments will be subject to satisfactory Enhanced DBS Disclosures through the Disclosure and Barring Service (DBS), medical clearance, references and verification of your qualifications satisfactory to the Trust.

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| **VACANCY DETAILS** |
| Job Title |  |
| Where did you hear about this vacancy? |  |

The details supplied by you on this form are confidential and will form part of the personnel record of the successful candidate.

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| **PERSONAL DETAILS** |
| Title: |  |
| First name(s): |  |
| Last name: |  |
| Known as: |  |
| Previous name(s): |  |
| Date of Birth: |  |
| Address:Address to which correspondence should be sent if not home address (including postcode)  |  |
| Postcode: |  |
| Contact Number: |  |
| Email address: Our preference is to contact by e-mail wherever possible: |  |
| National Insurance Number: |  |

Last updated Aug 2023

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| **ELIGIBILITY TO WORK IN THE UK** |
| In accordance with the Immigration, Asylum and Nationality Act 2006, Community First Academy Trust requires all new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview. |
| I confirm that I am legally entitled to work in the UK Yes **[ ]** No **[ ]**  |

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| **SAFEGUARDING VULNERABLE GROUPS ACT (2006)** |
| Community First Academy Trust is obliged by law to operate a checking procedure for employees who have substantial access to children and young people |
| I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children’s Barred List Yes **[ ]** No **[ ]**  |

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| **OTHER APPLICANT DETAILS** |
| Are you currently, or have you previously been employed by Community First Academy Trust? |  Yes [ ]  No [ ]  |
| If yes, please provide dates from and to and reasons for leaving (if applicable): | Date from: |  |
| Date to: |  |
| Reason for leaving (if applicable): |
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| Are you related to any member of the Governing Body/Board of Trustees or existing employees of Community First Academy Trust? |  Yes [ ]  No [ ]  |
| If yes, please provide details: | Name: |  |
| Relationship to you: |  |

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| **DISMISSALS**  |
| The School Staffing (England) Regulations 2009 set out the procedures that governing bodies in maintained schools must establish for the regulation of the conduct and discipline of staff at the school. Have you ever been dismissed from any employment for any reasons other than redundancy? Yes [ ]  No [ ] If YES please give details, including dates, reasons and employer. |
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**If you are successful in being appointed to the post, you will be required to apply for a DBS check from the Disclosure and Barring Service. Guidance on how to do this will be provided following appointment. Failure to comply with the request to apply for a DBS check could result in your conditional offer of appointment being withdrawn.**

A DBS check will reveal any convictions, cautions, reprimands or final warnings that are not subject to ‘filtering’ as listed above. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. Please review our DBS Recruitment of ex-offenders Policy for full details.

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| **SAFEGUARDING CHILDREN** |
| Community First Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring Service (DBS) check along with other relevant employment checks.Please answer the following questions. Incomplete or misleading responses may jeopardise your possible employment. |
| Have you been barred from working with children?  | Yes [ ]  No [ ]  |
| Are you listed under Section 142 of the Education Act 2002 | Yes [ ]  No [ ]  |
| Are you subject to any sanctions imposed by a professional regulatory body, e.g. the General Teaching Council? | Yes [ ]  No [ ]  |
| Are you aware of any reasons why you would not be considered as suitable to work with children? | Yes [ ]  No [ ]  |
| Have you ever completed a DBS Enhanced Disclosure?*If yes, please provide the date*  | Yes [ ]  No [ ]  |
| Date: |  |
| Have you ever been the subject of a police investigation for anything relating to the safety of children, young people and / or your place of employment? | Yes [ ]  No [ ]  |
| *If yes, please give details of dates and circumstances (including ‘spent’ convictions)*  |  |
| Have you lived, worked or been on holiday outside of the UK in the proceeding ten (10) years and stayed in any one country for a period of more than 3 months?*If yes, you may be required to obtain an overseas check from police or judicial authorities, government departments or your Home Embassy in the country or countries concerned if you are successful at interview* | Yes [ ]  No [ ]  |

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| **REHABILITATION OF OFFENDERS**  |
| Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which is either unspent or would otherwise be considered ‘spent’ under the terms of the Act. However, changes to the legislation in 2013 mean that spent convictions may be protected and do not have to be disclosed to prospective employers. Employers cannot take protected offences into account when making employment decisions. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any relevant previous criminal background. We will provide more information on protected offences at that stage.If you are the successful applicant, you will be required to have an Enhanced Disclosure & Barring Service disclosure & we will also check the DBS barred list (children). Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.**I agree that if my application is successful the appropriate enquiries will be made to the Disclosure & Barring Service** [ ]  |
| **Shortlisted Candidate Online Search Log** |
| In line with Keeping Children Safe in Education 2022, as part of our recruitment process, we will carry out an online search on shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern.Therefore, and for the purpose of our due diligence checks online searches are carried / conducted by searching the internet and social media. Please therefore provider username for any social media used for the following services :

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| **No.** | **Name** | **Username – Please write N/A if you do you hold an account**  |
| 1 | Facebook |  |
| 2 | Instagram |  |
| 3 | TikTok |  |
| 4 | LinkedIn |  |
| 5 | Snapchat |  |
| 6 | X (Twitter) |  |
| 7 | Write any other  |  |

If we discover anything during our searches this will be passed on to the recruitment manager and discussed during interview. This role is subject to an Enhanced DBS plus Children’s Barred List Check. Pre-employment checks will be undertaken before any unconditional appointment is confirmed. |

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| **REFERENCES** |
| It is our policy to take up references for shortlisted candidates. Give names and addresses of two referees, one of which should be your present or most recent employer. For teaching vacancies please include your last teaching role.If you are known to your referee/s by a former name, please supply the name by which you were known. Your referee should have direct knowledge of your professional capacities and performance.We reserve the right to take up references with any previous employer disclosed.Your current employer will be asked to provide a reference, in which details of the following will be asked1. any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired
2. whether you have been the subject of any child protection concerns and any outcomes from this.

References will not be accepted from relatives, or persons who only know you as a friend.References are normally sought prior to interview in line with our Safer Recruitment Policy. Our preference is to request references by email – please provide an email address where possible |
| 1. **CURRENT OR MOST RECENT EMPLOYER**
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| Please tick this box if you do not want this referee to be contacted prior to interview [ ]   |
| Name |  | Job Title |  |
| Capacity in which you know referee |  |
| Organisation |  |
| Email address |  |
| Telephone Number |  |
| Address |  |
| Is the referee your relative or partner |  Yes [ ]  No [ ]  |
| 1. **PREVIOUS EMPLOYER**
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| Please tick this box if you do not want this referee to be contacted prior to interview [ ]   |
| Name |  | Job Title |  |
| Capacity in which you know referee |  |
| Organisation |  |
| Email address |  |
| Telephone Number |  |
| Address |  |
| Is the referee your relative or partner |  Yes [ ]  No [ ]  |

Please list all other jobs held, starting with the most recent, including any previous or current employment with this authority (whether directly or through an employment agency). **There should be no gaps in your employment and education history.**

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| **OTHER PREVIOUS EMPLOYMENT EXPERIENCE**  |
| Name of school /employer | Job Title &Salary | Date from -Date to(dd/mm/yyyy) | Age Range taught | Status /Curriculum /Responsibilities / Subjects | Reason for leaving | Please provide brief details of duties and responsibilities |
|  |  |  |  |  |  |  |
|  **HISTORY OTHER THAN EMPLOYMENT (i.e. Travelling or Seeking Opportunities)**  |
| Name and Address of employer | Job Title | Tel Number | Date from – Date to (dd/mm/yyyy) | Reason for leaving | Please provide brief details of duties and responsibilities |
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| **IF THERE ARE ANY PERIODS OF TIME THAT HAVE NOT BEEN ACCOUNTED FOR, FOR INSTANCE, PERIODS OF TRAVEL, OR CARING FOR OTHERS PLEASE GIVE DETAILS OF THEM HERE WITH DATES. THE INFORMATION PROVIDED MUST PROVIDE A COMPLETE CHRONOLOGY FROM THE AGE OF 16; PLEASE ENSURE THAT THERE ARE NO GAPS IN THE HISTORY OF YOUR EMPLOYMENT AND OTHER EXPERIENCE.**  |
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| **EDUCATION AND TRAINING** |
| Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications |
| **School / College / University** | **Qualification / Result / Grade** | **Date Obtained** |
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| **RELEVANT TRAINING** |
| Date | Course Title | Organising Body |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** |
| Professional Body | Level & method of membership | Membership Number | Date of Membership |
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**You will be asked to bring documents verifying your identity and qualifications to interview**

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| **PERSONAL STATEMENT - SKILLS, KNOWLEDGE AND EXPERIENCE** |
| This section of the application form is very important, as this is where you demonstrate your suitability for the role and desire support individuals across our family centre reach. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential. Make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time. * Ensure that the information you provide is well organised and relevant
* It should show to that extent you have gained the skills and experience necessary for the post
* Give specific examples of the work you have been involved in, how you went about it and the outcome
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| **DISCLOSURE / DECLARATION**  |
| In line with the Data Protection Act 1998, in signing the declaration you agree to us disclosing information such as your name to the Department of Education and / or the Department for Works and Pensions for statistical purposes, this information will not be retained or processed for any other purpose. Once the recruitment process is completed the hard copy data will be kept for 6 months and the computerised record of these details kept for 12 months.  |
| I confirm that the information contained in this application is correct to the best of my knowledge. 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 that I may be dismissed without notice for withholding, or giving false information if I have already been appointed.I hereby give my consent for the information provided on this form to be held on trust computer systems or other relevant filing system and to be shared with other 3rd Party Processors for the purpose of this recruitment in accordance with the Trust Recruitment Privacy Policies and Data Protection 2018.**Please note the employer for this position is Community First Academy Trust.**  |
| Signed |  |
| Date |  |

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| **HEALTH**  |
| Community First Academy Trust has a responsibility to ensure that candidates have the health and physical capacity to teach and will not put children and young people at risk of harm.The Education (Health Standards) (England) Regulations 2003 sets out the activities that a teacher must be able to perform. Providers are responsible for ensuring that they only accept, onto a programme, candidates who have the capacity to teach.Successful applicants offered a place may complete a fitness questionnaire. We do not ask all-encompassing health questions but should ensure they only ask targeted and relevant health-related questions which are necessary to ensure that a person is able to teach. |

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| **EQUALITY AND DIVERSITY – This form will be kept separate from your application form.** **It will not be seen by those responsible for shortlisting or interviewing applicants.** |
| We seek a workforce which reflects the community we serve. We welcome applications from those groups which are under-represented on our staff. Applicants for jobs are judged on their skills and suitability for the vacancy. To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant. |

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| **GENDER** |
|  Male **[ ]**  Female **[ ]**  |
| Is your gender identity the same as the gender you were assigned at birth? Yes **[ ]**  No **[ ]**  |
| **ETHNIC ORIGIN** |

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| **White** | British | [ ]  |
|  | Irish | [ ]  |
| Traveller of Irish Heritage | [ ]  |
| Gypsy/Roma | [ ]  |
| Polish | [ ]  |
| Other White European | [ ]  |
| Other White | [ ]  |
| **Mixed** | White and Black Caribbean | [ ]  |
|  | White and Black African | [ ]  |
| White and Indian | [ ]  |
| White and Pakistani | [ ]  |
| White and Bangladeshi | [ ]  |
| Other mixed | [ ]  |
| **Asian or Asian British** | Indian | [ ]  |
|  | Pakistani | [ ]  |
| Bangladeshi | [ ]  |
| Kashmiri | [ ]  |
| Other Asian | [ ]  |
| **Black or Black British** | Caribbean | [ ]  |
|  | African | [ ]  |
| British | [ ]  |
| Somali | [ ]  |
| Other black | [ ]  |
| **Chinese or other** | Chinese | [ ]  |
|  | Other ethnic group | [ ]  |

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| **RELIGION / BELIEF** |
| Buddhist | [ ]  | Muslim | [ ]  |
| Christian | [ ]  | Sikh | [ ]  |
| Hindu | [ ]  | Other | [ ]  |
| Jewish | [ ]  | No Religion | [ ]  |
| **SEXUAL ORIENTATION** |
| Bisexual [ ]  | Gay man [ ]  |
| Heterosexual / Straight [ ]  | Gay Woman/Lesbian [ ]  |
| **CARING RESPONSIBILITIES** |
| Is there anyone who relies upon you for care AND that you assist with their daily routine?Yes [ ]  No [ ] If yes, please indicate who you provide such care for?Adults (18 over) [ ]  Children [ ]  |

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| **DISABILITIES** |
| The Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (i.e. has lasted or is expected to last over 12 months)Do you consider yourself to be disabled according to this definition?  Yes [ ]  No [ ]  |
| If you answered yes, how would you define this impairment? |
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| Please specify any arrangements we can make to assist you if you are invited for interview/assessment |
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| **FOR SCHOOL / OFFICE USE ONLY** |
| Application received: |  / / 23/24 | Application acknowledged: |  / / 23/24 |
| Equal Opportunities questionnaire removed and recorded anonymously: / /23/24 |
| **Shortlisting** |
| Interview date: |  / / 23/24 |  |
| Shortlisted - Notified of interview date: |  / / 23/24 | Not shortlisted - Informed of decision: |  / / 23/24 |
| **Selection**  |
| Yes: offered employment: |  / / 23/24 | No: Informed of decision: |  / / 23/24 |
| **Employment checks** |
| Evidence of qualifications received: |  / / 23/24 | Evidence of eligibility to work in the UK received: |  / / 23/24 |
| References requested: |  / / 23/24 | References received: |  / / 23/24 |
| References satisfactory? | Y / N |  |  |
| Online DBS check: |  / / 23/24 | DBS check received: |  / / 23/24 |
| DBS check satisfactory? | Y / N |  |  |
| Medical check sent: |  / / 23/24 | Medical check received: |  / / 23/24 |
| Medical check satisfactory? | Y / N | Shortlisted Candidate Online Search |  / / 23/24 |
| **Appointment** |
| Start date: |  / / 23/24 | Statement of Particulars sent: |  / / 23/24 |