

# Application Form

Post Reference Number:

Applicant's Reference Number:

Post Applying For:



Diamond Hall Infant Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Incomplete application forms, such as full dates or details which are missing, will not be considered and supplementary CVs are not accepted as part of the recruitment process.

## Equal Opportunities and Monitoring

The information requested in Part A of this form will be used for monitoring and administration purposes only, and is not seen by the recruitment panel. The information requested in Part C, is used for checking convictions, and will not be seen by the shortlisting panel but will be seen by the interview panel if you are invited to interview. Part B is separated when we receive your application form, and given to the recruitment panel for shortlisting. This is done to reduce the possibility of unfair and unlawful discrimination.

## PART A

Personal Details			
Title: (Mr/Mrs/Miss)		First Name/s	
Surname / Last Name		NI Number	
All Previous Names			
Address			
		Post Code	
Telephone No: (Home or Mobile)			
Telephone No: (Work)			
Email Address:			
Date recognised as a Qualified Teacher (If applicable):		Teacher Ref No:	
Please indicate whether your Induction Year is ongoing or completed. If completed, please state date completed.			

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## Equal Opportunities Monitoring

Gender

Male

Female

Transgender

Prefer not to say

Date of Birth

### Disability

For the purpose of the Equality Act 2010 a person has a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability, long standing illness or infirmity? Yes  No

### Ethnic Origin/ Religious Belief/ Faith/Relationship Status/ Sexual Orientation

Please tick one of the boxes below to best describe your ethnic origin, religious belief/faith, relationship status and sexual orientation. Please note that United Kingdom citizens can belong to any of the categories shown.

#### White

British

Irish

Any other white background

Please write in:

#### Black or Black British

Caribbean

African

Any other black background

Please write in:

#### Chinese or other ethnic group

Chinese

Gypsy/Roma/Traveller

Any other ethnic background

Please write in:

#### Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

Please write in:

#### Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

Please write in:

#### Religious Belief / Faith

Christianity

Hinduism

Islam

Judaism

Sikhism

Buddhism

No Religion

Prefer not to say

Please write in:

#### Relationship Status

Divorced/dissolved civil partnership

Married/In a civil partnership

Single

Widow/Widower

Prefer not to say:

#### Sexual Orientation

Heterosexual

Gay

Lesbian

Bisexual

Prefer not to say

#### Are you responsible for caring for anyone?

I am not responsible for caring for anyone

I care for children/a child

I care for another relative

Any other person please write in:

Where did you see this job advertised?

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## PART B

Post Title (same as first page)	
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### Present Job

Employer's Name and Address:	
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Job Title	
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Salary / Wage	
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Date Commenced	
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To whom do you report: (Job Title)	
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What staff (if any) report to you?	
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Period of notice required:	
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Brief outline of duties:	
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### Previous Employers (most recent first), please account for any gaps in your employment history.

Employer and Job Title with full address	Date of Employment From To	Reason for Leaving

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**Relevant Educational, Vocational, Professional Qualifications or Training Courses**  
(most recent first)

Educational Establishment or Course Organiser	Qualifications (where applicable)	Grade	Date Achieved

**References**

Please supply the names and contact details of the two referees who can comment on your suitability for this position. One should be your current or most recent employer. If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.

**Reference 1**

Name:  
Organisation:  
Position:  
Relationship to you:  
Address:  
  
Email:  
  
Tel:

**Reference 2.**

Name:  
Organisation:  
Position:  
Relationship to you:  
Address:  
  
Email:  
  
Tel:

Please note that we will contact the above referees if you are shortlisted for this post and seek references before interview. Also, in relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to.

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## How do you meet the essential requirements?

Please state clearly how you meet all of the essential requirements listed on the Person Specification. Please see the Guidance Notes for advice on how best to complete this section.

Please continue on a separate sheet if necessary.

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### Disability – Reasonable Adjustments

Do you require us to make any reasonable adjustments that will help you to demonstrate your full potential in the recruitment process? If yes, please give details below.

### Absence from Work / Education

How many days sickness absence from work or education have you had in the last two years?

### Declaration of Relationship

If you are related to or have a close relationship within Diamond Hall Academy Trust (including staff and Governors), please state the name(s) and nature of the relationship(s).

### Declaration

I confirm that all the information given on this application form is correct and complete.

Signed:

Date:

**Note:** If you provide false information on any part of this form, you will be disqualified from appointment and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.

**Note:** If you return this form via email you are indicating your intention to comply with the above declaration. You may be required to sign the declaration if you are subsequently invited to interview

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## PART C

### Confidential Information

The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974, because it involves access to children. Therefore, you are required to provide details of all convictions in the box below, **even if they are classified as 'spent'**. If you are successful in the recruitment process, the Academy will then obtain a disclosure from the Disclosure and Barring Service about you, irrespective of whether you tick Yes or No. This will be discussed with you during the selection process. The information gained will be used by the Academy to check your suitability for the post. This form will not be used for shortlisting; however it will be made available to the interview panel if you are shortlisted.

**Do you have a prosecution pending, or have you ever been convicted at a Court or been cautioned by the Police, for any offences, including those classified as 'spent' under the Rehabilitation of Offenders Act 1974?**

Yes

No

If yes, please provide details of pending prosecutions, convictions, cautions and bind-over orders, including approximate date, the offence, and the court or police force which dealt with the offence. Please continue on another sheet if necessary.

**I confirm that the information that I have given in this box is true, correct, complete and up-to-date.**

**Signed:**

**Date:**

**Please list any name other than the one you are currently using, that you have ever been known by (please include any maiden names).**

**Note:** If you return this form via email you are indicating your intention to comply with the above declaration. You will be required to sign the declaration if you are subsequently invited to interview.

**Note:** Should you fail to disclose any conviction above, and the Disclosure and Barring Service disclosure confirms that you have any prosecution pending, or that you have been convicted at a Court, or cautioned by the Police for any criminal offence, or that there are any other matters causing the Academy to reasonably conclude that you may be unsuitable for the post, then you will be disqualified from appointment. If already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.





## **Guidance Notes**

Thank you for applying for a job with us. Diamond Hall Infant Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. This information is to help you to understand how the application process works and how best to fill in your application form.

### **About the information you have received**

- Job Description: Outlines the purpose of the job and the main duties involved.
- Person Specification: Lists the essential criteria an applicant needs to meet. It is this document that applicants are measured against during recruitment.
- An Application Form: A standard form on which we collect information about you. We use this instead of a CV, to be more consistent.

### **The Application Form**

This application form has been designed based on safer recruitment practices and employment legislation relating to recruitment and selection.

In order to reduce the chances of unfair discrimination, parts A and C of the form will not be considered as part of the shortlisting process. Details relating to criminal convictions will be passed on to the interview panel once shortlisting has taken place. This may be discussed at your interview. All other information from parts A and C will be used for the purposes of recruitment monitoring only and will not form part of the recruitment decision.

### **Please do not include a CV as this will not be considered.**

In detailing how you meet the essential requirements/criteria of the job, you must base your response on the person specification and give real examples. Stating that you have the requirement without providing examples will not be regarded as suitable evidence. Examples can be used from both work and other personal situations, for example voluntary work. Ideally, you should demonstrate your suitability in the order of the essential requirements as set out in the person specification.

It is essential to explain any gaps in your work history. This is in line with safer recruitment guidance.

Providing false information on this form may lead to a withdrawal of any conditional offer of employment, or disciplinary procedures potentially leading to dismissal without notice if you have already been appointed.

Please return applications to the specified person as detailed in the advert.

### **The Recruitment Process**

Diamond Hall Infant Academy is committed to providing a fair and equitable recruitment process.

A selection panel will consist of at least two people who will shortlist and interview. At least one panel member will be trained in safer recruitment. The panel will shortlist based on the information you have provided in relation to the person specification. Successful candidates will be called for further assessment which will include an interview and may also include other selection activities. Details of the format of the interview day will be sent to you in advance.

References will be sought from two sources. One referee must be your current or most recent employer; and if your current role does not involve working with children, the second reference must be the name of a

previous employer where the role involved working with children (where applicable). If you have not been employed previously, please give details of a school, college or university tutor. Referees will be asked about any child protection concerns.

Where specific qualifications are a requirement of the job you will be asked for proof on appointment, e.g. teacher reference number in the instance of teaching posts.

Unfortunately, in most cases, we are unable to write back to applicants who have not been shortlisted. Candidates who have not been successful at interview will be contacted.

### **Safer Recruitment**

Safer recruitment practices are implemented to protect pupils within Diamond Hall Infant Academy, as far as we are able.

Although the 'Convictions' section of the application form will not be used for shortlisting purposes, it will be made available to the interview panel at interview stage. If you fail to disclose a conviction on your application form, and the DBS information confirms that you do have a conviction/prosecution pending, this may lead to a withdrawal of any conditional offer of employment, or disciplinary procedures potentially leading to dismissal without notice if you have already been appointed.

Enhanced DBS checks will be carried out for all successful candidates for all job roles within Diamond Hall Infant Academy.

A criminal record will not automatically prevent you from getting the job. However, where DBS certificates show a conviction(s) and following further discussions with you about the conviction(s), a decision will be made in relation to your suitability to be employed, taking into account nature, seriousness and relevance of the offence. Consideration will also be given to how long ago it occurred, if it was a one-off or part of a history; circumstances of it being committed; country of conviction; decriminalisation and remorse.

### **Access to Employment for Disabled People**

We are committed to equal opportunity in employment for disabled people. This means that we will not unfairly discriminate against a candidate with a disability, or an employee that becomes disabled whilst working for us.

### **Data Protection**

The information you provide on the application form will be used to assess your suitability for the post, and will be viewed only by those involved in the recruitment process. If you are appointed, the information will be used to create your employment record. If you are not appointed, it will be destroyed after 6 months, except in the event of a dispute.

### **Any other questions**

If you have any questions or comments about any aspect of the recruitment process, please contact the Headteacher.