APPLICATION FORMGUIDANCE NOTES

###### Please read this information before completing this Application for Employment

These notes are intended to help you complete the enclosed application form. The person specification provided with the details of the post lists the essential and desirable criteria against which each application will be assessed at each stage of the Recruitment and Selection Process. Please note when the stage identified on the person specification includes “A” you must show evidence on your application form that you meet this criteria.

###### General Points **(Please complete the form using black type ink so that it can be photocopied)**

If you are applying for more than one post, a separate Application for Employment will need to be completed for each post for which you are applying.

**Centurion Multi Academy Trust seeks to ensure that we appoint the right candidate to each job and that applications for employment are treated in a fair and consistent manner. Candidates are responsible for ensuring that they complete fully all sections of the application form in sufficient detail to ensure that the form can be properly assessed against the criteria shown in the person specification.**

**In some cases we will invite candidates based on a CV to interview however any offer is conditional on the completion of an application form, references, and enhanced DBS if not completed at the outset.**

In accordance with Keeping Children Safe in Education, the school will consider carrying out an online search as part of the due diligence on shortlisted candidates. Where the school has carried out an online search on shortlisted candidates as part of the due diligence, any concerns which arise may be discussed with the applicant at, or prior to the interview stage. This will be approached in an appropriate and sensible manner.

If you do not have enough space on the form at any point, you may continue on a separate sheet of paper. Please ensure that you write your name and the title of the post for which you are applying on any additional sheets.

###### Part 1: Information for Shortlisting and Interview

**Present Employment**

Please provide details of your present post, as requested, including the period of notice to be given. If you are unemployed at the time of applying please indicate this.

**Previous Employment – Teaching and Other Experience**

Please provide full details of any previous posts you have held, starting with the most recent first. Please ensure you complete the “**reason for leaving”** column and **ensure you account for any gaps in employment**. Please note that if you are not currently employed, have not been employed recently or have limited experience of employment, you do have the opportunity to give details of any other experience, voluntary work or private interests that you feel help you to meet the criteria on the person specification in your covering letter.

###### **Education**

Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination. Relevant certificates must support all qualifications and any appointment will be subject to the presentation of the original documents, but please do not attach them, as they will be requested at a later date.

###### **Referees**

You must supply us with the names, job titles and addresses of two people whom we may ask for references. One **mus**t be your present or most recent employer and if you are a **recent** school leaver, one should be the Head Teacher of your last school. If you do not wish us to approach your referees prior to interview please indicate this and we will comply with this request, but please note that an appointment will only be confirmed once satisfactory references have been received. If you have previously worked in a childcare post but do not currently, a reference will be required from this employer. Please state in what capacity you know the referee e.g. colleague, line manager.

###### **Supporting Statement**

You are required to submit a supporting statement with your completed application form. This should be no more than two sides of A4 and should outline your relevant skills, experience and qualifications and your educational philosophy.

###### Additional Information

**The Employment of People with Criminal Records**

For jobs working with children, young people and vulnerable adults (as well as some other jobs), if we choose you for the job we will also need to contact the Disclosure and Barring Service to find out if you have a criminal record and if the job is in regulated activity we will check if you are barred from working with children and/or vulnerable adults. A criminal record will not automatically stop you from getting the job but we will consider the nature of the offence when assessing how suitable you are for the job. If you are barred from working with a vulnerable group it is an offence for you to apply for a job working with that group. If you fail to fill in a disclosure form when we ask, we will not be able to employ you. You can get a copy of our Recruitment Policy from faye.peart@epm.co.uk

**Finally please check that you have completed all sections of the Application for Employment and that you have signed it. If submitting your application form via e-mail you will be asked to sign the form if you are appointed as part of the pre-employment vetting process.**

Part 2: Personal Information

This section asks for some basic details about you. Please provide all the details as requested.

**Driving ability**

Please answer the questions relating to driving ability in accordance with the requirements of the post.

###### Part 3: Equality and Diversity Monitoring

Centurion Multi Academy Trust is an equal opportunities employer and is committed to equality for all in terms of our culture, service delivery and employment. The aim of the Trust’s equality policy, with regard to recruitment and selection, is to ensure that no job applicant receives less favourable treatment on the grounds of any protected characteristic.

The Equality Monitoring Form is not part of the selection process. It will be used primarily to monitor the diversity of applicants, in line with the Trust’s equality policy.

Conditional Offer of Employment

All job offers are conditional, subject to satisfactory pre employment checks including references, enhanced Disclosure and Barring Service criminal records check for work with children, proof of ID, qualifications and medical clearance. If you are successful with employment with Centurion Multi Academy Trust a full application will need to be completed if you applied using a CV.

Please complete this form in black ink or typescript and return to:

# Employment Application Form: Support

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **all** 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. Please complete the form in black ink or type. CVs are not accepted.

|  |  |
| --- | --- |
| Vacancy Job Title |  |

## Part 1: Information for Shortlisting and Interviewing

1. Current/Most Recent Employment:

|  |  |
| --- | --- |
| Name, and address of employer: |  |
| Job title: Please enclose a copy of the job description, if possible |  |
| Date appointed to this post: |  |
| Current salary: |  |
| Notice Period: |  |
| Earliest start date for new job: |  |
| Current duties: |  |

1. 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, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job title or position | Name and address of school, other employer, or description of activity | Number on roll and type of school, if applicable | Full or part-time | Dates (DD/MM/YYYY) | Reason forleaving |
| From | To |
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Please enclose a continuation sheet if necessary.

1. Secondary Education and Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school/college | From | To | Examination passed (i.e. A-Level, GCSE), subject and grade |
|  |  |  |  |

1. 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, university or awarding body | Dates | Full or part-time | Qualifications obtained |
| From  | To |
|  |  |  |  |  |

1. Supporting Statement: Other Relevant Experience, Interests and Skills

Please provide a written statement detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post.

Please enclose a continuation sheet if necessary.

1. Professional Courses Attended

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Organising body | Date(s) | Duration |
|  |  |  |  |

1. Professional Memberships:

Please list any other professional bodies of which you are a member:

1. INTERVIEW ADJUSTMENTS

If you have any specific requirements to assist you, if you are asked to attend an interview, please detail these below and reasonable adjustments will be made.

1. Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children, please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or people writing solely in the capacity of friends

**It is normal practice to take up references on shortlisted candidates prior to interview.** This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

First Referee

|  |  |
| --- | --- |
| Title and name: |  |
| Employer name, address and postcode: |  |
| Telephone number: |  |
| Email address: |  |
| Job title: |  |
| Relationship to applicant: |  |

I consent to this reference being requested before interview.

Yes**:** [ ]  No: [ ]

Second Referee

|  |  |
| --- | --- |
| Title and name: |  |
| Employer name, address and postcode: |  |
| Telephone number: |  |
| Email address: |  |
| Job title: |  |
| Relationship to applicant: |  |

I consent to this reference being requested before interview.

Yes: [ ]  No: [ ]

1. Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

* The referee’s relationship with the candidate
* Details of the applicant’s current post and salary
* Performance history
* All formal time-limited capability warnings which have not passed the expiration date
* All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
* All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns
* Details of any child protection concerns, and if so, the outcome of any enquiry
* Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

By signing the below I consent to my named referees being contacted in accordance with the above.

|  |  |
| --- | --- |
| Sign: |  |
| Print: |  |
| Date: |  |

You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer that you wish to withdraw your consent.

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## Part 2 Internal Ref. No.

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.

1. Personal Information

|  |  |
| --- | --- |
| Surname or family name:  |  |
| Previous surname(s) |  |
| Forenames: |  |
| Title: |  |
| Current address: |  |
| Postcode: |  |
| Home telephone number: |  |
| Mobile telephone number:  |  |
| National insurance number |  |
| Email address: |  |
| Teacher reference number: |  |
| Do you have a current full clean driving licence? Only applicable for posts that require driving | Yes: [ ]  No: [ ]  N/A: [ ]  |
| Are you responsible for caring for anyone? | Yes: [ ]  No: [ ] If YES please provide details under separate cover. |
| Are there any restrictions which might affect your right to take up employment in the UK?  | Yes: [ ]  No: [ ] If YES please provide details under separate cover. |

1. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

Have you ever been convicted of a criminal offence? (Do not include spent convictions, which are convictions you do not normally have to mention when applying for a job. A prison sentence of more than two and a half years can never become spent.)

Yes No If ‘Yes’, please give details.

|  |
| --- |
| Offence:  Date of conviction:  Judgement or sentence:  Additional Information:   |

###

### Note: If you are applying for a job which is not covered by the Rehabilitation of Offenders Act (for example, working with children or vulnerable adults), we will ask you to fill in an extra form which includes a question about spent convictions.

1. National Fraud Initiative (NFI)

We have to make sure that the money we use is safe from fraud. We may use the information you have given on this form to prevent and detect fraud. We can also share this information with other organisations responsible for auditing or managing public money.

We will use this information to monitor equality and diversity and may share this information with our trade unions.

1. Declaration

I declare that, as far as I know, all the information I have given is correct. I understand that if I give false or incomplete answers you will not consider my application or, if you have already given me the job, you may dismiss me without notice.

|  |  |
| --- | --- |
| Signature of applicant: |  |
| Print name: |  |
| Date: |  |

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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 confidentially and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR), as outlined in section 10.

|  |  |  |
| --- | --- | --- |
| Ethnicity | Workforce census code | Please tick |
| White | WBRI | British English Welsh Northern Irish Scottish |  |
|  | WIRI | Irish |  |
|  | WIRT | Traveller of Irish Heritage |  |
|  | WROM | Gypsy / Roma |  |
|  | WOTH | Any other White background |  |
| Mixed | MWBC | White and Black Caribbean |  |
|  | MWBA | White and Black African |  |
|  | MWAS | White and Asian |  |
|  | MOTH | Any other Mixed background |  |
| Asian or Asian British | AIND | Indian |  |
|  | APKN | Pakistani |  |
|  | ABAN | Bangladeshi |  |
|  | CHNE | Chinese |  |
|  | AOTH | Any other Asian background |  |
| Black or Black British | BCRB | Black – Caribbean |  |
|  | BAFR | Black – African |  |
|  | BOTH | Any other Black background |  |
| Other ethnic group | ARAB | Arab |  |
| CHNE | Chinese |  |
| REFU | Refused/Prefer Not to Say |  |
| OOTH | Any other ethnic group |  |

|  |  |
| --- | --- |
| Sexual orientation | Please tick |
| Bi-sexual |  |
| Gay Man |  |
| Gay Woman |  |
| Heterosexual |  |
| Other |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Gender | Please tick |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

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| --- | --- |
| Pronouns | Please tick |
| Mr |  |
| Mrs |  |
| Ms |  |
| Miss |  |
| Mx |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Personal relationship | Please tick |
| Single |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| DisabilityDo you consider that you 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 |  |

|  |  |
| --- | --- |
| Religion or belief | Please tick |
| No religion |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim  |  |
| Sikh |  |
| Any other religion (Please write this in the box) |  |
| Prefer not to say |  |