**APPLICATION FORM**

*Please type or use black ink/black ballpoint. Please note that applications forms should be completed in full, and may be returned for completion or rejected if incomplete.*

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| **Vacancy Information** | |
| **Position applied for** |  |
| **Recruitment Monitoring** *Please indicate where you first heard about this vacancy* |  |

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| **Personal Details** | | | | | | | | | | |
| **Title by which you wish to be referred** *Mr/Mrs/Miss/Ms/Other* |  | | | | | | | | | |
| **Full name** |  | | | | | | | | | |
| **Previous name** |  | | | | | | | | | |
|  | | | | | | | | | | |
| **Address**  *including postcode* |  | | | | | | | | | |
|  |  | | | | | | | | | |
| **Home telephone number** |  | | | | | | | | | |
| **Mobile number** |  | | | | | | | | | |
| **Email address** |  | | | | | | | | | |
|  | | | | | | | | | | |
| **National Insurance number** |  |  |  |  |  |  |  |  |  |

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| **Right to Work in the UK**  All candidates invited for an interview will be required to produce original documentation that proves their right to work in the UK. You will receive further information about acceptable documentation if you are invited to attend an interview. | |
| **Do you have the right to work in the UK** | Yes  No |

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| **Professional Teaching Details** | |
| **DfE number** |  |
| **QTS Status date awarded** |  |
| **Age Ranges taught** |  |
| **Main teaching Subject** |  |
| **Subsidiary subject(s)** |  |

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| **Current Employment** | | | |
| **Post title** |  | | |
| **Name of employer** |  | | |
| **Address of employer** *including postcode* |  | | |
| **Dates of employment** |  | | |
| **Current annual salary** |  | **Point on pay spine**  *Teaching staff only* |  |
| **Full/Part-time**  *please specify hours if part time* |  | **Additional Allowances**  *Teaching staff only* |  |
| **Description of responsibilities** |  | | |
| **Reason for leaving** |  | | |
| **Notice period required** |  | | |

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| **Previous Employment**  *Please list your previous employment in chronological order and continue on a separate sheet if necessary.* | |
| **Post title** |  |
| **Name of employer** |  |
| **Address of employer** *including postcode* |  |
| **Dates of employment** |  |
| **Description of responsibilities** |  |
| **Reason for leaving** |  |

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| **Post title** | |  |
| **Name of employer** | |  |
| **Address of employer** *including postcode* | |  |
| **Dates of employment** | |  |
| **Description of responsibilities** | |  |
| **Reason for leaving** | |  |
| **Gaps in Employment or Education** *Please give reasons and duration for any gaps when you have not been in employment after the age of 18 years, for example, raising a family, unpaid voluntary work, time travelling. Please continue on a separate sheet if necessary.* | | |
| **Dates of gap** |  | |
| **Reason for gap** |  | |

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| **Dates of gap** |  |
| **Reason for gap** |  |

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| **Higher Education (including teacher training)** | | | | | | |
| **Names of Educational Establishment** | **Dates** | | **Qualifications** | | | |
| **From** | **To** | **Full or P/T** | **Qualification achieved** | **Grade/class of degree** *e.g. Hons II (ii)* | **Date Awarded** |
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| **School(s) Attended** | | | | | |
| **Name(s) of Educational Establishment** | **Dates** | | **Qualifications Gained** | | |
| **From** | **To** | **Subject** | **Grade** | **Date Awarded** |
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| **Training or professional development courses**  *Please provide details of any course undertaken in the last 3 years which are relevant to your application.* | | | | |
| **Course dates** | **Length of course** | **Course Title** | **Qualification Obtained** | **Course Provider** |
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| **Supporting Statement**  *Your supporting statement should be brief and no more than two sides of A4 size paper. This should include how you feel your experience, training, knowledge of specialist areas, personal attributes and qualities are relevant for the post and associated job description/person specification.* |
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| **Additional Skills** |
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| **Full current driving licence held** | Yes  No |

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| **References** |

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. **One of the referees must be your present/or most recent employer** (for teaching posts this should be your current Headteacher) and no offer of employment will be made without reference to him or her. If you have not previously been employed, then headteachers, college lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The Trust reserves the right to approach any additional references we deem appropriate. Where references are received prior to interview, an opportunity may be given to discuss the content of references with the interview panel.

Please let your referees know that that you have listed them as your referee, and to expect a request for a reference should you be shortlisted.

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| **Referee 1 - Current or most recent employer** | |
| **Title**  Mr/Mrs/Miss/Ms/Other please specify |  |
| **Name in full** |  |
| **Position Held** |  |
| **Company name & address** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Relationship** |  |
| **Known since (MM/YY)** |  |
| **May be contacted prior to interview** | Yes  No |

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| **Referee 2** | |
| **Title**  Mr/Mrs/Miss/Ms/Other please specify |  |
| **Name in full** |  |
| **Position Held** |  |
| **Company name & address** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Relationship** |  |
| **Known since (MM/YY)** |  |
| **May be contacted prior to interview** | Yes  No |
| **Declarations** | | |

The Aspire Schools Trust is required under the law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended). The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Further guidance on ‘protected’ convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>

**Please answer the following questions:**

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| **Do you have any unspent convictions or conditional cautions?** | Yes  No |
| **Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?** | Yes  No |

If you have answered ‘yes’ to the questions above, and are shortlisted for interview, you will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the Trust and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested by the Police, you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

If you are unsure whether you need to disclose criminal information, you should seek legal advice or contact Nacro's Criminal Record Support Service on 0300 123 1999 or [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) - all enquiries to this service are impartial and confidential. You will not be asked for any personal details, unless you want information or advice sent to you.

**Where a role involves engaging in regulated activity relevant to children, it is an offence for applicants to apply for the role if they are included on any list of people barred from working with children.**

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| **Are you included on any list of people barred from working with children by the DBS, the TRA (Teaching Regulation Agency) or any other organisations?** | Yes  No |

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| **Have you ever been the subject to any disciplinary action in your current or previous positions or had any allegations made?** | Yes  No |
| If Yes, please give details including dates, and outcome (if known) | |

**Please note:** Information regarding disciplinary action is required, including that related to warnings regarded as "spent", in order to ensure adherence to safer recruitment guidance and to enable us to meet our obligations to safeguard children. Disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

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| **Have you lived or worked outside the United Kingdom for more than three months in the past five years?** *Please note if the answer is ‘yes’ you must obtain a Certificate of Good Conduct from the Embassy of that country.* <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> | Yes  No |
| If yes, please give brief details including dates |  |

**We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.**

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| **Are you, to the best of your knowledge, related to or personal friends with any pupil, employee, governor or trustee of the Aspire Schools Trust?** | Yes  No |
| If Yes, please give name, position & relationship | |

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| **Do you have any outside private business interests that may conflict with those of the Aspire Schools Trust?** | Yes  No |
| If Yes, please describe your private interest | |

I certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from my appointment or after appointment could lead to disciplinary action or dismissal.

I authorise the School to undertake the necessary pre-employment checks and to verify any information given.

I understand that satisfactory references, DBS check, medical clearance, verification of qualifications and evidence of right to work in the UK are required before any final offer of employment can be made.

I acknowledge that where this form is submitted electronically and without signature, electronic receipt of this application by the Aspire Schools Trust will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.

Signature of Applicant Date

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| **Data Protection** |
| Aspire Schools Trust are committed to protecting the privacy and security of your personal information. Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.  Our privacy notice for job applicants, where you can find more detail on how we process your personal data, can be found at <https://www.aspireschoolstrust.org/information/data-protection/> . |

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| **Equal Opportunities Monitoring** |

We are bound by the Public Sector Equality Duty to promote equality for everyone. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form you will be supporting the Trust in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This information will be stored securely and confidentially and **will not be taken into account when making the appointment**.

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| **Full Name** |  |

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| **Date of Birth**  (DD/MM/YY) |  |  | / |  |  | / |  |  |

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| **Nationality** |  |

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| **Cultural/Ethnic Background** |  |

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| **Gender** |  |

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| **Sexual Orientation** |  |

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| **Religion/Belief** |  |

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| **Marital/Civil Partnership Status** |  |

The Trust welcomes applications from disabled people. We are committed to ensuring that disabled people are supported and treated fairly at every stage of their selection, employment and career development.

For this purpose, disability is defined as any physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months or is likely to last for the rest of a person's life.

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| **Do you consider yourself to be disabled** | Yes  No |
| *Please advise us if you require any reasonable adjustments which are needed to ensure the interview is accessible to you* | |

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| **Safer Recruitment Self-Declaration** |

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| **Full Name** |  |

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| **Do you have any unspent convictions or conditional cautions?** | Yes  No |

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| **Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?** | Yes  No |

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| **Have you been convicted or cautioned for any offences which occurred in any country outside England & Wales which would be equivalent to a specified offence in England & Wales?** | Yes  No |

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| **Are you disqualified from providing childcare?** | Yes  No |

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| **Are you subject to a section 128 direction, which means you are prohibited from participating in the management of an independent school?** | Yes  No |

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| If you have answered yes to any question above, please provide details in the space below |

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rehabilitation of Offenders Act FAQ’s**

The role you have applied for is exempt from the Rehabilitation of Offenders Act 1974 and therefore short-listed candidates are required to declare:

• All unspent convictions and conditional cautions

• All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

The Aspire Schools Trust recognises the contribution that people with criminal records can make as employees and volunteers and welcomes applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

• Whether the conviction is relevant to the position applied for.

• The seriousness of any offence revealed.

• Your age at the time of the offence(s).

• The length of time since the offence(s) occurred.

• Whether the applicant has a pattern of offending behaviour.

• The circumstances surrounding the offence(s), and the explanation(s) provided.

• Whether your circumstances have changed since the offending behaviour.

It is important that applicants understand that if they are subsequently employed by the Trust and it is found that they failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the Trust.

If you are unsure about how to answer the questions on this form, please contact Nacro's Criminal Record Support Service on 0300 123 1999 or [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) - all enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.