

**Application for the post of <Insert position> at St John's CofE Primary Academy**

**Closing Date: <Insert Date>**

**Please do not include a CV.  
Please refer to the accompanying guidance notes when completing your application.**

**SECTION 1 – PERSONAL DETAILS**

Surname (Title: Dr/ Mr/ Mrs/ Miss/ Ms)	Forename(s)
Former surname(s) (for pension purposes)	
Postal Address	
Post Code	
Telephone Home: Business: Mobile:	
Email address	
Please indicate preferred contact method	
National Insurance Number:	
Date of Birth: (DD/ MM/ YYYY)	

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes  No

If yes please provide details:

If you are successful in your application would you require a work permit prior to taking up employment? Yes  No

Do you hold a valid driving license? Yes  No

If yes please specify type:

## SECTION 2 – EQUAL OPPORTUNITIES MONITORING

St Chad's Academies Trust is committed to equality in employment. The academy's aim is to ensure equality for all existing and prospective employees.

In order to assist the academy with this aim, please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.

The information will not form part of short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

### PLEASE USE CAPITAL LETTERS OR PLACE A CROSS IN BOXES WHERE APPLICABLE

1. Gender: Male  Female

2. Age: Below 26  26 – 35   
36 – 45  46 – 55   
56 - 65

3. Where did you see the vacancy advertised?

Local Press  Job Centre  Personnel Bulletin

National Press  Word of Mouth  CECET Website

Schools Recruitment Service

Other (please specify):

4. What is your ethnic group? Please place a cross in the appropriate box to indicate your cultural background:

White  
British

Mixed  
White and Black Caribbean



Irish   
Other (please specify)

White and Black African   
White and Asian   
Other (please specify)

**Asian or Asian British**  
Indian   
Pakistani   
Bangladeshi   
Other (please specify)

**Black or Black British**  
Caribbean   
African   
Other (Please specify)

**Chinese or other Ethnic Group**  
Chinese   
Other (please specify)

**4.** Under the Equality Act 2010 a person has a disability if they have a physical or mental impairment, which has a substantial and long term effect (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities.

**Do you have such have a disability?** Yes  No

If yes, please detail the nature of the disability.  
(This information will not be made available to those involved in recruiting)

Information supplied on this form will be used to monitor the effectiveness of our practices and procedures, in particular our Equal Opportunities Policy. The monitoring is for statistical purposes only, and your personal details will not be identifiable from this process.

**SECTION 3 – EDUCATION AND QUALIFICATIONS**

Secondary School/ College of Further Education	Date From MM/YY	To MM/YY	Qualifications: A Level/BTEC etc. give subject and grades	Date of award
College of Higher Education/University/ Other establishment	Date From MM/YY	To MM/YY	Degree or Certificate Degree: please state classification	Date of award

Date of Qualified Teacher Status:

DfE Teacher Reference Number:



## SECTION 4 – PROFESSIONAL DEVELOPMENT

Please give details of recent significant Professional Development

Organising Body	Nature/Title of Course	Dates from/to

## SECTION 5 – CAREER DETAILS

### Present Employment

Name of school/ academy	Nature of school/ academy <small>(e.g. Primary / Secondary / Comprehensive / Academy / Selective / Mixed / Boys / Girls)</small>	
Age Range:	Group of school/ academy:	Local Authority (if applicable):
Post Held:	Date of Appointment (MM/YY):	Current Salary Point:

### Current Responsibilities

## Other Employment (both teaching and non-teaching appointments)

Please list in reverse chronological order

Dates From MM/YY	To MM/YY	School and LA (or employer if non school based post)	Job title and responsibilities	Reason for Leaving

## SECTION 6 – EVIDENCE OF COMPETENCIES

Please use the space below to provide evidence of how you meet each key competency outlined in the person specification that accompanies this application form. You should use specific – and where possible, different - examples of your **experience** and describe the **impact** of your actions.



## SECTION 7 – REFEREES

Please provide names and addresses of persons willing to supply employment references; one of the named referees **must** be your current employer or your most recent employer in work with children or young people. References cannot be accepted from relatives.

<p>Name:</p> <p>Address:</p>  <p>Position:</p> <p>Relation to Applicant:</p> <p>Telephone number:</p> <p>Email address:</p> <p>May your referee be approached prior to interview? Yes / No</p>	<p>Name:</p> <p>Address:</p>  <p>Position:</p> <p>Relation to Applicant:</p> <p>Telephone number:</p> <p>Email address:</p> <p>May your referee be approached prior to interview? Yes / No</p>
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Do you give permission for referees to be contacted prior to an offer of employment being made?      Yes       No

Please note we may request further references in some instances.

## DECLARATION

The applicant should state here whether to his/her knowledge he/she is related to any member of, or to the holder of, any senior office within St Chad's Academies Trust or to any Governor of the academy.

Yes       No

If yes, please provide details:

Canvassing of any member of the Governing Body or the Trust could lead to the disqualification of the candidate concerned.



**Please note that appointment to this post will be subject to medical clearance, satisfactory references and satisfactory Enhanced DBS clearance.**

**Applicants can find guidance and the criteria by following the below link, which explains the filtering of old and minor cautions and convictions which are now 'protected' so not subject to disclosure to employers**

**[www.gov.uk/government/collections/dbs-filtering-guidance](http://www.gov.uk/government/collections/dbs-filtering-guidance)**

**If you have a caution or conviction other than those listed you must provide details in a sealed envelope, marked confidential, and this should be attached to your application form. Alternatively if you are applying electronically please send a separate email marked 'private and confidential' outlining this information.**

### **Child Protection and Safeguarding**

This Academy is committed to safeguarding and promoting the welfare of our children and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role throughout employment at the Academy.

In relation to this appointment process you should be aware that your referees will be asked the following question:

*"Are you aware of any Child Protection allegations or issues of a similar nature in relation to this person? If so please provide details."*

**At interview all candidates will be asked if there have been any allegations, or issues, raised against them by children or young people and if so, the outcome of them.**

If you would like to discuss any of the above before making an application please contact the Principal

Are there any adjustments that may be required to be made should you be invited to interview?

Date on which you could take up duty, if appointed:

I confirm that the information I have provided is true and accurate and that I am not on a DBS Barred List, disqualified from work with children or young people, or subject to sanctions imposed by a regulatory body and have no convictions, cautions or bind overs (or have provided details of these as instructed above).

Signature:

Date:

## IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

### Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure & Barring Services (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post applied for involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the Trust. Any information given will be completely confidential and will be considered only in relation to this application.

### Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

### Canvassing

You must not try to influence any officer of St Chad's Academies Trust, member of the academy governing body, to act in your favour, as this will disqualify you. If you are related to a Trust official or a governor you must indicate this in the relevant section of the application form.



## Policy Statement on the Recruitment of Ex-Offenders

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), St Chad's Academies Trust complies fully with the Code of practice and undertakes to treat all applicants for positions fairly. St Chad's Academies Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of conviction or other information revealed.
2. St Chad's Academies Trust can only ask an individual to provide details of convictions and cautions that St Chad's Academies Trust are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended. St Chad's Academies Trust can only ask an individual about convictions and cautions that are not protected.
3. St Chad's Academies Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
4. St Chad's Academies Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. St Chad's Academies Trust select all candidates for interview based on their skills, qualifications and experience.
5. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
6. Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Trust and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
7. St Chad's Academies Trust ensures that all those in the Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. St Chad's Academies Trust also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. At interview, or in a separate discussion, St Chad's Academies Trust ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.
9. St Chad's Academies Trust makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.
10. St Chad's Academies Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

(Source : [www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders](http://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders))

