**Part One – Information for Shortlisting and Interview**

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| **Vacancy Job Title:**  **First Name:** | **Surname or Family Name:**  **Previous Name(s):** |

**A: Letter of Application**

Please enclose a letter of application. Refer to the applicant information pack which may include instructions on how to complete the letter of application.

**B: Previous Employment Details**

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, education or training, and reasons for leaving employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current/Most Recent Employment** | | | | |
| **Date from:** | **Date to:** | **Job Title or Position** | **Name and Address of Employer** | **Reason for Leaving** |
|  |  |  |  |  |
| **Salary** |  | | **Notice Required** | |
| **Please enclose a copy of your job description** | | | | |
|  | | | | |

**Employment History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from:** | **Date to:** | **Job Title or Position** | **Name and Address of Employer** | **Reason for Leaving** |
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**C: Secondary Education and Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date from:** | **Date to:** | **Name of School/College** | **Examination** | **Subject** | **Grade** |
|  |  |  |  |  |  |
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**D: Further or Higher Education**

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| --- | --- | --- | --- | --- |
| **Date from:** | **Date to:** | **Name of FE Provider** | **Full Time or Part Time?** | **Qualification Obtained** |
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**E: Other relevant Experience, Interests and Skills**

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**Please note that in line with the guidance of Keeping Children Safe in Education (KCSiE), an online check may be carried out by the Trust HR department, including social media platforms.**

**F: Referees**

Please provide details of **two** people to whom reference may be made. The first referee should normally be your present or most recent Employer, 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 as 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.

**Referee 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Job Title** | **Address – please include telephone number and email** | **Relationship to Applicant** |
|  |  |  |  |
| **I consent to this reference being requested prior to interview. Yes No** | | | |

**Referee 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Job Title** | **Address – please include telephone number and email** | **Relationship to Applicant** |
|  |  |  |  |
| **I consent to this reference being requested prior to interview. Yes No** | | | |

**G: Reference Declaration**

In compliance with General Data Protection Regulations (GDPR) we would like to ensure that you are aware of the data we will collect and process when collecting your references. Reference requests sent to your referees will as the referee to confirm as a minimum:

* The referee’s relationship with the applicant.
* 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 below, I consent to my named referees being contacted in accordance with above** | |
| **Signed:**  **Print Name:** | **Date:** |

You have the right to withdraw tour consent at any time by informing our organisations Data Protection Officer. [DPO@cbat.academy](mailto:DPO@cbat.academy)

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**Part Two – Information for Administration Purposes**

This section will be separated from Part One 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.

**H: Personal Information**

|  |  |  |
| --- | --- | --- |
| **Title:** | **Forenames:** | **Surname:** |
| **Previous Surnames:** | | |
| **Current Address:**  **Postcode:** | | |
| **Contact Telephone Number:** | | |
| **Email Address:** | | |
| **Date of Birth:** | | |
| **National Insurance Number:** | | |
| **DfE Reference Number (if applicable):** | | |
| **Do you have a current full clean driving licence? Yes No** | | |
| **Do you require sponsorship (previously a work permit?**  **If yes – please provide details under separate cover Yes No** | | |

**I: Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs**

cy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

|  |
| --- |
| **Do you have a criminal conviction which is unspent**  **or pending against you? Yes No** |
| **Have you ever been convicted of a criminal offence?**  **Yes No** |
| **Are you related to, or have a close personal relationship with any existing employee of the Trust, a Trustee or Trust School Governor?**  **Yes No** |
| **If you have answered yes to any of the above questions in this section, please provide more details below** |

**If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview.**

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child’s fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

**J: Declaration**

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in the post and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 10 above, and in particular that checks may be carried out to verify the contents of my application form.

|  |  |
| --- | --- |
| **Signed:**  **Print Name:** | **Date:** |

**K: Equality and Diversity Monitoring**

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 G.

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| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | |  |
|  | **MWBS** | **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** | | | |  |
|  | **OOTH** | **Any other ethnic group** | | | |  |
|  | **REFU** | **Refused/Prefer not to say** | | | |  |
| **Sexual Orientation** | **Please Tick** | | **Gender** | | **Please Tick** | |
| **Bi-sexual** |  | | **Female** | |  | |
| **Gay Man** |  | | **Male** | |  | |
| **Gay Woman** |  | | **Transgender** | |  | |
| **Heterosexual** |  | | **Prefer not to say** | |  | |
| **Other** |  | |  | | | |
| **Prefer not to say** |  | |
| **Religion or belief** | **Please Tick** | | | **Personal Relationship** | **Please Tick** | |
| **No religion** |  | | | **Single** |  | |
| **Christian** |  | | | **Living together** |  | |
| **Buddhist** |  | | | **Married** |  | |
| **Hindu** |  | | | **Civil Partnership** |  | |
| **Jewish** |  | | | **Prefer not to say** |  | |
| **Muslim** |  | | |  |  | |
| **Sikh** |  | | |  |  | |
| **Any other religion** |  | | |  |  | |
| **Prefer not to say** |  | | |  |  | |
| **Disability** | **Please Tick** | | |  | **Please Tick** | |
| **Do you consider that you have a disability?** |  | | | **Is it?**  **Mental Health Condition** |  | |
| **Physical Impairment** |  | | | **Sensory Impairment** |  | |
| **Learning Disability** |  | | | **Long Standing Illness** |  | |
| **Other** |  | | | **Prefer not to say** |  | |

**Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)**

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Policy and CBAT Data Protection Policy which can be found on our website.

The person responsible for Data Protection in our organisation is Mrs. Emma Gray and you can contact them with any questions relating to our handling of your data. You can contact them by emailing [DPO@CBAT.academy](mailto:DPO@CBAT.academy)

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website.

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

**Please also note**

* Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. **The position you are applying for is a “regulated position”**.
* Canvassing, directly or indirectly, any Employee, Trustee or Governor of Cotswold Beacon Academy Trust will disqualify the application.
* Applicants recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate, complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
* This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.
* The CBAT Recruitment and Selection Policy, containing links to Child Protection Policies and the Trust Policy on employment of ex-offenders can be found on the Trust website.

**Thank you for taking the time to complete this application form fully.**