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Application for Employment

Exeter Road, Teignmouth, Devon, TQ14 9HZ

Tel: 01626 870317

www.ivyeducationtrust.co.uk

We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.

The Trust is legally required to carry out several pre-employment checks which are detailed in the Trusts Recruitment, selection and disclosure policy and procedure. The information you are being asked to provide in the form is required so the Trust can comply with those legal obligations should your application be successful. Please note that in order to be considered for the position the Trust, you must complete this application form. A curriculum vitae will not be accepted in place of a complete application form.

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| **Prohibition from teaching, prohibition from management and disqualification from  providing childcare.**  The Trust is not permitted to employ anyone to carry out ‘teaching work’ if they are prohibited from doing so. For these purposes ‘teaching work’ includes:   * planning and preparing lessons and courses for students; * delivering lesson to students; * assessing the development, progress and attainment of students; and * reporting on the development, progress and attainment of students.   The above activities do not amount to ‘teaching work’ if they are supervised by a qualified teacher or other person nominated by the Head.  The Trust is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of a college/school. This applies to the following positions at the Trust:   * Head; * Teaching posts on the senior leadership team; * Teaching posts which carry a departmental head role; * Support staff posts on the senior leadership team.   The Trust is also not permitted to employ anyone to work in a position which involves the provision of ‘childcare’ if they are disqualified from providing ‘childcare’. For these purposes ‘childcare’ includes:   * All supervised activities before during and after school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and * Provision for children who are not in our early years provision and who are under the age of 7, which takes place on the school premises before or after the school day.   Work as a cleaner, driver, transport escort, member of the catering staff or member to the office staff is not considered ‘childcare’ for these purposes.  The declaration at Section 9 of this form therefore asks you to confirm whether you are prohibited from carrying out ‘teaching work’, prohibited from being involved in the management of a college/school and or disqualified from providing ‘childcare’. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involved teaching work, is a relevant management role or involve the provision of ‘childcare’ please contact the Trust HR Department.  The Trust will also carry out a check to determine whether successful applicants for the relevant roles are prohibited from teaching and / or prohibited from involvement in the management of a college/school. Successful applicants for ‘childcare’ roles will be required to complete a childcare disqualification self-declaration form. |

**Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.**

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| Post applied for: | Job reference: |
| School: | Closing date: |

**1. PERSONAL DETAILS**

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| First name/s: | Last name: |
| Address: | Previous Name(s): |
|  | NI Number: |
|  | Telephone (Daytime): |
|  | Telephone (Mobile): |
| Postcode: | Email address: |
| Are you registered by the DfE as a Qualified Teacher? – (if applicable)  Yes / No | DfE Ref. No – (if applicable) |

**2. EMPLOYMENT HISTORY - Present or most recent employment**

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| **Name of current employer (School and LA where applicable) detailing age range and number on roll:** | |
| Job title: | Salary spine point (please also detail any allowances): |
| Dates from / to: | |
| Subject / areas taught and any responsibilities: | |
| Key responsibilities: | |

Reason for seeking new position/leaving:

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NB. If you have more than one employment please provide the same information for each job, if necessary on a separate sheet.

**3. PREVIOUS EMPLOYMENT**

**Please start with the most recent** *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

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| --- | --- | --- | --- |
| Job title including, if applicable, subject and areas taught and any responsibilities | Employer/School and LA (if applicable) including age range and number on roll | Dates  From - to  (month & year) | Reason for leaving |
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Please account for any gaps in your employment history:

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**4. EDUCATION, TRAINING AND DEVELOPMENT**

**Secondary school/college/university/apprenticeship** *including current studies, with the most recent first.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of institution | Dates  From – To  (month & year) | Courses/subjects taken | Qualifications/grade |
|  |  |  |  |
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*NB. We reserve the right to contact employers or educational establishments to verify details given.*

**Details of any recent relevant professional development.** Please include dates.

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**Professional / Technical membership**

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| --- | --- |
| Name of professional / technical body | Grade of membership |
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**5. SUPPORTING STATEMENT**

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

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***Please continue on a separate sheet if necessary***

**6. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide an enhanced disclosure from the DBS.

**Rehabilitation of Offenders Act**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered and ‘protected’. This means that they do not need to be disclosed to emplolyers, and if they are disclosed, employers cannot take them into account. Possession of a criminal record will not automatically prevent applicants from working with us.  As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

As you are applying for a post which is eligible for a DBS Disclosure, you are required to declare information on any convictions, cautions, reprimands or final warnings, **which would not be filtered in line with current guidance**. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. **Current guidance on what is filtered out of a DBS check can be found by following the links below:**

Gov.uk – <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

Therefore, if you have received a conviction or caution, which would not be filtered in line with current guidance, you must provide details below (including any convictions in a court of law outside of Great Britain) and any prosecutions that you have pending. **If there are none please write ‘none’**.

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**Other Sanctions**

Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the National College of Teaching and Leadership (NCTL). **If there are none please write ‘none’**.

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**7. ADDITIONAL INFORMATION**

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act defines a person as having a disability if he or she has,” a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”.

Do you have a disability? Yes  No



We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job.



Are you eligible to work in the UK? Yes  No



Do you require a work permit? Yes  No



Do you, your partner or family have any interests (financial, professional

or otherwise) that may conflict with your employment? Yes  No

(If yes, give details)



Are you related to any member of staff, Director or Governor at the Trust? Yes  No



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| If yes, give name and relationship: |

**Note:** Soliciting support or information to give an unfair advantage may disqualify your application.

**8. REFERENCES**

Please give details of two referees, one of whom should be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college, or university. As this post is subject to a DBS Disclosure, references must cover the previous three years of employment or five years where the employment has involved working with children. If there has been a gap in employment, then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form, and you will be asked about any discrepancies. Please advise if you do not want us to take up references at this stage and provide reasons.

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| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Tel no: | Tel no: |
| Email: | Email: |
| Occupation/Relationship: | Occupation/Relationship: |
| How long have they known you? | How long have they known you? |
| I agree/do not agree\* to this reference being taken (\*please delete) | I agree/do not agree\* to this reference being taken (\*please delete) |
|  |  |
| Name: | Name: |
| Address: | Address: |
| Tel no: | Tel no: |
| Email: | Email: |
| Occupation/Relationship: | Occupation/Relationship: |
| How long have they known you? | How long have they known you? |
| I agree/do not agree\* to this reference being taken (\*please delete) | I agree/do not agree\* to this reference being taken (\*please delete) |

We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. **If there are none please write ‘none’**:

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**9. DECLARATION**

* I confirm that I am not named on the Children’s Barred List or otherwise disqualified from working with children ☐
* I confirm that I am not prohibited from carrying our ‘teaching work’ ☐ (do not tick this box if the role for which you are applying does not involve ‘teaching work’)
* I confirm that I am not prohibited from being involved in the management of a College/School ☐ (do not tick this box if the role for which you are applying is not a management role)
* I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of ☐ (do not tick this box if the role for which you are applying does not involve the provision of ‘childcare’)
* I confirm that the information I have given on this application form is true and correct to the best of my knowledge ☐
* I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence ☐

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| --- | --- |
| Signature: | Date: |

Where did you see the advertisement for this post?

**Data Protection Act and General Data Protection Regulations.** The personal data you provide in this job application will be used for recruitment purposes. If your application is successful the personal data will be stored on your employee file and used for payroll and personnel administration. It will only be shared with Trust officers or other staff with a legitimate need to view it, and with government departments and agencies where there is a legal obligation to do so. Personal data held about unsuccessful candidates will only be retained for twelve months.  Full details of how the Trust processes your personal data please follow the following link [www.ivyeducationturst.co.uk](http://www.ivyeducationturst.co.uk) under GDPR/Privacy Notice – Applicants.

**YOUR COMPLETED APPLICATION SHOULD BE SENT TO THE ADDRESS/EMAIL ADDRESS AS SPECIFIED IN THE APPLICATION MATERIAL**

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