

# Job Application Form



Crofty Multi Academy Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. There is an expectation of all staff and volunteers to share this commitment. This post is subject to a successful Disclosure & Barring check and satisfactory references.

Please fill in **all sections** of the form using **black ink/type**. The information you provide will help us make a fair decision in the selection process.

About the role			
Role applied for:		Ref no:	
School/Location:			

About you			
Title:		Surname:	
First name(s):			
Home address:		Home phone:	
		Work phone:	
		Mobile:	
Postcode:		Email:	
NI Number:		(You can get this from the Department of Work & Pensions)	

Qualifications achieved from secondary, higher and further education			
<b>Age 11 -16:</b>			
School/college attended (with dates) and location	Level and number of qualifications (e.g. 10 O Levels)	Grade awarded	Year achieved

Post 16 education below degree level:			
School/college attended (with dates) and location	Qualifications achieved with subjects	Grade awarded	Year achieved

<b>Education at degree level and beyond:</b>			
Type of qualification (BA, BSc, Bed, Hons, MA PH.D etc)	University/college & subject title of qualification	Class or Grade	Year achieved

<b>Non award bearing professional development undertaken in last five years</b>		
Name of provider	Title of course/training (e.g. first aid at work, child protection, risk assessments, etc)	Qualification/level of training

<b>Your current or most recent employment</b>			
<b>Note:</b> If you are applying for your first job, please provide any voluntary work/work experience in the "Previous employment or experience" section.			
Employer name:		Job title:	
Employer address:		Salary:	
		Start date:	
		Leave date: (if applicable)	
Reason for leaving:			
<p>If this is/was a teaching post, please provide: -            Type of school (delete as appropriate):            nursery/infant/junior/primary/middle/special/PRU/secondary/other (please state):            Status of school (delete as appropriate): community/foundation/trust/formal            federation/independent/academy/VC/VA/other (please state):            Gender taught (delete as appropriate): boys/girls/mixed Number on roll:            Key stage(s) or year group(s) (if primary) taught:</p>			
Salary & salary point:		Additional allowances (TLR, SEN, R&R):	
Main duties and responsibilities (include any additional roles undertaken organising school trips, events, leading activities, etc):			

## Previous employment or experience

Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc).

Dates (dd/mm/yy)		Name of school/employer and address  or Reason for gap in employment	Job title, duties and responsibilities. Please include: type/status of school; number on roll; key stage(s) or year group taught; and gender taught	Reason for leaving
From	To			

## Your supporting statement

This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result.

## Guaranteed Interview Scheme

We are committed to improving employment opportunities for people with disabilities and have adopted the Jobcentre Plus' Two Ticks symbol which demonstrates that we are "positive about disabled people". An applicant with a disability who demonstrates that they meet the minimum requirements of an advertised position is entitled to an interview and will be considered on merit.

Do you consider yourself eligible for consideration under this scheme?

No

## Selection requirements

We will make reasonable adjustments to help people with disabilities through the application and selection process. If you have any specific requirements to enable your participation and/or attendance during the selection process, please let us know:

None

## References

Please provide two references. Do not use friends or relatives. **Please be aware that we will ask for references before your interview.**

If any of your previous roles (voluntary or paid) involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is 'time expired') and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. If you have any concerns, please contact us or the school you are applying to.

<b>Reference 1:</b> This <b>must</b> be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college or university).		<b>Reference 2:</b> If you have worked with children, young people or vulnerable adults in the past, but are not currently, this <b>must</b> be the most recent employer by whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice.	
Full name:		Full name:	
Job title:		Job title:	
Employer:		Employer:	
Address:		Address:	
Postcode:		Postcode:	
Email:		Email:	
Telephone number:		Telephone number:	
Relationship to you:		Relationship to you:	
Did this role involve working with children, young people and/or vulnerable adults?		Did this role involve working with children, young people and/or vulnerable adults?	

## Declaration of criminal convictions

This post is exempt from the Rehabilitation of Offenders Act 1974 and you are therefore required to disclose all criminal convictions, including any which may be 'spent'. You should also include details of any cautions, reprimands or final warnings. **Please only include details of old and minor cautions, convictions, reprimands and warnings in accordance with the DBS filtering rules relating to such offences. Details of the filtering rules can be found in the attached Applicants Guidance Notes or from [www.gov.uk/db](http://www.gov.uk/db)**

Have you ever been convicted of any criminal offence, whether 'spent' or 'unspent', as defined in the Rehabilitation of Offenders Act 1974 or do you have any charges pending?

Yes/No

If yes, please provide details:

Have you ever been cautioned, reprimanded or received a final warning which although not considered to be criminal convictions and become 'spent' immediately, must be considered in relation to this exempt post?	Yes/No
If yes, please provide details:	
Have you ever been barred or restricted from working with children or vulnerable adults?	Yes/No
If yes, please provide details:	
Any subsequent offer of employment will be subject to a criminal record check (disclosure request) from the Disclosure and Barring Service (DBS). This check will include details of cautions, reprimands or final warnings as well as convictions. Appointment will be subject to the information received from the DBS.	
I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a criminal record check from the DBS that TPAT will request my authorisation for such a check to be made.	
<b>Signature:</b>	<b>Date:</b>

<b>Disclosure of interest</b>	
Have you ever received a redundancy payment or pension from a local authority?	Yes / No
If yes, please give details including month and year:	
Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)?	Yes / No
If yes, please provide details:	
The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence.	
If needed, do you have access to transport?	Yes / No
If needed, do you have a full current UK driving licence?	Yes / No
The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment?	Yes / No
If no, please provide details of your other role(s) and the days and hours you work:	
Canvassing of our Councillors and employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with a Councillor or employee of Cornwall Council your application may be disqualified and, if appointed, you may be dismissed without notice.	
Are you related to, or have you formed any relationship (personal, financial or professional) with any current Councillor or employee of Cornwall Council, or School Governor?	Yes / No
If yes, please give details:	
Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role?	Yes / No
If yes, please give details:	
Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment?	Yes / No
If yes, please give details:	

## How we protect your personal information

We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 12 months; anonymised data will be kept for monitoring purposes

## Your declaration

I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

<b>Signature</b> (applicant):		<b>Date:</b>	
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Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.

If you have completed this form on behalf of the applicant, please add your details:

Name (printed):		Contact number:	
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**Thank you** for taking the time and effort to complete this application form. The role information supplied will say where it should be returned.

**Please make sure that you complete our safeguarding and the equal opportunities monitoring form.**

## Safeguarding Form - confidential

Please fill in **all sections** of the form using **black ink/type**. The information you provide will help us make a fair decision in the selection process.

### Safeguarding children, young people and vulnerable adults

It is the responsibility of all employees to maintain awareness of policies and practices regarding the safeguarding of children, young people and/or adults who may be at risk. You should report concerns/allegations in accordance with corporate guidance procedures. This responsibility applies to all Council employees; it also applies to contractors, partners and volunteers who carry out work with or for children, young people and adults at risk on behalf of the Council.

**From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would help protect children, young people and adults at risk from harm, abuse or neglect.**

## Criminal Convictions and Disqualification Declaration

### SECTION A

#### Declaration of criminal convictions

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore required to declare whether you have any criminal convictions (or cautions, reprimands or warnings) including those which are 'spent'.

The amendments to the Exceptions 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.

Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](#).

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) or do you have any charges pending?	Yes/No
Have you ever been barred or restricted from working with children and/or vulnerable adults?	Yes/No

### SECTION B

#### Childcare disqualification declaration

**If the following does not apply to you, please move onto section C**

[Disqualification under the Childcare Act 2006](#) applies to all schools and settings who

provide childcare and/or are directly concerned with the management of early years childcare or later years childcare (children above reception age but have not attained the age of 8). If you are in a role that falls within the categories below then you are required to provide information relating to your suitability:

- staff who work in early years provision (including teachers and support staff working in a school nursery and reception classes);
- staff working in later years provision for children who have not attained the age of 8 including before school settings, such as breakfast clubs, and after school provision;
- staff who are directly concerned in the management of such early or later years provision.

You are also required to provide relevant information about any person who lives or works in the same household as you which may disqualify you 'by association'.

Have you or any member of your household ever been disqualified from caring for a child, including your own child? (which are referred to in <a href="#">regulation 4</a> and listed at <a href="#">schedule 1</a> of 2009 Regulations)	Yes/No
Have you or any member of your household ever had your registration refused or cancelled relating to childcare, or children's homes, or been prohibited from private fostering? (as specified in <a href="#">Schedule 1</a> of the 2009 Regulations)	Yes/No
Does any member of your household have any unspent convictions for certain violent and sexual criminal offences against children and/or adults? ( <a href="#">See Table A – Relevant Offences</a> )	Yes/No
Has any member of your household ever been barred from working with children?	Yes/No
Have you or any member of your household committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom?	Yes/No

**SECTION C**  
**Further information and declaration**

If you have answered yes to any of the above questions, please provide further information below:

**Declaration:**  
I confirm that the information I have declared above is correct and I accept that if any of the information I provide is found to be false or misleading I may be disqualified from appointment.  
I understand that I have a duty to inform my employer should any of this information change at any time during my employment. I understand that any subsequent offer of employment will be subject to the satisfactory outcome of all required safeguarding, vetting and barring checks.

<b>Signature (applicant):</b>		<b>Date:</b>	
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Print Full Name:	
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Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.



If you have completed this form on behalf of the applicant, please add your details:			
Name (printed):		Contact number:	

**Thank you** for taking the time and effort to complete this form. The role information supplied will say where it should be returned.