

APPLICATION FORM

Please complete all sections of this form and enclose a letter of application of no more than 2 sides of A4 in which you set out your suitability for this position and how you meet the person specification; a CV is not required and will not be considered, neither will incomplete forms.

POST APPLYING FOR:

1. PERSONAL INFORMATION

|  |  |
| --- | --- |
| Surname |  |
| Forename |  |
| Former Name(s) if applicable |  |
| Postal Address *(for correspondence)* |  |
| Tel No |  |
| Mobile No |  |
| Email Address |  |
| National Insurance No |  |
| Are you registered with GTC | Yes/No |
| Date recognised as qualified by Department for Education and Skills |  |
| DfES Reference No |  |
| How did you hear about this vacancy? |  |

1. PRESENT/MOST RECENT APPOINTMENT

|  |  |
| --- | --- |
| Name and Address of Employer |  |
| Tel No |  |
| Current Job Title |  |
| Responsibilities |  |
| Date Appointed |  |
| Salary (including any safeguarded sum if applicable) £ |  |
| Reason for leaving |  |
| Length of Notice |  |
| Date you could commence duties |  |
| IF TEACHING |  |
| Subjects/Age groups taught |  |
| Boys/Girls/Mixed? *(Please delete whichever is not applicable)* | |
| No on Roll (approx.) |  |
| Age Range |  |

1. EDUCATION: SECONDARY/HIGHER

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full record of secondary schools, colleges or universities attended | F/T  or  P/T | Dates | | | | Exams passed & qualifications gained, including subjects, grades, class or division |
| From | | To | |
| Mth | Yr | Mth | Yr |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

3(a). OTHER QUALIFICATIONS NOT LISTED ABOVE

|  |  |  |
| --- | --- | --- |
| Examination Passed | Date | Subjects and Grades |
|  |  |  |

4. PROFESSIONAL COURSE ATTENDED NOT LISTED ABOVE

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Organising Body | Approximate Date | Duration |
|  |  |  |  |

5. PAST EMPLOYMENT – full-time (F/T) or part-time (P/T), including all employment since the age of 18 and any unremunerated activity e.g. unpaid voluntary work. Please provide the information in chronological order, stating reason for leaving post.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Employer | Post held and responsibilities | Reason for leaving | F/T  Or  P/T | Dates | | | |
| From | | To | |
| Mth | Yr | Mth | Yr |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

5(b). Gaps in employment, education or training. Please gives dates and explain any gaps since secondary education.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | | | Reason for gap |
| From | | To | |
| Mth | Yr | Mth | Yr |  |
|  |  |  |  |  |
|  |  |  |  |  |

6. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS

|  |
| --- |
|  |

7. REFERENCES

Give here details of two professional persons to whom reference may be made. The first of whom should be your present employer, Headteacher or Principal. If you are currently not working it should be your most recent employer, or from someone who has known you in a professional capacity. If you are not currently working with children but have done so in the past, an additional reference is required from the employer with whom you most recently worked with children. Please add this information to the application form where applicable.

Family, ex/current partner, close friends are not acceptable referees.

|  |  |
| --- | --- |
| NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  JOB TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  JOB TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

8. ADDITIONAL INFORMATION *(Please refer to Section 9 overleaf for further information)*

|  |  |
| --- | --- |
| Are you subject to any legal restrictions in respect of your employment in the UK? | YES/NO |
| Do you have any close personal relationships with any members of the Federation? *(“close personal relationship” includes spouse/partner, parent, child and sibling, although this list is not exhaustive).* | YES/NO |
| If Yes, please provide details: |  |
| Have you ever lived or worked outside the UK? | YES/NO |
| If Yes, please provide detail on the dates you lived or worked abroad, and the countries you have lived in: |  |
| Do you require a work permit? | YES/NO |
| Have you at any time been debarred from teaching by the Department for Education and Skills? | YES/NO |
| Do you hold a current driving licence? | YES/NO |

9. NOTICE TO APPLICANTS

**The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment.** All staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation. **Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

You will appreciate that the Trust must be particularly careful to inquire into the character and background of applicants for posts involving contact with children under the age of 18. It is, therefore, essential that you disclose whether you have ever been convicted of a criminal offence or cautioned and, if so, for what offence(s).

The post you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order 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.](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide)

The fact that conviction/caution(s) have been reported against you will not necessarily debar you for consideration for this appointment.

You must, therefore, answer the questions below. If the answer is ‘yes’, you must give details which should be enclosed in a separate, sealed envelope marked ‘private & confidential’ and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies. The object of this notice is not, in any way, to reflect upon applicants’ integrity but it is necessary to protect the public and the Trust.

All successful candidates for posts will be the subject of Enhanced with barred list check which provide details of a person’s criminal records, including convictions, cautions, reprimands and warnings held. In accepting an appointment you will be agreeing to such an investigation taking place. The provision of false information is a disciplinary matter and may result in summary dismissal. A copy of this notice will be sent to your referees.

Shortlisted applicants will be asked to bring proof of identity with them to their interview e.g. current passport, new style driving licence, plus at least one item of address-related evidence. The panel will ask to see these documents and explain that, if successful, you would then be asked to apply for Disclosure. To apply you will be asked to provide an e-mail address and the application form can be completed online.

|  |  |
| --- | --- |
| HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE OR CAUTIONED? | **YES/NO** |
| ARE YOU SUBJECT TO ANY BIND OVERS OR HAVE ANY CASES OUTSTANDING? | **YES/NO** |
| HAVE YOU EVER BEEN THE SUBJECT OF ANY PROVEN INVESTIGATION(S), COMPLAINT(S) OR THE LIKE IN RELATION TO YOUR WORK WITH CHILDREN OR VULNERABLE ADULTS, WHETHER IN A PAID OR VOLUNTARY CAPACITY, OR PRIVATELY CARRIED OUT? | **YES/NO** |

10. NOTES

1. The personal information collected on this form will be used for the purposes of recruitment and selection for the role you have applied for, or other roles you may be suitable for at the Federation. If appointed this form will form part of your employment record. The information will not be used for any other purpose nor will it be disclosed to any third party. We will store information in line with the Federation Records Retention Policy which is available at [www.rutlandfederation.com/policies](http://www.rutlandfederation.com/policies).
2. Canvassing, directly or indirectly a governor or trustee will disqualify the application.
3. Candidates recommended for appointment will be required to complete a medical and may be required to undergo a medical examination.
4. Failure to declare any close relationship to students, employees, trustees or governors will be a disciplinary matter and may lead to summary dismissal.

All UK employers have a duty to prevent illegal working and as such must conduct document checks to ensure that all candidates have a right to work in the UK.

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act) and sections 24 and 24B of the Immigration Act 1971. The 2006 Act replaced section 8 of the Asylum and Immigration Act 1996 (the 1996 Act) in respect of employment commencing on or after 29 February 2008. Under section 15 of the 2006 Act, an employer may be liable for a civil penalty if they employ someone who does not have the right to undertake the work in question.

Shortlisted applicants will therefore be asked to bring to their interview proof of their right to work in the UK (see enclosed list of acceptable documents). Please note that all documents provided must be originals. We cannot accept photocopies or documents downloaded from the internet.

11. DECLARATION

By signing the declaration below you give consent to allow the details you have included in your application to be verified. You are also signing to confirm you have read and accept the Federation’s privacy policy which was included in the application pack.

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct.

Signature of Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send your form and letter of application to the Executive Principal at Catmose College, Huntsmans Drive, Oakham, Rutland, LE15 6RP. On the grounds of economy applications will not be acknowledged.