

Children of Success Schools Trust

**Employment Application**

This form is in two parts. **Part A** contains questions about you, your education, and your current and previous employment. Section A9 is a personal statement. **Part B** is our ‘Diversity monitoring questionnaire’. This part of the form is on a separate sheet, and we do not use it in the recruitment process. The information you give on this part is confidential. We will only use it for dealing with your application and for monitoring how well we meet our policy on diversity.

We may use the information to create a computer record of your personal details.

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| **Role Details** |
| Please specify the school which you are applying to: |
| Children of Success Schools TrustHaveley Hey Community SchoolThe Willows Primary School |
| Vacancy Title |
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| **A1 Personal details** |

Surname and Title

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First and other names

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Previous names

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|       |

Your address

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|       |
| Post code:       |

Your phone number and work phone number

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| Can we call you at work?  |       |
| Your email address |
|       |
| **A2 Your current job** |

If you are not working at the moment please use this section to tell us about your last job.

Employer’s name

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Their address

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|       |
| Post code:       |

Type of business

|  |
| --- |
|       |

Your job title

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|       |

Period of employment

From To

|  |  |
| --- | --- |
|       |       |

[ ]  Permanent [ ]  Temporary

Salary: please give the amount you receive each year and Grade including any additional payments (before deductions)

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| £      Grade: Point: |

Other benefits

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How much notice do you have to give? If this is negotiable, please say so.

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Reason for leaving role

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| **A3 Previous employment record** |

**Children of Success Schools Trust observes the Safer Recruitment Guidelines issued by the DFE and is therefore obliged to check employment history of all its applicants. Please Include any breaks in employment**.

*For example: when you were unemployed, if you were travelling outside of the UK or not employed due to family responsibilities.*

* It is important that you give us as much information as possible as we may approach any previous employer involving work with children.

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| --- | --- | --- |
| From      To      | Employer’s name and address | Type of business       |
|       | Job title and description of duties      |
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|       |
| Post code:       |
| Tel No:       |
| Reason for leaving      |

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| From     To      | Employer’s name and address | Type of business       |
|       | Job title and description of duties      |
|       |
|       |
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| Post code:       |
| Tel No:       |
| Reason for leaving      |
| From     To      | Employer’s name and address | Type of business       |
|       | Job title and description of duties      |
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|       |
| Post code:       |
| Tel No:       |
| Reason for leaving      |

*Please continue on the next page*

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| **A3 Previous employment record *continued*** |

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| --- | --- | --- |
| From     To      | Employer’s name and address | Type of business       |
|       | Job title and description of duties      |
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| Post code:       |
| Tel No:  |
| Reason for leaving      |

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| From     To      | Employer’s name and address | Type of business       |
|       | Job title and description of duties      |
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| Post code:       |
| Tel No:  |
| Reason for leaving      |

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| From     To      | Employer’s name and address | Type of business       |
|       | Job title and description of duties      |
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| Post code:       |
| Tel No:       |
| Reason for leaving      |

*Continue on a separate sheet if necessary*

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| **A4 Education, training and professional qualifications** |

Please include:

Any qualifications you have gained and courses you have taken; and

Any study you are currently undertaking

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| --- | --- | --- | --- | --- | --- | --- |
| Name of qualification/course | Awarding Body | Grade | Details Full name and address of School, College, University, Institution and type of study e.g. full time, part time, distance learning | Frommm/yyyy | Tomm/yyyy | EvidenceYes/No |
|       |       |       |       |       |       |  |
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*Continue on a separate sheet if necessary*

If you are not able to provide evidence of your qualifications please explain below.

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Membership of Professional or Other Relevant Bodies

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| **A5 Reference** |

Please give us the names and addresses of two people who will give you a reference for this job, **one of which must be your current or most recent employer.**

***Referees should be employers or a member of HR or management team***

First reference

Title and full name

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Address

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Contact phone number and **email address**

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Job title and relationship to you, for example:

Personnel Officer, current employer and so on

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Second Reference

Title and full name

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Address

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Contact phone number and **email address**

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Job title and relationship to you, for example:

Personnel Officer, current employer and so on

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May we contact your referees without further notice to you?

Yes [ ]  No [ ]

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| **A6 Other Details** |

How did you find out about this job?

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Do you need a work permit to work in the UK?

Yes [ ]  No [ ]

Please specify you Right to work Status

[ ]  British Citizen

[ ]  EU Settlement Status

[ ]  Indefinite leave to remain

[ ]  Spousal Visa

[ ]  Other

[ ]  I do not have the right to work in the UK

Qualified Teacher Status (if applicable to the post)

Yes [ ]  No [ ]

Teacher Reference Number (if applicable to the post)

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| DFES Number: |

Have you ever been the subject of a Safeguarding investigation?

Yes [ ]  No [ ]

Have you ever been subject to a Disciplinary action?

Yes [ ]  No [ ]

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| **A6 Other Details *continued*** |

**In line with legislation this is a no smoking site**

National Insurance No

Are you related to or have a close relationship with any existing member of staff, governor or trustee of Children of Success Schools Trust.

Yes [ ]  No [ ]

If Yes, please give details:

**The Children of Success Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

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| **A7 Disclosure of Information** |

Because of the nature of the work concerned, this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act, 1974. 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*.*

[**https://www.gov.uk/government/news/disclosure-and-barring-service-filtering**](https://www.gov.uk/government/news/disclosure-and-barring-service-filtering)

In the event of an offer of employment, failure to disclose relevant convictions, bind overs or cautions (under the DBS guidance – see link above) could result in the withdrawal in the offer of employment.

Where you have any relevant convictions, bind-overs, disqualifications through association, orders or cautions as described in the DBS guidance and Childcare (Disqualification) regulations 2009, these should be listed on a separate sheet of paper and enclosed with this Application in a separate and sealed envelope marked with your full name and the word ‘Confidential’.

In the event that you are not short listed for interview this envelope will be returned to you unopened. **The fact that a conviction has been recorded against you does not necessarily debar you from consideration from appointment. If you disclose a conviction which is filtered or protected from any Enhanced DBS check, this will be disregarded and will not affect your application.**

**A copy of this notice will be sent to your referees.**

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| **A8 Declaration and Signature** |

* **I certify that the information given by me in this application form is correct.**
* **I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information which may affect working with children and young people. Failure to do so may disqualify me from appointment or result in dismissal.**
* **I also certify that I have not been disqualified from working with children and young people or subject to sanctions imposed by a regulatory body.**
* **I understand that a requirement of this post is clearance through an Enhanced DBS Disclosure.**
* **I understand if you offer me employment it will be on the condition that I am fit for the work. You may ask me to have a medical examination.**
* **I understand that all offers of employment are subject to suitable references, qualifications check, satisfactory medical clearance, DBS and Asylum & Immigration checks.**

**Your signature Date**

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| **A9 Personal Statement** |

**Please tell us something about yourself and why you are applying for this post and using the job description / person specification supplied please elaborate on your suitability for this post.**

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| **B Diversity Monitoring Questionnaire** |

It is our policy to recruit staff on the basis of their ability and their suitability for the post they are applying for.

As part of our diversity policy, we welcome applications from all parts of the community. It would help us if you would answer these questions, which help us to monitor how effective our policy is.

We treat the information you give us in confidence, and we will not use it as part of the recruitment process. We will separate this questionnaire from the rest of the application form before we decide who to select for interview.

**Personal Details**

Surname and Title

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First/other name(s)

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|       |

Previous or other surnames(s)

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Gender

Male [ ]  Female [ ]  Other [ ]

Date of Birth

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**Ethnic origin**

This question is to establish the colour and broad ethnic group of people who reply to our job adverts. It is not concerned with your nationality, place of birth or citizenship. For example, UK citizens may fall into any of the ethnic groups we list in the question.

How do you describe your ethnic origin?

[ ]  White [ ]  Black

[ ]  Black Caribbean

[ ]  Black Other

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| --- |
| Please describe:       |

[ ]  Indian [ ]  Pakistani

[ ]  Bangladeshi [ ]  Chinese

[ ]  Other

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| --- |
| Please describe       |

**Disabilities**

Are you disabled?

The notes at the bottom of this page outline what the law says about disabilities. We are more interested in whether you consider yourself disabled. We also need to know if you are disabled in order to consider what reasonable adjustments may be necessary in the event that you are the successful applicant.

Yes [ ]  No [ ]

Your signature

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|       |

Date

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**What does ‘disabled’ mean under the Disability**

**Discrimination Act 1995?**

The Disability Discrimination Act 1995 say “*a person has a disability if they have a physical or mental impairment which has a substantial and Long-term adverse effect on their ability to carry out normal day-to-day activities”.*

The meaning of long-term is lasting, or being likely to last, at least 12 months. Disabilities may involve difficulties with:

* Moving around
* Holding and manipulating objects;
* Physical co-ordination
* Incontinence;
* Lifting, carrying or moving everyday objects;
* Speech, hearing or eyesight (except if this is corrected with spectacles or contact lenses).

It may also involve mental abilities such as memory, concentration, learning and understanding people with conditions such as cancer, multiple sclerosis or HIV, are covered by the Act from the moment the condition leads to a problem which has some effect on their ability to carry out normal day-to-day activities, and that problem is likely to lead eventually to a substantial effect on ability.

From 1 October 2010 the Equality Act replaced most of the Disability Discrimination Act (DDA). However, the Disability Equality Duty in the DDA continues to apply.

**Finding out more about disability and the law**

Information is available on the following websites: [www.direct.gov.uk](http://www.direct.gov.uk) and [www.homeoffice.gov.uk/equalities](http://www.homeoffice.gov.uk/equalities).

Please return your completed application form by email to dayan.atenyam@cosst.co.uk