 

**APPLICATION FOR EMPLOYMENT**

**(please note this application form should be completed for both teaching & support staff positions)**

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| **Position applied for:** |

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| **Section 1 – Personal details** | | |
| Title: | Forename(s): | Surname: |
| Date of birth: | | Former name: |
| Preferred name: |
| Address: | | National Insurance number: |
| Are you currently eligible for employment in the UK?  Yes No  Please provide details, including any restrictions on your right to work in the UK: |
| Telephone number(s):  Home: ………………………………………………………………………………  Work: ………………………………………………………………………………  Mobile: ……………………………………………………………………….……  Email address: ………………………………………………………………… | | DfE No: |
| Do you have Qualified Teacher status?  Yes No |
| Have you read the School’s Safeguarding (Child Protection) Policy?  Yes No |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, pupil, Governor or Trustee of Barton Court Academy Trust? If so, please provide details  ……………………………………………………………………………………………………………………………………………………………………………..  Where did you hear about this opportunity ………………………………………………………………………………………………………..………..  ………………………………………………………………………………………………………………………………………………………………………………….. | | |

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| **Section 2 – Education** Please start with the most recent. Please use a continuation sheet if necessary. | | | | | |
| **Dates (From/To)** (dd/mm/yy) | **Name of Institution** | **Qualified Teaching Status (GTP/PGCE/BEd)** | **Result** | **Date** | **Awarding Body** |
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| **Dates (From/To)** (dd/mm/yy) | **Name of University** | **Masters/PhD** | **Result** | **Date** | **Awarding Body** |
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| **Dates (From/To)** (dd/mm/yy) | **Name of University** | **Degree** | **Result** | **Date** | **Awarding Body** |
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| **Dates (From/To)** (dd/mm/yy) | **Name of School/College** | **A Level/ AS Level or equivalent** | **Result** | **Date** | **Awarding Body** |
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| **Dates (From/To)** (dd/mm/yy) | **Name of School** | **GCSE Level or equivalent** | **Result** | **Date** | **Awarding Body** |
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| **Section 3 – Other vocational qualifications, skills or training**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. |
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| **Section 4 – Current / Most Recent Employment** | | | |
| Current/most recent employer: | | Current/most recent employer's address: | |
| Current/most recent job title: | | | Date started: |
| Brief description of responsibilities: | | | Date employment ended (if applicable): |
| Current salary/salary on leaving: | Do you/did you receive any employee benefits? If so, please provide details of these. | | |
| Reason for seeking other employment: | | | |
| Please state when you would be available to take up employment if offered: | | | |

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| **Section 5 – Previous employment and/or activities since leaving secondary education** Please continue on an official continuation sheet if necessary. | | | |
| **Dates** (dd/mm/yy) | **Name and address of employer** | **Position held and/or duties** | **Reason for leaving** |
| From: |  |  |  |
| To: |
| From: |  |  |  |
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| **Section 6 – Gaps in your employment**  If there are any gaps in your employment history, even if only a few weeks, e.g. looking after children, sabbatical year, please give details and **exact dates**. |
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| **Section 7 – Interests**  Please give details of your interests, hobbies or skills and, in particular, any which could be of benefit to the School for the purposes of enriching its extra-curricular activity. |
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| **Section 8 – Suitability**  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |
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| **Section 9 – Sanctions, Restrictions and Prohibitions** | | |
| Have you ever been referred to, or are you the subject of, a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL)), any equivalent body in the UK or a regulator of the teaching profession in any other country? | | YES / NO |
| **If answering 'YES' to the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.** | | |
| **Section 10 – Criminal records** | | |
| The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) for all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure application form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.  The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold any information about police cautions, bind-overs, or any criminal convictions including any that would otherwise be considered ‘spent’ under the Act.  **Have you ever been convicted of any offence or Bound-over or given a caution? Yes/No**  **Have you ever been the subject of an investigation or enquiry into abuse or any other inappropriate behaviour? Yes/No**  If answering 'YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential disclosure" with your application form. It will be opened only if you are shortlisted for interview – otherwise it will be returned unopened to you.  I understand that if my application is successful I will be required to obtain an enhanced DBS disclosure. | | |
| **Section 11 – References**  Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references on all short-listed candidates before interview. The School reserves the right to take up references from any previous employer.  If the School receives a factual reference (i.e. one which contains only limited information about you) additional references may be sought. The School may also telephone your referees in order to verify the references they have provided. | | |
| **Referee 1 (Must be current or most recent Head Teacher if applying for a teaching or student support role)** | **Referee 2** | |
| Title: Mr/Mrs/Ms/Miss/Other……………………….………………….  Name: ……………………………………………………………….……………..  Occupation: …………………………………….………………………………..  Relationship to you: ………………………………..……………………….  Organisation ……………………………………………………………………  Address: ………………………………………………………………………….  ………………………………………………………………………………………..  ,……………………………………………………………………………………….  Email Address: …………………………………………………………….…..  Telephone number: ………………………………………..………………. | Title: Mr/Mrs/Ms/Miss/Other……………………………………,…….  Name:..………………………………………………………………………........  Occupation: ………………………………………...……………………………  Relationship to you: ……………………………..…………………………..  Organisation …………………………………………………………………....  Address …………………………………………………………………………  ………………………………………………………………………………………..  ………………………………………………………………………………………..  Email Address: ……………………………………………………………….  Telephone number: ….…………………………………………………… | |

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| **Section 12 – Recruitment** |
| It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  Copies of the School's Safeguarding (Child Protection) Policy are available with this application form for download from the School’s website. Please take the time to read this.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. Please see the School’s Recruitment Privacy Notice at Appendix 2 for more information about how we use your information. |
| **Section 13 – Declaration** |
| * **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.** * **I confirm that I am not on the Children's Barred List or otherwise disqualified from working with children.** * **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.**   **Signature** ………………………………………………………......................................……….  **Date** ………………………………………..  Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13. |

Please return to: Mrs A Ormsby

Personnel Assistant

The Charles Dickens School

Broadstairs Road

Broadstairs

Kent

CT10 2RL

[recruitment@cds.kent.sch.uk](mailto:recruitment@cds.kent.sch.uk)

Tel: 01843 862988

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| CONFIDENTIAL **Equal Opportunities in Employment – Monitoring Form**  This section will be removed for monitoring purposes before the selection process begins and  will not affect the consideration of your application | | | |
| General Guidance Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability, etc. The Governing Body of The Charles Dickens School aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.  The Governing Body’s Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person’s ability to do the job.  The Governing Body has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.  The information given will not affect the consideration of your application. | **Job Applied for:**  Job No. or Ref: (if applicable)  School:  Location:  How did you learn of this vacancy?  TES newspaper  TES online  School website  Kent Teach  Other \*  **\*Please specify……………………..**………………………………  Surname and Initials:  Age: Date of Birth:  Marital Status:  Gender: Male Female | | |
| Ethnic Origin Guidance This is the origin of your family rather than your Nationality.  For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific.  Please identify your ethnic origin either by ticking ONE of the boxes on the right or by giving your own description. | Ethnic Origin **a.White**  British  Irish  Any other white background  **b.Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background  **c. Asian or Asian British**  Indian  Pakistani  Other Asian background with **c.**  **d. Black or Black British**  Caribbean  African  Other Black background within **d.**  **e. Other Ethnic groups**  Chinesse  Any other ethnic group |  |  |

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| **Disability Guidance**  Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This  positive action helps ensure people with disabilities get their fair share of jobs.  If you consider yourself to be disabled please let us know. We would appreciate advice on help we can give to enable you to attend,  or participate in the interview. At the interview you will be asked if you have any  disability which would affect your ability to do the job and, in compliance with the Disability Discrimination Act 1995, you will be  asked what reasonable adjustments we might arrange to assist you. | Disability Do you consider yourself to have a disability?  YES NO  If YES please describe your disability  If you need any assistance to attend  or participate in the interview, please  give details. |
| Data Protection Act 2018 and GDPR I consent to the data on this form being used for statistical purposes to assist the Governing Body in the monitoring of equal opportunities.  **Signed: ………………………………………………………………………… Date: …………………………………………………………….** | |

# Appendix 2: Recruitment Privacy Notice

# Who collects the information

Barton Court Academy Trust and all schools within the Trust (the ‘**School’**) is a ‘data controller’ and gathers and uses certain information about you as part of the recruitment process. We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy (available on the school website).

# About the information we collect and hold

The categories of information that we may collect, process and hold for recruitment purposes include:

* your name and contact details (such as home address, telephone numbers and email address);
* previous employment information (such as establishment, post, and salary information and also conduct, grievance or performance issues);
* professional sanctions and/or criminal record information;
* medical information (for example if you ask us to consider making reasonable adjustments);
* details of your referees;
* relevant academic or professional qualifications; and
* documents submitted as proof of identity on interview day (including proof of your right to work in the UK).

# Why we collect and use this information

We use information obtained during the recruitment process primarily:

* to comply with our legal obligations governing the recruitment of staff to work in schools and Keeping Children Safe in Education (statutory guidance); and
* in accordance with our legitimate interest to carry out a fair recruitment process and make an informed decision to recruit.

We will not normally share your information with anyone outside the School, other than your referees, unless your application is successful and you accept an offer of employment (see below regarding successful applicants).

# Storage of recruitment information

***Successful applicants***: recruitment information will be transferred to the individual’s personnel file and the School’s Staff Privacy Notice will apply (see the Staff Handbook and School Policies which are provided with any offer of employment).

***Unsuccessful applicants:*** we retain application data for 6 months after the completion of the process after which it is disposed of securely, either by in-house shredding or by using an accredited confidential waste disposal company, depending on volume.

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

# Your rights to correct and access your information and to ask for it to be erased

Please contact the Trust’s Personnel Manager, Mrs Roberta Light, who can be contacted via [rlight@bartoncourt.org](mailto:rlight@bartoncourt.org) 01227 464600 (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for some but not all of the information we hold and process to be erased in certain circumstances.

# Further information

We hope that our Trust Personnel Manager can resolve any query or concern you may have about our use of your information. If not, you are entitled to contact the Trust’s DPO

DPO Name: SPS DPO Services

Email: [sps-dpo-services@isystemsintegration.com](mailto:sps-dpo-services@isystemsintegration.com)

Correspondence address: SPS SPO Services, iSystems Integration, Devonshire House, 29-31 Elmfield Road, Bromley, Kent BR1 1LT

Or the Information Commissioner at https://ico.org.uk/concerns/ or telephone 0303 123 1113 for further information about your rights or to make a formal complaint. Please note, however, that the ICO does recommend that steps are taken to resolve the matter with the School before involving the regulator.