**Employment Application Form (Part 1)**

**Important:**

It is an offence to apply for this role if you are barred from engaging in regulated activity in relation to children. Where it is found that a barred individual has applied for a role which involves regulated activity, OSGUK will report this.

This role involves regulated activity. An enhanced level of criminal record check will be required for this post, including a check of the Children’s Barred List.

If your completed application is emailed, please note that it must be returned in a Word or PDF format.

The early return of applications is advised. OSGUK retains the right to close a vacancy earlier than the advertised closing date so an early return of an application is advised.

Post applied for:

Vacancy Ref:

Campus name:

Please state where you saw this vacancy or which agency is representing you:

Closing Date:

Please return your completed application form to the following address:

recruitment@uk.oneschoolglobal.com

To return an application by post, please send it to:

Terry Arnett - HR
OneSchool Global UK
Exchange Place
Poseidon Way
Warwick, CV34 6BY

Or email: Recruitment@uk.oneschoolglobal.com

**Please sign to confirm that you have read the applicant guidance at the end of this form:**

**Signed:**

**Section A- Personal Details**

Please write clearly in black ink or type as this form will be photocopied

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| --- | --- | --- |
| Title:  | First Name:  | Surname:  |
| Current Address: Postcode: | Telephone Numbers: Home: Work: (If convenient to receive a call) Mobile: Email address:  |
| Do you have the legal right to live and work in the UK?  | YES / NO  |
| Is this subject to having a work permit visa of any kind? (If so, please provide details of the current status, including type, expiry date and whether sponsorship is required)  |  |
| **You will need to produce a birth certificate, photographic ID and proof of right to work in the UK if you are called for an interview**  |
| National Insurance number:  |  |
| Have you successfully completed a period of induction, as a qualified teacher in this country? |  |
| If yes, please provide details: |  |
| Are you registered with the DfE? |  |
| If yes, please provide your DfE reference number (eg; 12/34567)  |  |
| Are you subject to any conditions or prohibitions placed on you by the DfE? |  |
| If yes, please give details:  |  |
| Do you have Qualified Teacher Status? |  |
| If yes, please provide date of award:  |  |
| QTS Certificate number:  |  |

**REFERENCES**

Please give the details of two referees. One must be your current or most recent employer, and if you are not currently working with children you must provide a referee from your most recent employment or placement that involved working with children. References will be sought prior to interview and will not be accepted from relatives, or from people writing solely in the capacity of friends. No appointment will be confirmed without first receiving satisfactory references. Please note that we are unable to accept open references (e.g. to whom it may concern)

Please ensure that you have notified your referees that we will be contacting them, should you be called to interview.

|  |  |
| --- | --- |
| **Current or most recent employer:**  | **Previous employer:**  |
| Name & Title: Position: Name of organisation: Address: Postcode: Telephone number: Email: May this referee be contacted without further authority from you? YES / NO | Name & Title: Position: Name of organisation: Address: Postcode: Telephone number: Email: May this referee be contacted without further authority from you? YES / NO  |

*I hereby authorise you to request references from my present employer, my previous employer or the people that I have submitted as personal referees once an invite for interview of employment has been confirmed. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate.*

*Under new Data Protection laws (GDPR 2018) please also confirm to your referees that you consent to them providing us with a reference if we request one.*

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| --- | --- |
| **Signed:**  | **Dated:**  |

**Section B- Employment**Details of current (or most recent) employment

|  |  |
| --- | --- |
| Name of employer: Address: Postcode:Telephone number:  | Job title: Current salary: Date started: Date left (if applicable): Notice required:  |

|  |
| --- |
| Brief description of main duties and responsibilities:  |
| Reason for leaving:  |

Please provide your complete employment history and experience, including voluntary and other relevant experience, starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| Previous Employer name and address | Job Title and Main Duties (please state *full* or *part time*) | Dates | Reason for Leaving |
| FromMonth/Year | ToMonth/Year |
|  |  |  |  |  |
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|  |  |  |  |  |
| If required, please complete on a separate sheet and tick here if separate sheets attached □ |

Please account for any gaps in your employment history

|  |  |  |
| --- | --- | --- |
| From  | To  | Reason for gap  |
|  |  |  |
|  |  |  |
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**Section C- Education and Qualifications**Please provide, starting with the most recent, details of your education and other qualifications. Please ensure that you will detail the qualifications that are outlined within the Person Specification for the role.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course attended / Qualification / Subjects** | **Date** | **Grade / Level** | **School, College** **or Training Provider** |
| **From Month/Year** | **To Month/Year** |
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| If required, please complete on a separate sheet and tick here if separate sheet is attached □ |

**Section D- Training**
Please provide, starting with the most recent, details of any courses undertaken which are relevant to the job you are applying for:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From  | To  | Course title  | Grade / Level  | Provider  |
|  |  |  |  |  |
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**Health**Please note that the successful candidate will be required to complete a medical questionnaire and may be asked to attend for a medical examination.

**Section E- Personal statement**Please provide any additional information you wish to bring to the attention of the shortlisting panel. In this section please demonstrate fully how you meet the criteria set out in the person specification of the post you are applying for. Include any experience, skills and abilities you have gained, both in work or voluntary occupation. Explain why you feel that you are suitable candidate for this position.

If required, please continue on named separate sheets and tick here if separate sheets

**Section F- Special Interests (optional)**

**DATA PROTECTION**I understand that the information contained in this form is personal data that will be held on computer and if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the General Data Protection Regulation 2018.

I hereby certify that all the information given on this Application Form (Parts 1 and 2) and any attachments is true and accurate. I understand and agree that:

* Providing false information may result in disqualification from the recruitment process, or may invalidate an offer of employment, or lead to termination of employment
* I am in possession of the qualifications I claim to hold, and I can provide the certificates as evidence
* Where I cannot provide evidence of qualifications, suitable references and/or the right to work in the United Kingdom. I understand that the offer of employment may be rescinded and/or employment terminated
* The Rehabilitation of Offender Act 1974 (Exceptions) Order 1975 (2013 and 2020) as amended (the ‘Exceptions Order’) applies to this role and so I must disclose any unspent cautions and convictions and any spent cautions and convictions that are not ‘protected’. I understand that failure to disclose will result in non-appointment, disciplinary action and/or dismissal.
* Where the post for which I am applying requires me to work with children, I hereby agree to a disclosure being made by the Disclosure and Barring Service about the existence and content of a criminal record, spent or otherwise. The post I am applying for requires me to work in regulated activity with children. I hereby agree to a disclosure being made by the DBS about the existence and content of a criminal record.
* I declare that I know of no reason why I should not be considered a fit and proper person to teacher and/or have contact with children and young persons, that I am not barred from working with children or prohibited from teaching or subject to any sanctions imposed by UK or Overseas regulating bodies
* I am not aware of any medical condition, physical or mental which might affect my ability to carry out my duties as detailed within the job description for the post, and I undertake to inform you of any such condition as soon as it occurs
* All information contained in this form will be treated as confidential

If your application proves unsuccessful and you would like us to retain your personal details on our database to be considered for future employment opportunities, please tick the box.

More information can be found in the OSGUK Staff Privacy Notice

|  |  |
| --- | --- |
| Signed:  |  |
| Print Name:  | Date:  |

**OneSchool Global UK- Applicant Guidance**

**Safeguarding Children and Young People**
OneSchool Global UK have a commitment to safeguarding. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding among our workforce of staff and volunteers. The post you are applying for involves working with children and you will be subject to safer recruitment processes which will include an enhanced level of criminal record check including a check of the Children’s Barred List where applicable.

**It is an offence to apply for this role if you are barred from engaging in regulated activity in relation to children. Where it is found that a barred individual has applied for a role which involves regulated activity, OSGUK will report this.
Our Recruitment process is in line with the requirements of the DfE Guidance- Keeping Children Safe in Education**

**Application Form**
Every section in the application form must be completed as fully as possible, and the information provided must be accurate. We cannot accept a Curriculum Vitae (CV) alone; where you submit a CV you will be required to fully complete an application form. We recommend that you retain a copy of your application form that you can refer to, should be invited to interview.

The main sections of the application form will ask for a variety of information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria and competencies needed to do the job, and as outlined in the person specification and the job description. When completing the application, you should outline all the skills, qualifications and awards you have but these can be selective, and you only need to provide those you consider relevant to the job you are applying for.

**Application Personal Statement**

This is the most significant element of the application form as it is where you have the opportunity to explain why you are suitable for the vacancy. To give yourself the best opportunity of being shortlisted, you should look at the criteria/competencies for the role (outlined in the person specification) and give examples from your personal, educational or work career to show how you can demonstrate these.

**Pre-employment vetting checks**

As part of the safer recruitment and selection process, we operate a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below:

**Declaration of previous convictions and cautions**

The Rehabilitation of Offender Act 1974 (Exceptions) Order 1975 (2013 and 2020) as amended (the ‘Exceptions Order’) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The Expectations Order by effect makes roles involving regulated activity (work with children and/or young people) exempt from the Act and therefore requires individuals where appropriate, Children’s Barred List Checks, among others relevant to the role.

The Exceptions Order applies to this post. Therefore you are required to disclose all cautions and convictions both unspent and spent in your application, unless any spent conviction or caution is classed as ‘protected’. Guidance on whether spent convictions and cautions are ‘protected’ or whether a conviction or caution should be disclosed can be found via:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

**Disclosure and Barring Service (DBS)**

Successful applicants seeking to work with children and/or young people will be required to undergo an enhanced DBS disclosure with Barred List Check for roles in England and Wales; this will include a check against the Children’s Barred List. For roles in Scotland a PVG Certificate via Disclosure Scotland will be required, or for roles in Northern Ireland the equivalent will be via AccessNI.

We will also retain a copy, with the permission of the applicant, the DBS/AccessNI/PVG disclosure documents of any ‘hold’ candidates. These documents will be confidentially destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for any duration, an additional overseas police check will be carried out from the appropriate country in addition to a new DBS/PVG/AccessNI check.

If you subscribe to the DBS Update Service, please provide details on your application.

**Qualifications**

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to interview, a copy will be taken for our records. If the original certificate is unavailable, a certified copy of the documents must be provided by the issuing establishment.

**Registration with a professional body**

If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to interview, a copy will be taken for our records. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. The school will verify registration/membership with the relevant professional body.

**Prohibition from Teaching**

Schools should ensure that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, or historically by the GTCE, using the Employer Access Online service. You will be asked if you have been prohibited from teaching on the application form and should you be shortlisted, a Prohibition from Teaching check will be made.

**References**

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people.

If you have not been employed but have undertaken voluntary work with children and/or young people, you should use this as a source for a reference.

If you have not previously worked with either children and/or young people, you must provide a character reference from your current employer, and ideally someone who is able to confirm your suitability to work with children and/or young people. This would normally be someone in authority, for example, a lecturer, doctor or community leader.

Please note that to assess a candidates suitability character references are normally only accepted as a supplement to an employer’s reference. In addition, we will seek references from educational establishments for those applicants with no previous employment history.

**Under no circumstances will open references (addressed ‘to whom it may concern’) be accepted.**In all cases if shortlisted, and prior to interview, we will contact the referees on your application form. If you have specifically indicated that you would prefer us not to contact them we will seek your permission upon your acceptance of the invitation to interview.

In order

Every section in the application form must be completed as fully as possible, and the information provided must be accurate. We cannot accept a Curriculum Vitae (CV) alone. We recommend that you retain a copy of your application form that you can refer to this, should you be invited to interview.

The main sections of the application form will ask for a variety of information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria / competencies needed to do the job. When completing the application, you should provide your entire work history, including the description of any employment gaps. In addition, you should outline all the skills, qualifications and awards you have, but these can be selective, and you only need to provide those you consider relevant to the job you are applying for.

**Application Questions**
This is the most significant element of the application form as it is where you have the opportunity to explain why you are suitable for the vacancy. To give yourself the best opportunity of being shortlisted, you should look at the criteria/ competencies for the role (outlined in the person specification) and give examples from your personal, educational or work career to show how you can demonstrate these.

**Pre-employment vetting checks**

As part of its safer recruitment and selection process, we operate a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below:

**Declaration of previous convictions**

The **Rehabilitation of Offender Act 1974 (Exceptions) Order 1975** as amended makes certain regulated activity (work with children and/or young people) exempt from the Act and therefore requires individuals seeking to work with these groups to be subject to enhanced Criminal Record disclosure checks, including where appropriate Barred List checks, among others.

This post is classed as exempt under the Rehabilitation of Offender Act 1974 (Exceptions) Order 1975 as amended. Therefore, you are required to reveal all convictions both spent and unspent, in your application.

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/collections/dbs-filtering-guidance*](https://www.gov.uk/government/collections/dbs-filtering-guidance)

**Disclosure & Barring Service (DBS)**

Successful applicants seeking to work with children and/or young people will be required to undergo an enhanced DBS disclosure with Barred list Check; this will include a check against the Children’s Barred List.

We will also retain a copy, with the permission of the applicant, the DBS disclosure documents of any ‘hold’ candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than six months, an additional police check will be carried out with the normal or most recent country of residence

If you subscribe to the DBS Up-date Service, please provide details on your application.

For applicants applying for roles in Northern Ireland and Scotland an appropriate level of Criminal Records check will be required by the appropriate body (e.g. AccessNI or Disclosure Scotland).

**Qualifications**

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to interview, a copy will be taken for our records. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

**Registration with a professional body**

If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to interview, a copy will be taken for our records. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. The school will verify registration/membership with the relevant professional body.

**Prohibition from Teaching**

Schools should ensure that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service. You will be asked if you have been prohibited from teaching on the application form and should you be shortlisted, a Prohibition from Teaching check will be made.

**References**

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people.

If you have undertaken voluntary work with children and/or young people, you should use the voluntary supervisor as a referee.

If you have not previously worked with either children and/or young people, you must provide a character reference from someone who is able to confirm your suitability to work with children and/or young people. This would normally be someone in authority, for example, a lecturer, doctor or community leader.

Please note that character references are normally only accepted as a supplement to an employer’s reference. In addition, we will seek references from educational establishments for those applicants with no previous employment history.

**Under no circumstance will open references (addressed ‘to whom it may concern’) be accepted.**

In all cases if shortlisted, and prior to the interview, we will contact the referees on your application form. If you have specifically indicated that you would prefer us not to contact them we will seek your permission upon your acceptance of the invitation to interview.

In order to speed up the process of obtaining references, you should advise your referees that we will be contacting them should you be called for an interview.

**Eligibility to work in the UK**

We have a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Residents of the European Economic Area (EEA) will be able to provide evidence by presenting a valid passport. We will follow guidance on the gov.uk website. Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. In addition, further appropriate checks may be considered. Guidance will follow in the government guidance criminal record checks for overseas applications.

**Medical assessment**

All offers of appointment will be subject to the satisfactory outcome of the medical assessment procedure. The successful candidate will be asked to complete a medical questionnaire.

**Important Notice to all Applicants**

OneSchool Global UK and its affiliated schools are committed to safeguarding and promoting the welfare of all those we serve as well as complying with the best practise in the application of safeguarding.

Therefore, if you are offered a post, the offer will be conditional on a variety of satisfactory safeguarding checks including:-

* Enhanced DBS with Barred List Disclosure
* Proof of Identity, for example – driving licence, passport
* Verified professional qualifications, where appropriate
* Prohibition order by secretary of state check for teachers with TRN
* Medical questionnaire
* Overseas check, if appropriate

**Confirming the outcome of an application**

Due to the high number of applicants that we usually receive, it is not possible to respond to each one individually. You should assume that you have been unsuccessful if you have not heard from us within four weeks of the closing date. We know that this is not ideal but hope that you can understand why we do this. If you are successful, we will contact you to confirm the arrangements for the next stage of the recruitment process.

**Additional Notes**

* Please submit your application form and additional supporting information to the address/email given on the application form. Where applications are submitted electronically please ensure they are in a Word format.
* If posting your application, please ensure that the correct postage is paid (we have received applications too late to be considered due to insufficient postage being applied)
* If you have any queries, please contact the OneSchool Global UK National Support Office on flt.recruit@uk.oneschoolglobal.com

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| --- | --- |
| Signed: |  |
| Print Name: |  | Date: |